

Edmonton Chinese Baptist Church
2017 Summer Day Camp director (Full time temporary position)

Duration: 9 weeks; hourly wage range: \$12.20 – \$13.00; hours: 35 hours/week

Possible Start Date: June 19, 2017

End date: August 20, 2017

Applicants must submit their resumes to Bernadette Chan at bernadette.chan@shaw.ca no later than June 18, 2017

Job Description:

The Summer Day Camp director reports to the Children's Pastor, provides administrative and leadership support to the development and implementation of Children Summer Programs for children aged from 3 to 12 years old. ECBC is looking for an organized, energetic, and enthusiastic individual to direct and supervise all youth volunteers and the daily summer programs. The duties are summarized as follows:

- Creates working process for the summer day camp programs
- Recruits and screens the volunteer applicants to fill different camp volunteer positions
- Collects and manages all incoming camp registration and campers info
- Organizes teaching resources, classroom equipment and storage materials
- Prepares classrooms schedule and camp workers list for different activities centres
- Plans and schedules afternoon field trip activities with the field trips coordinator in order to enhance the learning experience and support the Day camp yearly theme.
- Helps in promotion in bilingual format and be the contact person for the day camps
- Works with ECBC Children's Pastor to plan and provide orientation and training sessions for all volunteers including the youth training program for pre-teen volunteers
- Supervises and supports the volunteers (50-70) and manages all unexpected situations such as sick kids, worker absenteeism, and equipment or facilities issues.
- Creates and maintains a budget for the operating expense of the summer day camps
- Coordinates with all group leaders or parents in day camps and ensures the day camp operation is safe, healthy, fulfilling and enjoyable.

Qualifications:

- Baptized Christian
- Member of ECBC is not necessary but beneficial
- Must be at least 18 years old
- Commitment to personal and spiritual growth
- Understands and commits to the ECBC's Children Ministry policies and mission
- Experience in leading child/youth programs or special events and programs planning
- Enjoys working with children and with a devoted children ministry voluntary team
- Able to work independently with minimal supervision
- Excellent communication, interpersonal, team player, and organizational skills
- High level of accuracy, time sensitivity, and attention to details
- Ability to develop new initiatives and set realistic goals
- Awareness of confidential issues
- Experience in Microsoft Word, Excel, and basic computer skills
- Current Standard First Aid and CPR are required
- Must be able to attend staff training and meetings
- Was registered as a full time student during the preceding academic year and intends to return to school on a full-time basis in next academic year

Notes:

Applicants may be tested

Applicants will be required to arrange their own transportation

An original Police Information Check, including Vulnerable Sector Check issues within the past 6 months that is satisfactory to the employer will be required prior to the summer day camp. The new hire will be required to obtain this check from Edmonton Police Service.