



LEADERSHIP LEVEL	Program Team (Level 3)
SUPERVISOR	Day Camp Director
POSITION TYPE	Paid 8 weeks @ minimum wage (40hrs/week)

Position Overview

Green Bay Bible Camp Day Camp Ministry is an outreach to families in West Kelowna and the Kelowna community. The Day Camp Assistant is responsible for assisting the Day Camp Director with the Day Camp Ministry, and upholding the vision and mission of Green Bay Bible Camp.

Responsibilities:

- Models a Christ-like spirit and seeks to serve others in relationships and attitudes towards campers, staff and camp responsibilities.
- Encourages Day Camp Team in all areas, and helps and equips whenever possible.
- Ensures safe, creative, fun, organized activities and events for the day campers to participate in.
- Be an example to the other summer staff.
- Responsible for helping supervise day camps.
- Interacts with parents of day campers, answering questions, addressing concerns and building relationships.
- Helps the Day Camp Director work with the Activities Coordinator, Children Ministry Coordinator and Food Services Coordinator, develops and oversees the scheduling of day camp activities, snacks, and anything else that pertains to programming.
- Responsible for the safety and well being of the children attending day camp.
- Attends and participates in summer staff and program team meetings.

- Attends chapel and fireside.
- Must attend staff training prior to the start of summer camps.
- Keeps the overall vision of Green Bay Bible Camp at the forefront of planning and leading.
- Familiar with and implements safety, fire, and first aid policies of Green Bay Bible Camp.
- Serves as a Concierge to a Family each week of Family Camp
- Participate in weekly campus clean up at the end of each camp session.
- Hold the vision and values of Green Bay Bible Camp high.

Qualifications:

- Must have been regularly involved in ministry within their local church or Para-church ministry within the last 2 years.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude and strong work ethic.
- Must be a minimum of 19 years of age.
- Is creative in designing and implementing exciting activities and events that are age appropriate. Loves to have fun and is creative.
- Able to work independently as well as be a strong team player.
- Have teaching ability, strong communication skills, and strong interpersonal skills.
- Friendliness and approachability to be able to work with parents, children and staff.
- Must be comfortable speaking in front of people-both adults and children.
- Is comfortable creating and leading activities and events.
- Have strong organizational, decision making, and problem solving skills.
- Ability to oversee, work with and if necessary discipline day camp children as per Green Bay Bible Camp policies and procedures.

Staff Core Values:

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

a) We will value one another's opinions and perspectives even when there might be a disagreement.

b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.

c) We will refrain from talking about other staff members behind their backs.

d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.