

Job Description

Day Camp Director, Woodvale Kids

Who We Are:

Summer Shake Day Camp (SSDC) is a ministry of Woodvale Pentecostal Church's Kids Ministry - "Woodvale Kids". SSDC was established in 1998 when the church saw a need in the community for summer care. Since then the camp has been providing a fun, safe and unforgettable summer experience for kids, while providing parents with the peace of mind that their children are in good hands.

Woodvale Pentecostal Church is affiliated with the Pentecostal Assemblies of Canada. To see our statement of beliefs and who we are as a church body, go to www.woodvale.ca/about.

Status: Seasonal, Contract

Role of the Director:

The Camp Director will work under the supervision of the Children's Pastor to plan, coordinate, supervise and execute all activities and programs of the Camp.

Key Responsibilities and Tasks:

- Promotion of the camp in the community through social media, website, email and advertising
- Interviewing and hiring camp staff in cooperation with Children's Pastor
- Ensuring that all camp activities and programming are planned, facilitated and executed
- Oversee registration, including payments and troubleshooting
- Communication of camp activities and parent information
- Liaising with parents and answering emails and phone calls
- Organization of camp rooms, resources and pre-camp setup
- Direct all camp staff and manage employees
- Arrange and execute staff training prior to camp
- Responsible for camp finance management, including income and expenses, managing the budget and timely submission of staff hours for payroll.
- Other duties as assigned

Required Skills and Training:

- Must have experience in a child care, teaching or school environment.
- Minimum 19 years old
- Must have a valid "G" driver's license
- Experience in Administrative work, with financial management desirable.
- Valid First Aid, CRP, AED training, AODA.

- Completion of a Vulnerable Police Check and knowledge of the Child and Youth Protection Policy and applicable training.
- Be a Member of WPC

To apply: Forward a copy of your resume to sgood@woodvale.ca. Only those selected for interview will be contacted.