

Camp Manager Job Description

Denomination: Christian and Missionary Alliance

Job Type: Summer Position

Potential Start Date: May 4, 2026

Department: Children's Ministry

Pay: \$20.50 per hour

Church Size: 350+

Position Status: Full Time, Summer

Potential Duration: 15 weeks

Reports to: Children's Pastor

Summary

The Camp Manager will provide oversight over the camp staff and programming.

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:** Develop and implement a marketing campaign to recruit volunteers alongside the Pastor of Children's Discipleship and camp staff. Use digital and approved AI tools and creative communication strategies to promote programs and strengthen community engagement.
- **Curriculum Development:** Assist the camp staff in creating and revising curriculum for youth and children's camps. Develop activities that promote active play, creative expression, teamwork, problem-solving, and life skills development.
- **Conflict Resolution:** Apply conflict-resolution strategies to address disagreements among staff, volunteers, and participants.
- **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. Model strong work ethic and leadership qualities for volunteers and summer staff.
- **Leadership Rounding & Program Monitoring:** Conduct regular check-ins at program stations and rooms to support leaders, ensure safety, and maintain program flow. Address emerging needs promptly and provide guidance to staff as required.
- **Post-Camp Evaluation & Preparation:** Collect and assess feedback from participants, parents, and staff to support continuous program improvement. 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.
- **Leadership, Oversight & Team Support:** Provide leadership, direction, and encouragement to the camp staff team in partnership with the Pastor of Children's Discipleship. Conduct regular check-ins with staff to ensure clarity of responsibilities, offer feedback, and support skill development. Assist staff in delegating, coordinating, and managing responsibilities within their respective roles.
- **Staff Coordination & Meeting Leadership:** Co-lead staff meetings with the Pastor of Children's Discipleship, including preparing agendas, facilitating discussions, and supporting collaborative decisionmaking. Communicate program goals, expectations, and schedules clearly to staff and volunteers. Help integrate staff ideas, promote teamwork, and reinforce shared vision and values.
- **Program Quality & Safety Assurance:** Monitor program spaces to ensure high standards of safety, engagement, and care. Provide guidance and problem-solving support during programming to maintain smooth daily operations.
- **Communication & Reporting:** Provide timely updates to the Pastor of Children's Discipleship regarding program progress, staff needs, and emerging issues. Assist with documentation of program outcomes, challenges, and recommendations for future improvements.

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 planning and leading children/youth programs and activities 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.