

KNOX CAMPS

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



Kids Program **MANAGER**

Role Summary

A vital part of the Knox Camp Lead Team, the Kids Program Manager coordinates all of the fun for Day Camps' Kids Program. A self-starter, this individual needs to be innovative and organized, personable and accountable. The person in this role will report to & be supported by the Kids Coordinator.

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 an active program facilitator to children and/or youth ages 6-16
- Agreement with and adherence to the Knox Church Lifestyle & Morality statement
- Current, clear Vulnerable Sector Screening

Areas of Responsibility

Pre-Camp | 1 Weekend (0.5 Week) + 1 week

- Attend Lead Team training weekend – *dates will be given at Interview*
- Book all Day Trips with input from Lead Team
- Coordinate & prepare Program Prep time slots of the Training Day Schedule
- With Youth Program Leader: coordinate theme/skits, order/purchase supplies & plan theme decor for both Kids and Youth Program
- Meet weekly with Kids Coordinator to update on program planning progress & expenses

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

- Participate in all trainings and team-building activities
- Lead Program Sessions: Day in the Life
- Help facilitate Commissioning Service with Coordinators & CCMC

Day Camp & Overnight | 7.25 weeks

- Lead and/or delegate program elements (Opening Games, Kitchen Sink, Activities, etc) to Program Leaders and Volunteers when staff are not on hours off
- Prepare and provide supplies to Program Leaders for different parts of the day
- *At Overnight*– plan program, co-lead Program Team, act as Overnight “clock” & support programming in each section

Overnight Camp Preparation Days | 3 days (0.5 Week)

- Coordinate availability and scheduled Prep Days with Youth Program Leader
- Coordinate Program Schedules
- Purchase and pack all program, skit and game supplies

Commitment & Compensation

This role is a 10.5-week commitment.

Total Compensation: \$ 5020 (approx \$12.75/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.*