



Assistant Camp Director (Programming)

Employment Period: 325 hours: May & June (25% of time) and July & August (75% of time), 2023.

Qualifications: Must be a Christian. 16 years or older. Must be a person that displays initiative in their work, organizational ability, and Christian maturity.

a. Implement Master Schedule

- Assist the Program Director with the implementation of all camp activities and field trips.
- Working closely with the Volunteer Coordinator and Camp Director to coordinate preparation for events.

b. Oversee Registration & Aspects of Administration

- Ensure that campers are signed in and out by their parents/guardians each morning.
- Ensure that parents/guardians are made aware of any camp developments, changes, or announcements each day.
- Ensure that attendance is taken when the camp changes locations (ex. takes attendance on the bus, at the event venue, etc...).
- Ensure that records, lunch orders and payments are organized and taken care of.
- Ensure that other staff members are informed of developments, based on briefing from the Director.

c. Run Camp Activities

- Plan and run a few group games throughout the week.
- Manage transition times by planning and implementing engaging activities.
- Assist with set-up and take-down.

d. Misc. Roles and Responsibilities

- Leading camper groups when necessary.
- Leading and assisting with prep work when necessary.

The Assistant Camp Director reports to the Camp Director and Pastor Caleb.

Interested applicants should submit a cover-letter and resume to Josh Slotegraaf and Pastor Caleb by Friday, February 17th, 2023. Please send these documents to: camphbc@hespelerbaptist.ca and caleb@hespelerbaptist.ca.