

**Summer Day Camp
Job Posting Information Package
2026**

Please include a cover letter with your application

Submit Applications to

**First Baptist Church, Olds
5005-53rd Ave,
Olds, Alberta
T4H 1H6**

Employment Opportunities @ First Baptist Church, Olds
Temporary Summer Workers

Summer Ministries Day Camp Director

Early May to August (16 Weeks)

Full-time

- To report directly to the Pastor of Children and Family Ministries or their delegate
- Provide leadership for our Summer Day Camp and VBS Program.
- To support our Children's Worship program

Application Deadline: April 26, 2026, or until a suitable candidate is found

Summer Ministries Assistant Director

Early August (15 weeks)

Full-time

- To report to the Summer Ministries Day Camp Director
- Develop the activities and the worship.

Application Deadline: April 26, 2026, or until a suitable candidate is found

Summer Ministries Day Camp Preschool Coordinator

May to August (15 weeks)

Full-time

- To report directly to the Summer Camp Director.
- To organize weekly day camps for preschoolers
- Assist the Summer Day Camp Director with administrative duties as needed.
- To assist with the Children's weekday Day Camps, Sports Camps, Specialty Camps, VBS, and Weekly Worship program.

Application Deadline: April 26, 2026, or until a suitable candidate is found

Summer Ministries Senior Leader

End of June to August (9 weeks)

Full-time

- To give leadership to the Junior Staff
- Support the Assistant Director in executing the camp program.
- Give leadership during the Sunday worship time

Application Deadline: April 26, 2026, or until a suitable candidate is found

Summer Ministries Junior Day Camp Leaders

June to August (4-7 weeks)

- Report directly to the Summer Day Camp Director.
- To assist with the Children's weekday Day Camps, Sports Camps, Specialty Camps, and VBS.

Application Deadline: April 26, 2026, or until a suitable candidate is found

For further information or to request an application, please contact:

Pastor Greg Stirling

First Baptist Church, Olds

403-556-3219

www.firstbaptistolds.ca

camps@firstbaptistolds.ca

Job Descriptions:

A. Summer Ministries Day Camp Director

DATE: 16 Weeks: May 11 – August 22, 2026

HOURS: 38 hours per week

WAGES: \$10,400

The Summer Day Camp Director needs a responsible person who can lead a team of young teens and adults while keeping the team focused on the children attending the camps. This individual must:

- Live a disciplined and godly lifestyle
- Maintain a steady devotional routine.
- Be responsible in their own personal life.
- Maintain an attitude of humility and teachability from all sources, including team members.
- Be able to respectfully and graciously address conflicts with team members.
camp and personal matters
- Be organised and capable of planning multiple activities for children.
- Take responsibility for the administrative side of camp (purchasing, field trips...).
- Be capable of delegating responsibilities to other team members.
- Be capable of leading a team by example.
- Be able to manage parent interactions
- Be capable of handling child issues
- Recognise that the gospel of Christ is the core and focus of this ministry.

This role involves many administrative and practical responsibilities. The Director must be capable of managing both aspects and leading the team with compassion and efficiency.

Overall, the Summer Day Camp Director must serve as the voice of reason for the Summer Team. While it may be tempting to go along with every fun idea, the Director is responsible to the Children's Pastor and the Board of Elders. The Director will be accountable for the church's appearance and the smooth operation of the camps. Given the significant responsibility, it is essential to utilise the team effectively. Additionally, the Camp Director should mentor the Coordinators and Senior Leaders, helping them understand the role of Director and preparing them to fill this position in the future. To support this, the Director is encouraged to delegate responsibilities, allowing others to learn new skills, strengthen existing ones, or gain experience with skills they already possess.

RESPONSIBILITIES:

- To give overall leadership of the entire Summer Day Camp Program
- Give leadership in doing daily devotions to the team.
- Evaluate and edit as needed the FBC Summer Ministries Camp Manual for future directors. Note the amendments at the end of the document.
- Mentor Senior Junior leader for future Senior position
- Participate in weekly camps as a leader
- Participate in children's Sunday worship program as a leader
- To give oversight in the development of the children's day camp programs (VBS, Sport Outreach Camp)
- Recruit volunteers
- Plan and lead volunteer training/orientation
- Participate in the Senior BBQ (if planned)
- Plan activities for the Family camp weekend if it falls under within summer program schedule.
- Assist with special fellowship events with families
- Supervise volunteers

- General duties as outlined by the Pastor of Children and Family Ministries (or his delegate)

QUALIFICATIONS:

- Leadership Skills:
 - An ability to: oversee programs and people; motivate team members
 - An ability to: assume responsibility for assigned tasks; work productively and independently; lead children in activities
- Teaching Skills:
 - An ability to: teach children and youth; communicate in group settings; share the Gospel
- Administrative Skills:
 - An ability to: plan, organize and evaluate activities; keep records via databases and spreadsheets
- Personal Skills:
 - must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds
- Must be 18 yrs. or older, attending a post-secondary institution and has served at least one year in another Senior Staff position

Accountability:

- Directly accountable to Pastor of Children and Family Ministries (or his delegate)
- Must be willing to sign the "Employee's Lifestyle Agreement" document

B. Summer Ministries Assistant Director

DATE: 15 Weeks: May 11 – August 23, 2026

HOURS: 37 hours per week (Flexible Hours)

WAGES: \$8,100-\$8,900 (depending on experience)

The job of Summer Day Camp Children's Worship Coordinator requires a competent person willing to step outside their comfort zone. This job involves not only a great deal of responsibility but also the ability to speak publicly.

The Summer Ministries Assistant Director's responsibilities include, but are not limited to:

Having a daily, meaningful devotional life

Able to communicate the Gospel effectively to young children

Able to work well in a team environment

Lead a team of Junior Staff to interact with the kids effectively

Planning and running songs for the kids daily during day camps, including:

Choose songs to sing

Learn/make actions for the songs

Teaching and leading the songs and actions in front of the kids

Helping plan VBS

Play acceptable music during game time

Being able to properly deal with children who disrupt camp

Being present during camp activities to ensure the safety of not only the children, but also the Junior Staff

Willing to take on additional responsibility such as teaching and administrative duties as needed

Because the job of the Summer Ministries Assistant Director does not involve a lot of interaction with the children directly, the main ministry of this position is to the Junior Staff. Not only keeping the Junior Staff accountable to their responsibilities, but also making sure they can do their jobs well. This may require more quality interaction outside the workplace, as well as during the work day

RESPONSIBILITIES:

Develop, organize, and plan weekly Sunday Summer Children's Worship programs

Develop, organize, and plan summer fitness activities and help with the planning of VBS

Participate in weekly children's events as a leader

Assist the Summer Day Camp Director in administrative duties

Help develop, organize and plan children and family special events

Help Recruit volunteers

Possible participation in a one-week Senior Camp Program and a possible family camp weekend.

Assist with special fellowship events with families

Supervise volunteers

General duties as outlined by the Summer Day Camp Director

QUALIFICATIONS:

Leadership Skills:

An ability to: oversee programs and people; motivate team members

An ability to: assume responsibility for assigned tasks; work productively and independently; lead children in activities

Teaching Skills:

An ability to: teach children and youth; communicate in group settings; share the Gospel

Administrative Skills: should be familiar with word-processing, databases, spreadsheets and basic accounting.

Personal Skills:

- must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth

- reliability
- responsibility
- accountability
- friendly and enthusiastic
- teachable

Obtain Criminal Record and Social Services Checks and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds
Must be 18 yrs. or older and attending a post-secondary institution.

Accountability:

Directly accountable to Summer Ministries Day Camp Director (or his/her delegate)
Must be willing to sign the "Employee's Lifestyle Agreement" document

C. Summer Ministries Senior Leader

DATE: Mid-June – August 22, 2026 (9 Weeks)

HOURS: 37 hours per week

WAGES: \$5,200

RESPONSIBILITIES: (as outlined by the Summer Day Camp Director)

- Help to develop one-week day camp programs for children aged 4 – 12
- Help in the preparation of VBS
- Oversee set up and tear down for day camp
- Participate in the day camp program as a leader
- Assist with the implementation and delivery of weekly summer day camps
- General duties as outlined by the Summer Day Camp Director
- Mentor the other summer junior staff and volunteers to help them understand what their job is and how the camp functions
- Work closely with the Camp Director to get an understanding of the Senior Staff roles
- Run the Sunday Morning KOW services.

QUALIFICATIONS:

- Developing Leadership Skills: assume responsibility for assigned tasks; works productively; willing to work in a team; lead children in activities
- Developing Teaching Skills: communicate in group settings; share the Gospel
 - Personal Skills:
 - must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks (if applicable according to age as 18 and over require the Social Service Check) and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds
- Must be 17 years old and have had experience as a junior leader

Accountability:

- Directly accountable to Summer Ministries Day Camp Director (or his/her delegate)
- Must be willing to sign the "Employee's Lifestyle Agreement" document

D. Summer Ministries Junior Day Camp Leader

DATE: End of June – August 23, 2026 (7 Weeks)

HOURS: 36 hours per week

WAGES: \$3,200 to 3,700 depending on experience

RESPONSIBILITIES: (as outlined by the Summer Day Camp Director)

- Help to develop one-week day camp programs for children aged 4 – 12
- Help in the preparation of VBS
- Oversee set up and tear down for day camp
- Participate in day camp program as a leader
- Assist with implementation and delivery of weekly summer day camps
- General duties as outlined by the Summer Day Camp Director

QUALIFICATIONS:

- Developing Leadership Skills: assume responsibility for assigned tasks; works productively; willing to work in a team; lead children in activities
- Developing Teaching Skills: communicate in group settings; share the Gospel
 - Personal Skills:
 - must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks (if applicable according to age as 18 and over require the Social Service Check) and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds
- 15 years old minimum but preference may be given to older applicants

Accountability:

- Directly accountable to Summer Ministries Day Camp Director (or his/her delegate)
- Must be willing to sign the "Employee's Lifestyle Agreement" document

**FIRST BAPTIST CHURCH, OLDS
SUMMER MINISTRY APPLICATION FORM**

JOB APPLYING FOR: _____

1. PERSONAL INFORMATION

Name: _____

Address: _____

Date of Birth: _____ Gender: _____

Telephone: _____ Email Address: _____

Are there any health issues that would limit you in participating in any aspects of this

Ministry? _____

2. EDUCATION:

Junior High School: _____ Dates attended: _____

High School: _____ Dates attended: _____

Post Secondary: _____ Program: _____

Dates attended: _____

Other: _____ Program _____

Dates attended: _____

Educational plans (if any) for Sep/13 _____

3. EMPLOYMENT HISTORY:

Date _____

Position Held: _____

Reason For Leaving: _____

4. CHRISTIAN EXPERIENCE: (Please use an additional page if needed)

How long have you been a Christian? _____

What local church are you involved in? _____

What activities are you involved in there? _____

What other ministry activities are you involved in? _____

What experiences in ministry have you had that may have equipped you to work in the job you are applying for?

On a separate sheet, please write out your personal testimony including the nature of your current Christian walk and your reason for applying for this position.

5 REFERENCES:

Please list three references that we may contact including at least one from a person who knows you from the context of ministry or church involvement.

a) Name _____ Phone _____

Position or relationship to you _____

b) Name _____ Phone _____

Position or relationship to you _____

c) Name _____ Phone _____

Position or relationship to you _____

I hereby acknowledge that all information contained in this document is true in nature, and is open to discussion with regards to this position by members of the CE Committee, Deacon's Board and Staff of First Baptist Church, Olds.

Signature: _____ Date: _____

Please submit to: FIRST BAPTIST CHURCH, OLDS
5005- 53 Ave, Olds, Alberta T4H 1H6
camps@firstbaptistolds.ca