



Job Title	Summer Camp Program Assistant		
Department	Children's Ministry	Hours & Wage	36-40* hours/week, \$15.75/hour
Reports To	Move Camp Director	Start Date	April 27* – July 20*, 2021 *May change, depending on funding
Job Description			
<p>ABOUT THE POSITION The Summer Camp Program Assistant will work with the NLCC Camp Director to help plan and create a fun, creative, action-packed and organized week-long kids camp (or multiple camps/weeks), for kids entering grades one to six. The candidate would work both creatively and administratively on a variety of tasks. This person will help support the camp behind the scenes as well as oversee a specific area. There will be some flexibility on the hour requirements, including start/end dates, time off, and number of hours per week. Office hours will typically be Monday – Friday (8hrs: M/W/F; 6hrs: T/Th) with the exception of the proposed camp week of July 5 – July 9. ** Due to Covid-19 we are unable to confirm actual dates for camp at this time.</p> <p>MAIN SUMMER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Plan, organize, and lead the Main Session times for camp to hone communication skills • Help to recruit, screen, train and schedule volunteers using digital skills • Attend weekly summer camp team meetings to support team initiative • Help to plan, organize and lead training of summer camp volunteers to develop leadership skills • Help to oversee camp décor and set-up, an avenue for developing creative skills • Help to organize camp supplies and resources to help with organizational skills • Organize various volunteer teams to help develop interpersonal and client service skills • Develop small group curriculum, games & activities for elementary aged children • Help to train, mentor & encourage youth leaders for peer training and mentorship • Help to support and encourage team leaders for various aspects of the camp <p>INVOLVEMENT IN KIDS CAMP WEEK</p> <ul style="list-style-type: none"> • Organize camp supplies needed for each day • Oversee a specific area of camp, to be determined at time of hire • Support and encourage camp volunteers • Help to supervise kids and ensure safety and fun • Various tasks as needed by Camp Director • Organize camp Sunday agenda and oversee volunteers involved with Camp Sunday <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Love for kids, the community and Jesus • Training and experience working with elementary age kids is an asset • Good interpersonal and communication skills, in person, by phone and in writing • Good computer skills • Excellent organization and problem-solving skills with attention to detail • Ability to discern work priorities, and meet deadlines with little supervision <p>*Please note that the number of weeks of employment and hours for this position will only be finalized after receiving approval from Canada Summer Jobs.*</p>			
Last Updated By:	Joy Sarju	Date:	January 2021