

KNOX CAMPS

Knox Presbyterian Church 630 Spadina Ave, Toronto ON, M5S 2H4



Kids COORDINATOR

Role Summary

A vital part of the Knox Camp Lead Team, the Kids Coordinator is a spiritual leader who advocates for and oversees all aspects of the Kids-aged Program at Knox Camps. Able to multi-task, this individual needs to be measured and resourceful, personable and accountable. The person in this role will report to & be supported by the Camp & Children's Ministries Coordinator (CCMC).

Competencies, Gifting and Qualifications

- Have a personal relationship with Jesus which is evident in a dedication to serve Him
- Experience working in (complex) camp environments, with a problem-solving and team-minded attitude
- Experience as a spiritual leader & active mentor to children ages 6-12 years old
- Agreement with and adherence to the Knox Church Lifestyle & Morality statement
- Current, clear Vulnerable Sector Screening

Areas of Responsibility

Pre-Camp | 1 Weekend + 1 Week

- Attend Lead Team training weekend – *dates TBD and communicated at interviews*
- Plan Training Sessions: Knox Camp Core Values, Servant Leadership, Day-in-the-Life, etc
- Make Kids Program staff schedules including Hours Off, Extended Care for Kids Program
- Finalize potential Day Trip outings with Kids Program Manager
- Finalize budget allocation with CCMC and Kids Program Manager

Staff Training Days | 1 Saturday (0.25 Week) + 1 Week

- Facilitate Team-Building cohesion & activities
- Lead assigned Training Sessions

Day Camp & Overnight | 7.25 weeks

- Do informal check-ins with Kids Leaders on a regular basis (daily) and do 1 formal check-in/evaluation per week at Day Camp
- Lead morning meetings and be the spiritual leader of staff and campers in the Kids Program
- Support staff in addressing camper needs (i.e. behavioural issues, Access Program facilitation, etc)
- *At Overnight*– role TBD, to be communicated by CCMC before Day Camp begins

Overnight Prep Days | 3 days

- Meet with CCMC and Youth Coordinator to place all Kids Section campers in cabins
- Work with Pre-Teens Coordinator to review, mark and give feedback on Staff Training Tests

Commitment & Compensation

This role is a 11.5-week commitment.

Total Compensation: \$ 6035 (approx \$14/hr) + 4% vacation pay

To Apply

Resumes (with cover letter) should be e-mailed to ccmc@knoxtoronto.org no later than 11:59pm on February 10th, 2017. Should you be contacted for an interview, Natasha Chandler (Camp & Children's Ministries Coordinator) will be in touch with you by phone/ e-mail. *Please note that interviews will be conducted by committee.*