

Volunteer Services Director Job Description

Denomination: Christian and Missionary Alliance

Job Type: Summer Position

Potential Start Date: May 11, 2026

Department: Children's Ministry

Pay: \$18.50 per hour

Church Size: 350+

Position Status: Full Time, Summer

Potential Duration: 14 weeks

Reports to: Children's Pastor

Summary

The Camp Volunteer Services Director will recruit and supervise the camp volunteer team.

Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs. Contribute to creating inclusive, engaging, and age-appropriate programming using research and digital and approved AI tools that support social, emotional, and spiritual development in children.
- **Marketing:** Use digital and approved AI tools to develop and implement a youth-friendly marketing strategy to increase volunteer engagement and promote camp programs.
- **Curriculum Development:** Assist staff in developing and revising curriculum for children and youth programs, ensuring activities are inclusive and accessible.
- **Conflict Resolution:** Apply conflict-resolution strategies to address disagreements among staff, volunteers, and participants. Promote a safe, respectful, and supportive environment by modelling positive communication and emotional regulation.
- **Relationship Building & Community Care:** Build meaningful connections with children, youth, volunteers, and ministry leaders. Foster an inclusive environment where all participants feel valued and supported.
- **Team Collaboration and Initiative:** Work collaboratively with ministry and leadership teams to support smooth daily operations. Demonstrate responsibility, adaptability, and initiative when responding to unexpected situations or changes.
- **Leadership Rounding & Program Monitoring:** Conduct regular check-ins across stations and program rooms to ensure safety, smooth operations, and adequate staff/volunteer support. Identify needs, escalate concerns to supervisors, and provide hands-on assistance as required.
- **Post-Camp Evaluation & Preparation:** Assist with post-camp clean-up, organization, and preparation for upcoming camp weeks.
- **Personal & Professional Development:** Complete weekly reflections to track learning, accomplishments, and areas for growth.
- **Safety & Training Compliance:** Complete mandatory abuse-prevention and risk-management training. Uphold all organizational safety protocols and contribute to a healthy and inclusive work environment.

- **Volunteer Recruitment & Onboarding:** Support the development and rollout of a marketing campaign to recruit youth and adult volunteers. Lead the volunteer onboarding process, including interviews, background checks, child-protection training, and basic skills training. Match volunteers to roles that align with their strengths, interests, and developmental goals.
- **Volunteer Training & Skill Development:** Use digital and AI approved tools to co-develop and update training modules for camp volunteers. Co-lead volunteer training sessions for both youth and adult volunteers.
- **Volunteer Communication:** Collaborate with the Administrative Coordinator to communicate onboarding requirements, training schedules, and daily camp logistics. Help facilitate morning briefings and end-of-day volunteer debriefs to evaluate successes, identify challenges, and guide program improvements.
- **Volunteer Scheduling & Support:** Assist with volunteer scheduling and respond to daily or last-minute schedule changes by identifying appropriate replacements. Ensure volunteers feel equipped, supported, and confident in their roles throughout each program day. Provide on-the-ground support and guidance, ensuring volunteers remain focused and engaged with participants.
- **Program Preparation & Delegation:** Assist with assigning tasks to volunteers during camp preparation, ensuring efficient organization, setup, and readiness for program activities.
- **Volunteer Appreciation:** Lead the planning and delivery of an appreciation event to recognize and celebrate the contributions of volunteers and youth leaders

Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a team and ability to work collaboratively.
- Experience in volunteer management preferred.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant. Submit your applications at uachome.org/careers.