



## Day Camp Program Coordinator Job Description

### I. Definition

The Program Coordinator is a full time position at 40 hours per week, with the responsibility of supporting the Day Camp Director in the oversight of counsellors and campers for the 2025 Day Camps at My Church Winnipeg. This includes, but is not limited to, supervision of all camp counsellors and campers as well as the implementation of curricula, programs and activities.

This position is contingent on successful government funding.

### II. Qualifications

- A. Give testimony and life witness of (1) being a committed believer in Jesus Christ (2) spiritual gifts relevant to leadership of this ministry (3) prior ministry experience within the context of children (4) a deep genuine love for children.
- B. Be at least 18 years of age by May 1, 2025 and under the age of 30.
- C. Be a stable, mature and growing Christian with an exemplary personal life.
- D. Possess strong leadership skills, able to work individually and as part of a team to maximize the effectiveness of the Day Camp ministry.
- E. Be in agreement with the My Church Winnipeg Constitution and Bylaws.
- F. Illustrate a positive “can-do” attitude.
- G. Demonstrate a high degree of initiative and attention to detail.
- H. Possess up to date standard First Aid and CPR.
- I. Previous experience with curriculum development or media considered an asset.

### III. Responsibilities

- A. To provide support to the Day Camp Director, including, but not limited to:
  1. Supervise camp counsellors and campers.
  2. Provide instruction, resources and support to junior camp counsellors.
  3. Act as a liaison between camp counsellors and the Day Camp Director.
  4. Participate in all aspects of the daily running of day camps.
  5. Implement and execute plans.
  6. Oversee arrival or departure times
  7. Fill in various roles as needed.
  8. Step in as acting Director when Day Camp Director or Assistant Director is not available.
  9. Communicate regularly with Day Camp Director.
  10. Protect: ensure that the My Church Winnipeg Child, Youth & Vulnerable Adult Abuse Prevention Policy is adhered to.
  11. Evaluate: participate in a comprehensive review of the Day Camp programs and staff during and after the camp.
- B. Coordinate activities in conjunction with My Church Winnipeg staff
- C. Fulfill other duties as assigned

### IV. Administrative Relationships

- A. Reporting & Evaluation: accountable and supervised by the Day Camp Director.
- B. Supervision: Oversee counsellors and campers of My Kids Day Camp.

- C. Coordination: Coordinate day camp programs in concert with the overall operations of My Church Winnipeg.
- D. The Coordinator will participate in an exit interview at the conclusion of their term.

Candidate must be able to provide a current criminal record check and vulnerable sector check as this position will involve working with children and youth.

Approximate dates of employment: June 2<sup>nd</sup>, 2025 to August 22<sup>nd</sup>, 2025

**Salary**

To be discussed with successful applicant.

**Deadline for Applications: Wednesday, February 19, 2025**

Applications can be made online at <https://mychurchwinnipeg.ca/daycamp>.

For more information please contact:

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