



<b>LEADERSHIP LEVEL</b>	Lead Team (Level 4)
<b>SUPERVISOR</b>	Program Manager
<b>POSITION TYPE</b>	Paid 16 weeks @ minimum wage (40hrs/week)

**Position Overview**

The GBBC Day Camp is an outreach to families in West Kelowna and the wider Kelowna community. The Day Camp Director is responsible for the leadership for all aspects of the Day Camp Ministry, holding the vision and mission of Green Bay Bible Camp.

**Responsibilities:**

- Provides spiritual leadership to the Day Camp Team and participants enrolled in Day Camp, as well as all campers and summer staff.
- Models a Christ-like life and seeks to serve others in relationships and attitudes towards campers, staff and camp responsibilities.
- Encourages Day Camp Team in all areas, while correcting what needs to change.
- Ensures safe, creative, fun, organized activities and events for the Day Camp guests to participate in.
- Attend daily Lead Team meetings
- As part of the Lead Team, be an example to the other summer staff.
- Responsible for training and supervising staff working in Day Camps.
- Interacts with parents of day campers, answering questions, addressing concerns and building relationships.
- Working with the Activities Coordinator, Events Coordinator, Children's Ministry Coordinator and Food Services Coordinator, develops and oversees

the scheduling of day camp activities, snacks, and anything else that pertains to programming.

- Works with Program Manager and Lead Team to successfully integrate day camps with regular summer camp 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.
- Participates in the weekly campus deep clean at the end of each week of camp
- 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.
- Makes department purchases as necessary and keeps the day camp budget balanced.

### **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 21 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.
- Must attend staff training prior to the start of summer camps.
- Participate in the weekly deep clean of campus at the end of each week of camp

## **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.*