



## Program Director Job Description

**Role Title:** Program Director

**Reports To:** Executive Director

**Positions Supervised:** Summer Missionaries at Willow Springs Camp

### Overview of Role

One Hope Canada is considered a Religious Order under the provisions of the Canada Revenue Agency 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 Director, the Program Director, 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 programming aspects of the camp.

### 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 planning programs and other activities related to Willow Springs Camp.

### Key Responsibilities

- Ensure the Gospel is a part of all aspects of camp and other ministries over which they are responsible
- Train and oversee all summer missionaries and volunteers
- Monitor summer missionaries to ensure the Gospel is shared effectively and appropriately for the age group
- Monitor activities to ensure safety procedures are followed
- Promote the camp within the local church and community
- Be able to manage a crisis if it arises and follow appropriate procedures
- Assist the Executive Director in hosting all guest groups and off season ministries

- Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per the One Hope Canada Privacy Policy.

## **1. Human Resource Development**

- Train, direct and oversee all seasonal and summer missionaries, and volunteers
- Monitor and implement reviews of all seasonal staff to ensure the Gospel is shared effectively and appropriately for the age group
- Establish & nurture a positive camp culture for all missionaries, volunteers, and guests
- Assist in the development and maintenance of a year round donor and volunteer program
- Together with the leadership team, implement a comprehensive Risk Management Plan for camp
- Conduct mid-summer, end of summer reviews of the program, review data, respond and initiate change where necessary

## **2. Ministry Oversight**

- Establish annual program goals in consultation with the Executive Director ensuring the Gospel is a part of all aspects of camp and other ministries.
- Implement existing programs consistent with Willow Spring Camp's mission and vision as established by the Executive Director and Willow Springs Camp Board.
- Together with the Executive Director, monitor participation levels on a weekly and seasonal basis and develop strategies for reaching and exceeding targets.
- Evaluate and implement necessary changes to ensure the desired quality for ministry programs is met or exceeded.
- Develop new program/ministry opportunities in conjunction with the Board and Executive Director and implement as established.
- Ensure the campers and guests are engaged with the Gospel at least once per day

## **3. Communication, Marketing & Promotion**

- Assist in the promotion of WSC programs by participating in public events such as churches, community events, camp fairs, schools, etc
- Assist in the implementation of a strategy of expressing gratitude to all camp ministry partners and contributors
- Monitor Guest satisfaction
- Visit and/or speak at local churches.
- Assist and give input into the production of camp newsletter and other publications

## **4. Financial Oversight**

- Give input to the Executive Director as to financial needs for the programming needs of the ministry
- Look for cost saving opportunities
- Manage the budget for summer programming, making sure to stay within 10% of the summer ministry budget

## **5. Fundraising and Donor Development**

- Build and sustain a personal support team. There is an expectation of raising personal financial support for this position.
- Participate in the development of Willow Springs Camp's Master Plan.
- Maintain a culture of gratefulness (including Thank You notes).

## **6. Guest Group Ministry Oversight**

- Ensure compliance with current government regulations and health standards
- Ensure guest expectations are met and exceeded.
- Ensure a safe environment for all staff in accordance with workplace safety standards.
- Assist the Executive Director in the hosting and hospitality of various guest groups
- Create age appropriate programming for guest groups where required

## **7. Facility Oversight**

- Provide feedback and encouragement to the Property Director regarding facility goals and expectations, and assist as necessary in the general maintenance of camp facilities.
- Assist in the maintenance and upkeep of the facilities so that the desired quality of camp is met and exceeded.
- Assist in ensuring a safe environment for all staff and volunteers in accordance with workplace safety standards.

## **8. Summer Programming**

- Develop and implement a themed summer program which engages campers at an age appropriate level
- Ensure that Gospel presentation is, at minimum, a daily aspect of the summer camp program
- Ensure all aspects of summer programming are in accordance with the Willow Springs Camp safety plan, and conduct regular risk assessment on all activities
- Assist in the training of summer missionaries
- Assist in the development of weekly schedules
- Assist in the completion of all program related summer paperwork
- Create and implement effective day camper drop off and pick up systems

## **Core Competencies**

- Passion for the Gospel
- Creativity
- Communication
- Planning and Organizing
- Self-Motivation
- Good Judgement

## Job Requirements

- Follower of Christ
- In good standing with an Evangelical Church
- Called to this ministry
- Be able to subscribe, without reservation, to the One Hope Canada doctrinal statement, as well as to the principles and practices of the Mission

## Education and Experience

- Post-secondary education in a related field is an asset
- Experience with camping ministry is an asset

## Physical Demands

- While performing the role of a Program Director it is important to be able to walk around the campsite, assist with maintenance needs, and participate in camp skills and activities.

## Expectations

This is a part-time position. Due to the seasonal nature of camp ministry, flexibility and discretion are required in the fulfilment of tasks and the setting of goals. The “Program Director: Seasonal Breakdown” spreadsheet is a useful tool to see how time is expected to be spent depending upon the season. This role is expected to work whenever a guest group is on site, or programming needs are to be met. This will include weekends and some overnight instances through the rental months. Care should be taken to clearly communicate expectations and goals around time off, other employment, and need for rest.

## Remuneration:

A starting wage of \$25/hour with a commitment to 24 hours per week, with the option to work more hours throughout the summer months at the discretion and invitation of the Executive Director to a maximum of 40 hours per week.

**This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.**