



Kennebecasis Baptist Church
Summer Day Camp Coordinator - Administrator
Job Description

The Summer Camp Coordinator - Administrator will work under the direction of the Associate Pastor. This will involve the following:

- Supervise Camp Counsellors
- Work with the Program Coordinator on the detailed daily schedule.
- Oversee registrations and daily sign-in procedures
- Create staff schedules
- Maintaining medical, incident, and photo permission information
- Oversee social media promotion of Camps
- Be the primary contact person and promoter to parents about the summer day camp program and day-to-day occurrences.
- Leading, playing, and engaging campers in sports, music, stories, crafts, and games inside and outside our facility.
- Supervise and ensure a safe environment for the campers.
- Communicating with the Coordinator and Associate Pastor.
- Ensure the daily schedule is adhered to.

The Associate Pastor will train the Coordinator in interpersonal communications, leadership, and teamwork skills. The Coordinator will have training before camp begins and throughout their employment to build on their skills. They will be given a handbook that contains expectations, responsibilities, and personal development goals.

This opportunity is ideal for a person who has experience working with children, has attention to detail, has organization skills, has a great ability to manage time, has excellent communication skills, and works well with others.

Please note that this position requires applicants to be eligible for a SEED grant position.

Term of position:

Up to 12 Weeks

Full Time Hours

University Student

Kennebecasis Baptist Church
Summer Camp Coordinator - Programs
Job Description



The Summer Camp Coordinator -Programs will work under the direction of the Associate Pastor. This will involve the following:

- Supervise Camp Counsellors
- Work with the Administrative Coordinator on the detailed daily schedule.
- Plan and write detailed daily instructions on how to carry out all activities, including sports, games, music, crafts, activities, and lessons.
- Create a detailed list of materials required for each activity in advance.
- Ensure all materials are prepped, organized, and ready in advance for counselors to lead.
- Be the primary contact person and promoter to parents about the summer day camp program and day-to-day occurrences.
- Leading, playing, and engaging campers in sports, music, stories, crafts, and games inside and outside our facility.
- Supervise and ensure a safe environment for the campers.
- Communicating with the Coordinator and Associate Pastor.
- Ensure the daily schedule is adhered to.

The Associate Pastor will train the Coordinator in interpersonal communications, leadership, and teamwork skills. The Coordinator will have training before camp begins and throughout their employment to build on their skills. They will be given a handbook that contains expectations, responsibilities, and personal development goals.

This opportunity is ideal for a person who has experience working with children, has attention to detail, has organization skills, has a great ability to manage time, has excellent communication skills, and works well with others.

Please note that this position requires applicants to be eligible for a SEED grant position.

Term of position:

Up to 12 Weeks

Full Time

University Student

Kennebecasis Baptist Church
Summer Camp Assistant Coordinator
Job Description



The Summer Camp Assistant Coordinator will work under the direction of the Camp Coordinators and Associate Pastor. This will involve the following:

- Supervise Camp Counsellors
- Work with the Administrative & Program Coordinator on the detailed daily schedule.
- Work alongside the Coordinators to implement activities, including sports, games, music, crafts, activities, and lessons.
- Cover staff breaks during camp, according to the schedule.
- Ensure all materials are prepped, organized, and ready in advance for counselors to lead, daily.
- Leading, playing, and engaging campers in sports, music, stories, crafts, and games inside and outside our facility.
- Supervise and ensure a safe environment for the campers.
- Communicating with the Coordinators and Associate Pastor.
- Ensure the daily schedule is adhered to.

The Associate Pastor will train the Assistant Coordinator in interpersonal communications, leadership, and teamwork skills. The Assistant Coordinator will have training before camp begins and throughout their employment to build on their skills. They will be given a handbook that contains expectations, responsibilities, and personal development goals.

This opportunity is ideal for a person who has experience working with children, has attention to detail, has organization skills, has a great ability to manage time, has excellent communication skills, and works well with others.

Please note that this position is dependent on grant funding.

Term of position:

Up to 10 weeks

Full time

University or High School Student

**Kennebecasis Baptist Church
Summer Camp Counsellor
Job Description**



The Summer Camp Counsellor will work under the direction of the Summer Camp Coordinators and alongside other counselors. Under the supervision of the Camp Coordinators, counselors will execute all summer plans for Day Camp. This will involve the following:

Leading, playing, and engaging campers in sports, music, stories, crafts, and games inside and outside our facility.

Prepping materials for all activities

Supervising and ensuring a safe environment for the campers.

Communicating with the Coordinators and Associate Pastor.

Follow the daily schedule.

The Associate Pastor will train the Counsellors in interpersonal communications, leadership, and teamwork skills. The Counsellors will have training before camp begins and throughout their employment to build on their skills. They will be given a handbook that contains expectations, responsibilities, and personal development goals.

This opportunity is ideal for someone who has experience working with children, has a remarkable ability to manage time, has excellent communication skills, and works well with others.

Please note that this position is dependent on grant funding.

Term of position:

Up to 10 weeks

Full or Part Time

University or High School Student