



Job Title: Summer Camp Program Coordinator

Position: Full-Time Seasonal, 40 hours/week

Date Range: May 6, 2024 – August 23, 2024

Location: Shiloh Camp

Wage: \$16-18 an hour (depending on experience)

Reports to: Director of Programming

Duties and Responsibilities:

- Plan, implement and oversee summer programs for children and youth across all areas of the camp
- Encourage, uplift, and build into staff team
- Follow all policy and procedures of Shiloh set out in the Program Manual
- Reports to the Director of Programming
- Use appropriate administrative tools (Planning Centre)
- Communicate all issues or concerns in a timely manner to the Director of Programming
- May-June
 - Develop cabin devotional materials and resources
 - Preparation for designated staff training sessions
 - Preparation for all programming areas and activities
 - Acquire supplies for various camp activities
 - Assist in general facility preparation
 - Become fully acquainted with camp policies and procedures
 - Update staff manual for training at end of June
- July-August
 - Connect with every group/activity leader on a weekly basis
 - Help in development and facilitation of unity between all staff
 - Oversee campfire
 - Oversee staff in conjunction with Director of Programming
 - Attend and oversee morning staff devotions
 - Oversee evening games, camp opening and closing each week
 - Lead start/end of mealtimes
 - Deal with problems and behavioural issues with campers and staff as they arise
 - Make camp wide announcements as required



Requirements/Skills:

- Must agree with the Christian mission of the organization and have a personal relationship with Jesus Christ and regularly attend a church
- Must be able to demonstrate a Christ-like example in relationships, attitudes towards campers, staff, and camp responsibilities and in whole manner of life
- Should be experienced in leading children and youth with an ability to relate to disadvantaged children and youth and those who are presenting behavioral challenges
- Must be able to function in a team culture
- Ability to lead others in establishing and developing relationships with Jesus
- Must be able to make sure the program is developmentally appropriate, safe, and welcoming of diversity and uniqueness
- Must be able to take initiative, work independently, problem solve and remain calm when dealing with all types of people
- Ensure good communication is on-going between yourself and the Director of Programming
- Must have basic administrative skills
- Must communicate well and in a timely manner
- Must be physically fit and able to lead a wide range of recreational pursuits.
- Current CPR Level C and First Aid certificate required
- Must submit a clear Police Security Check and an Intervention Record Check before the start of position
- Willingness to serve and commitment to the vision and direction of Shiloh
- Should have at least 3 years' experience in children or youth ministry, camp ministry or a related field
- Must be a minimum age of 18 years old
- Must be available to work for entirety of contract

Organization Description: Shiloh is a year-round Christian organization serving children and youth ages 7-17 living in high-risk and vulnerable situations in Edmonton and area. We work exclusively with those from low-income families, group homes and foster care. We aim to engage our children and youth with life changing experiences and mentorship that leads them to grow in community and relationship with Jesus.