



2024 Summer Camp Counsellor

Summer Camp Job Description

JOB OBJECTIVE

The Summer Camp Counsellor will assist in leading the Summer Camp programs of New Life Assembly. The main goal of the Summer Camp Counsellor is to meet the needs of children and families in the community by preparing and executing a quality camp experience to reach and care for kids in fun, creative and innovative ways.

JOB DETAILS

- Full-Time, Temporary Position
- Dates: Friday, June 28th to Friday, August 23rd, 2024
- Hours: **35 hours per week for 8 weeks** (specific schedule will vary)

JOB QUALIFICATIONS

- Must be between 15 and 30 years of age by the start date, and meet the criteria for Canada Summer Jobs Grant.
- Be a Canadian citizen or permanent resident with a valid social insurance number.
- Must be available to work 30-40 hours per week in person at above listed dates.
- Must be available to work 8am to 4pm during the above listed weeks.
- Candidate may be a High School Student, Post Secondary Student, or recent graduate of either.
- Comply with all screening procedures required by New Life Assembly. This includes but is not limited to, a police-issued criminal record check (for those 18+), references, and Abuse Prevention training. Successful candidate will receive more information upon hiring.

ADDITIONAL VALUABLE SKILLS

- Excellent organizational, communication and people skills.
- Familiarity with creating and sharing documents in google drive.
- Enthusiasm and skills for teaching and leading activities with children of various ages and backgrounds.
- Be successful at working individually and in a team.

JOB EXPECTATIONS

- To be comfortable teaching the Bible and Bible-related activities.
- To demonstrate integrity, grace and helpfulness toward other leaders.
- To exhibit acceptance of all people involved in our programs despite differences.
- To foster a sense of connection and community in all of your interactions.
- To have the ability to work with those with whom you may not fully agree.
- To demonstrate respect in all of your interactions with others.
- To be flexible with changes and willing to adjust on the fly.

JOB RESPONSIBILITIES

The tasks related to this employment opportunity include, but are not limited to:

1. General Responsibilities:

- Working under the supervision of the Kids Pastor, Summer Camp Coordinator and the Special Needs Counsellor.
- Working in cooperation with other camp staff and volunteer teams.
- Preparing and executing Summer Camp programs.
- Supporting the Pastoral Staff with other church-related duties as requested.

2. Pre-Camp Responsibilities:

- Becoming familiar with each Camp theme, schedule, lessons and activities.
- Undergoing the proper training for working with children.
- Creating and preparing specific activities as needed.
- Becoming familiar with assigned areas at each Camp.
- Preparing and setting up all needed supplies..
- Assisting in activity prep, set-up and decorating before each Camp.
- Preparing and assisting in volunteer orientation for each Camp (July 10).

2. Camp Responsibilities:

- Setting up activities/stations for each day of each Camp.
- Leading activities or small groups during each day of Camp.
- Encouraging, supporting, and instructing camp volunteers.
- Caring for kids with special needs as needed.
- Supervising children when Special Guests visit or Special Events happen.

3. After Each Week Of Camp:

- Cleaning up from the previous week.
- Setting up for Sunday ministry as needed.
- Preparing and setting up the next week of Camp as needed.

4. At the End Of Camp:

- Final tear down and clean up of Summer Camp decorations and supplies.
- Post-Camp debrief & evaluation meeting (Week of Aug 12-15).

5. Additional Responsibilities:

- Assisting with New Life Kids Sundays and midweek programs as assigned.
- Other ministry related jobs and tasks as designated by the pastoral staff.

TO APPLY

If you believe you are a good fit for this position, please apply as follows:

Send: Cover Letter and Resumé in PDF format

To: Janelle Archibald

Email: janelle@newlifepetrolia.com

Subject line: "Summer Job Application 2024"

Application Deadline: Sunday, March 24th, 2024

Note: Only those applicants who will receive an interview will be contacted.