

## **The United Church in Meadowood**

### **Job Description - Camp Meadowood Coordinator 2024 (There are two positions)**

The Camp Meadowood Coordinator is accountable to UCiM's Ministry & Personnel Committee. The position reports to and works within the policies of the Christian Education (CE) Committee and UCiM Board. The Camp Meadowood Coordinator works in concert with the Day Camp Director.

#### Responsibilities:

- Provide leadership at UCiM's Camp Meadowood, which will be held from August 12<sup>th</sup> to August 16<sup>th</sup>, 2024.
- Following the provided activity plan, the Camp Meadowood Coordinators will lead and / or assist the CE Coordinator in prepping and implementing the activities, games, crafts, and snacks throughout the week.
- Assist the Day Camp Coordinator with the planning of some activities, games and crafts for the afternoons.
- Participate in required training of youth leadership in advance of the camp.
- During the week of camp, the Camp Meadowood Coordinator will provide fun and engaging leadership for all the children attending.
- Supervise camp participants during activities, games, and quiet time.
- Assist the Day Camp Director with the supervision of youth helpers. (ie. Keeping youth helpers on-task, reminding youth helpers of their responsibilities, etc.)

#### Knowledge, Skills and Experience Required:

- Previous experience in working with children would be an asset.
- A strong personal Christian faith.
- Ability to work both independently and collaboratively.
- Good interpersonal skills and ability to interact with children aged 4 to 10 years old.
- Strong communication skills.
- Ability to be an innovative, empathetic and friendly leader with a keen sense of fun and

commitment to this ministry.

#### Contract Details

- Start Date: June 10, 2024
- Part time contract position. Total of 70 hours. This includes 40 hours for the week of camp, and 30 hours in the weeks leading up to camp, to be determined by the CE Coordinator.
- Criminal Record Check and references required.

The UCiM is an Affirming Congregation of the United Church of Canada and the Camp Meadowood Coordinator must endorse UCiM's position of acceptance of cultural diversity and the LGBTQ2SIA+ community.