



**Position Purpose:** To further the mission of camp through the planning and implementation of programs and to deliver activities, which are safe, fun, and age appropriate for campers. Assist in management of the overall camp operation at the direction of the camp director.

**Essential Job Operations:**

- 1) Deliver a fun program to campers.
  - a. Ensure that programs meet the abilities of the campers.
  - b. Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - c. Coordinate all camp program and campfire activities with other staff.
  - d. Participate enthusiastically in camp activities and provide support and guidance to those leading the activities.
  - e. Introduce new programming activities to staff and campers
- 2) Ensure that camp staff and campers know and follow proper safety guidelines during activities.
  - a. Assist in the implementation of staff training.
  - b. Provide guidelines for programs utilizing camp equipment.
- 3) Assist in the management and care of the program areas and equipment.
  - a. Routine checks of area and equipment for safety, cleanliness and good repair.
  - b. Ensure all program areas are kept free from hazards.
- 4) Develop and implement schedules for camp program.
  - a. Create age appropriate camper programs and daily schedules.
  - b. Develop and supervise staff during scheduled programs and activities.
  - c. Provide recommendations and concerns to camp director concerning schedules, programs and staff performances.
- 5) Execute programming through proper communication.
  - a. Ensure that the staff is clear on the daily programming and changes to the schedule. Provide updates at staff meetings or during the day if the program needs to change.
  - b. Communicate with director about said changes and all members of the staff team who will be affected by those changes.



**Employment Details**

Weeks of Work	14
Start Date:	May 15, 2024
End Date:	August 27, 2024
Extra Days:	May 24 - 25 - Weekend staff training May 28 - Zoom staff training (evening) June 7 - 8 - Weekend staff training June 11 - Zoom staff training (evening)
Gross Salary	With Experience: \$465/week Base Rate: \$450/week

**Requirements/Skills**

- Current CPR and Standard First Aid
- Ability to work with children and adults
- Ability to communicate clearly and effectively
- Strong leadership abilities and mentorship capabilities
- Ability to schedule and implement successful programs
- Experience and ability to supervise staff, volunteers and campers
- Ability to work independently, prioritize work load and manage time efficiently

**Other Responsibilities**

- Keep schedule on time
- Lead as a servant leader and be a role model for the other staff
- Help provide an atmosphere for developing good morale and well-being among the camp staff. Promote trust, understanding and unity among the camp staff.
- Assist in leading school field days in the spring
- Be willing to lead staff/camper Bible studies in accordance with Kingswood Camp’s Statement of Faith
- Carry out all other duties as assigned by director

**Relationships/Accountability**

*Reports to:* Director  
*Peer Relationships:* Secondary Leadership Team  
*Internal Relationships:* Camp staff, campers  
*External Relationships:* Parents, outside organizations, visitors

**Kingswood Camp** is an evangelical Christian camp situated on Lake George, Kings County, Nova Scotia, owned and operated by the Eastern Valley Baptist Association and run in cooperation with the Annapolis-Digby Baptist Association. We seek to honour God by providing an atmosphere where campers encounter Jesus Christ and grow as His disciples through wholesome relationships with dedicated Christian leaders, in an inviting outdoor setting, while participating in safe programs and activities relevant to their physical, emotional, social and spiritual development.