



Job Description: Program Director Hope Bay Bible Camp

Role Title: Program Director

Reports To: Ministry Director

Positions Supervised: Program-related Summer Missionaries and Support Team Members at Hope Bay Bible Camp

Overview of Role

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Ministry Director, the Program Director, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all programming aspects of the camp.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
- To accomplish the above objective through camping ministry, by effectively planning and executing programs and other activities related to Hope Bay Bible Camp.

Key Responsibilities

- Ensure the Gospel is a part of all aspects of summer camp and other ministry programs
- Manage timelines, schedules, supplies, and personnel for all ministry programs
- Recruit, hire, train, and oversee all summer program volunteers and summer missionaries (cabin leaders, support team, etc.)
- Monitor summer missionaries to ensure the Gospel is shared effectively and appropriately for the age group
- Train personnel on Child Safety and Protection using "In Safe Hands"

- Monitor activities to ensure safety procedures are followed
- Promote the camp within the local church and community
- Travel to various locations and events to promote the camp
- Follow-up with and disciple summer team volunteers throughout the year
- Manage crises as they arise and follow appropriate procedures
- Plan, manage, and execute program elements for guest groups
- Perform administrative duties as mutually decided upon and shared with the team, referenced as 'Administrative Addendums' upon hiring.
- Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per the One Hope Canada Privacy Policy

Job Requirements

- Follower of Christ
- Passion for the Gospel
- Raise personal missionary support

Core Competencies

- Creativity
- Effective Peer and Youth Leadership
- Verbal and Written Communication
- Basic Computer Skills and Familiarity with Google Suite
- Planning and Organizing
- Self-Motivation
- Good Judgement
- Relational

Education and Experience

- Post-secondary education in a related field is an asset
- Experience with camping ministry is an asset
- Experience in youth or children ministry is an asset

Physical Demands

Must be able to:

- Move around the camp site
- Participate in skills and activities
- Work long hours in an active camp program
- Stand or sit for extended periods of time
- Assist with maintenance and other tangible issues