



## Day Camp Assistant Director Job Description

### **I. Definition**

The Assistant Director is a full time position at 40 hours per week with the responsibility of overseeing the administration of the 2025 Day Camps for My Church Winnipeg. This includes, but is not limited to, overall responsibility for all administrative tasks, organizing and implementing of curricula, programs and activities.

This may be a government-funded position; as such the successful applicant must be at least 18 years of age by May 1, 2025 and under the age of 30.

### **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. Equipped with strong administrative and organizational abilities, able to work individually and as part of a team to maximize the effectiveness of the Day Camp ministry.
- E. Possess strong interpersonal skills
- F. Be in agreement with the My Church Winnipeg Constitution and Bylaws.
- G. Must possess a valid driver's license.
- H. Illustrate a positive "can-do" attitude.
- I. Demonstrate a high degree of initiative and attention to detail
- J. Previous experience with managing a budget will be considered an asset.
- K. Demonstrate high level of office and computer use skills.

### **III. Responsibilities**

- A. Fulfill the operational needs for the Day Camp ministry, including, but not limited to:
  - 1. Plan and organize the seven weeks of Day Camp.
  - 2. Develop marketing and connection plan to recruit maximum number of attendees for each week of Day Camp.
  - 3. Implement and execute plans.
  - 4. Recruit and train both the staff and volunteers.
  - 5. Supervise day camp staff and volunteers.
  - 6. Protect: ensure that the My Church Winnipeg Child, Youth & Vulnerable Adult Abuse Prevention Policy is adhered to.
  - 7. 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. General office support as needed.

D. Fulfill other duties as assigned by the Family Pastor.

**IV. Administrative Relationships**

- A. Reporting & Evaluation: accountable and supervised by the Family Pastor and Day Camp Director.
- B. Supervision: Oversee staff and volunteers of My Kids Day Camp.
- C. Coordination: Coordinate day camp programs in concert with the overall operations of My Church Winnipeg.
- D. The Assistant Director 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: May 5<sup>th</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:

Pastor Rose-Ann Weiss  
Family Pastor  
My Church Winnipeg  
daycamp@mychurchwinnipeg.ca  
[www.mychurchwinnipeg.ca](http://www.mychurchwinnipeg.ca)