

POSITION: Camp Coordinator
REPORTS TO: Executive Director

CAMP CHESTERMERE:

Camp Chestermere is a year-round Christian Camp and Ministry organization, located lakeside in the City of Chestermere, Alberta, 15 minutes from Calgary. During the months of July-August, Camp Chestermere operates as a non-denominational Christian summer camp serving youth ages 5-17 in a variety of day, overnight and leadership camp programming. Offering exciting activity options such as archery, canoeing/kayaking, power tubing, wall climbing, amidst much, much more.

Camp Chestermere presents the love of Jesus Christ to youth and communities by Building Relationships, Creating Experiences and Developing People. During the months of September-June, Camp Chestermere operates as a year-round rental facility servicing church, school and corporate events/retreats as well as private bookings.

JOB SUMMARY:

Create, implement, manage, and oversee all aspects of the camper experience at Camp Chestermere. Includes summer, fall, winter, and spring camps, as well as leadership programs including CLTD (Christian Leadership Training & Discipleship Program) and summer staff. Facilitate an environment where all people can connect with Christ and where leaders of tomorrow can discover, develop and apply their God-given gifts and talents while growing in faith and discipleship.

JOB DUTIES:

Key Accountability:	Camper Programming
Duty Statement:	<ul style="list-style-type: none">• Create residential camping programs for children and youth that facilitate proclaiming the Gospel Message of Jesus.• Create day camp programs for children that facilitate proclaiming the Gospel Message of Jesus.• Oversee all programming and ensure that it meets Camp Chestermere's standard of excellence in safety, enjoyment, relationship development, and spiritual connection. This includes summer, fall, winter, and spring camps, and leadership programs including CLTD and summer staff.• Create the unique and crazy fun program and schedules for summer camp.• Oversee and give guidance to all activities, taking responsibility for risk management and camper experience.• Actively and intentionally create a safe and welcoming space physically, emotionally, and spiritually for campers to connect with Christ.• Ceaselessly be guiding campers into a deeper, truer, and more intimate relationship with Jesus.• Develop metrics to measure success and to review, evaluate, and improve the camper experience.• Ensure that all Camp Chestermere programs fall within Alberta Camping Association, and/or municipal/provincial standards and regulations.
Percentage of Time:	30%

Key Accountability:	Leadership Development
Duty Statement:	<ul style="list-style-type: none"> • Hire, train and equip leaders to be active participants in God's Kingdom. Includes seasonal staff, summer staff, and volunteers. • Ensure the required complement of skilled and certified staff are available for all programs taking place at camp. • Create, implement, manage, and refine programs to develop leaders - specifically young leaders through our SLT, CLTD and summer staff programs • Maintain a focus on youth from partner churches with a goal of having a minimum 1/3 of CLTDs and staff coming from supporting churches. • Create metrics to measure success and generate feedback.
Percentage of Time:	40%
Key Accountability:	Administration
Duty Statement:	<ul style="list-style-type: none"> • Promote and fill camp programs. Leverage social media to engage. • Manage revenues and expenses to fit appropriately within the annual budget • Look ahead to anticipate and plan for future expenses and challenges. • Plan for future improvements or equipment purchases and communicate with Maintenance team for the maintenance of all equipment. • Understand and follow Camp Chestermere Policies and Procedures • Prepare an annual report to the board after each summer • Develop and maintain all staff and CLTD training materials, applications, manuals, etc. Ensure that systems for program operations are written down and recorded in an operations manual. • Managing a program budget to ensure budgets are reasonably met and monitored • Help the YRT team fulfill seasonal requirements as they occur
Percentage of Time:	20%
Key Accountability:	Networking
Duty Statement:	<ul style="list-style-type: none"> • Build relationships with support pastors, leaders, and congregations with the purpose of integrating Camp Chestermere programs with their communities. • Create a strategy for a symbiotic partnership where churches send Camp Chestermere their youth for equipping, training, and mentoring their youth and Camp Chestermere sends them back to serve and be mentored and equipped.
Percentage of Time:	10%

JOB QUALIFICATIONS:

1. Character:

- Must be actively following Christ and support the vision of Camp Chestermere.
- Must agree to and adhere to Camp Chestermere's Lifestyle Agreement.
- Must be kind.
- Must be seeking to learn and grow.

- e. Must be able to work co-operatively on a team.

2. Skills and Experience:

- a. Strong leadership skills with at least three years of experience leading small and large teams.
- b. Experience in hiring and training staff.
- c. Strong communication skills (both verbal and written) with the ability to cast and share broad vision and specific details and instructions. Must understand the “why”, the “what” and the “how” and be able to communicate to a group.
- d. Strong organization skills with the ability to prioritize and multi-task.
- e. Creative and flexible, able to adapt to change with ease.
- f. Sound decision making and problem-solving skills.
- g. Must have a valid driver’s license.

3. Requirements:

- a. Ability to commute/relocate to Chestermere, AB: reliably commute or plan to relocate before starting work (required)
- b. Long and changing hours June-August
- c. Ability to lead worship (An asset but not required)

Job Type: Full-time, Permanent (following probationary period)

Salary: Commensurate to experience. Camp Chestermere offers a competitive compensation package.

Work Location: In-person at Camp Chestermere facility

Please submit resume to Camp Director, Chris Walker, at campdirector@campchestermere.com