



## Assistant Ministries Director Job Description

**Role Title:** Assistant Ministries Director  
**Reports To:** Camp Director, Ministry Point Board and Field Director  
**Positions Supervised:** All summer missionaries at New Found Life Bible Camp

### Overview of Role

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Camp Director and the Ministry Point Board, the Assistant Ministries Director of New Found Life Bible Camp, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all aspects of the camp. Assistant Ministries Director will devote their full time and effort, energies and abilities, as reasonably required, at the discretion of the Field Director, for the proper and diligent fulfilling of their responsibilities with One Hope Canada.

### Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry, by effectively leading a team to manage programs, sites, administration, and all other activities related to New Found Life Bible Camp.

### Key Responsibilities

Responsible to accomplish the evangelist and discipling ends of One Hope Canada through their camp program and ensure the Gospel is a part of all aspects of camp and other ministries:

- Programming to expand Christ-centered, dynamic camp ministry.
  - assist the director to build, equip, and supervise a team of volunteers, staff, and summer missionaries in accordance with One Hope Canada core values and organization policies:
  - assist the director to cultivate an environment that points campers to Jesus and is safe, exciting, and welcoming.
  - assist the director in the planning, developing, managing and coordinating camp through creative and engaging programs.
    - Current programs consist of:
      - Summer Ministries
        - Day Camps
        - Vacation Bible Schools
        - Teen Retreat
      - Fall-Spring Ministries
        - Froude Ave. Community Centre Bible Study
        - Friday night Kids Club at (a form of follow-up),
        - Rosa-Leigh & Friends Youtube Video children's ministry
        - Christmas and Easter Public School Classes
        - One day Easter Day Camp
    - to pursue new ministry strategies that recognize the cultural and geographical realities of those the camp seeks to reach.

- Key role: lead the expansion of Bible Clubs in the Community Centre Network
- Communications that enhance the camp's presence in the community.
  - Key role: develop and oversee the maintenance of an engaging online presence.
- Administrative process to sustain a healthy and well-ordered camp environment:
  - Key role: develop and oversee online summer missionary application and camper registration
- Financial sustainability to advance the ministry to accomplish greater gospel work.
  - Ensure financials are communicated with the Director.
  - Work with the Director to ensure adequate income to sustain the programs, ministry and wages through:
    - Responsible spending
    - Helping the board lead effective fundraising projects.
    - Maintaining and creating fiscally responsible ministry initiatives.
    - Cultivating good relationships with current and potential donors.
- Property management for optimal use and maintenance of the camp's property.
  - Assist in the maintenance of and the development of new projects to ensure the property is safe and well-kept in appearance and function.
  - Develop ways to cultivate the property to be better used to accomplish the camp's purpose.
  - Monitor all aspects of the camp ministry to ensure risk management and safety procedures are in place.

### **Core Competencies**

- Passion for the Gospel
- Time Management
- Team Building
- Leadership Skills
- Finance Management
- Communication
- Effective Children's teacher
- Planning and Organizing
- Self-Motivation
- Good Judgement

### **Job Requirements**

- Follower of Christ
- Completed Statement of Affirmation Form
- Code of Conduct certificate
- Vulnerable Sector Check
- Working knowledge of computers/smartphones
- Love for Children
- Working knowledge of the Bible
- Ability to work well with others
- Apt to teach children, teens and adults
- Patience & Enthusiasm

### **Education and Experience**

- Post-secondary education in a related field is an asset
- Experience with children's ministry is a definite asset.

### **Physical Demands**

While performing the role of the Assistant Ministries Director it is important to be able to move around the campsite and observe and assist staff, summer missionaries, volunteers and campers while they participate in all aspects of the program.