



CAPE BRETON BIBLE CAMP

Role Title: Assistant Director

Reports To: Camp Director, Board of Directors

Position Duration: May 19, 2025 to September 26, 2025

Overview

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 our Statement of Affirmation.

Empowered by the Camp Director and Camp Board, the Assistant Director, with the tools and resources provided, will be entrusted with fulfilling the purpose of One Hope Canada both personally and within the camp. The Assistant Director will devote their time and effort, energies and abilities, to 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, especially to children and youth, and to disciple believers for living and serving through His church
- To effectively lead a team in managing programs, administration, and all other activities related to Cape Breton Bible Camp

Key Responsibilities

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 the camp:

- Programming to expand Christ-centred, dynamic camp ministry
 - Assist the Camp Director to build, equip, and supervise a team of volunteers and summer missionaries in accordance with One Hope Canada core values and

organization policies

- Assist the Camp Director in cultivating an environment that points campers to Jesus and is safe, exciting, and welcoming
- Assist the Camp Director with overseeing the daily operations of the camp when the Camp Director is off site
- Assist the Camp Director in planning, developing, managing and coordinating camp through creative and engaging programs:
 - Current programs consist of:
 - Overnight camps including children, teen and family camps
 - Teen Retreat
- Ministry strategies that recognize the cultural and geographical realities of those the camp seeks to reach
- Communications that enhance the camp's presence in the community
 - Develop and oversee the maintenance of an engaging online presence
- Administrative process to sustain a healthy and well-ordered camp environment
 - 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 Camp Director
 - Work with the Camp Director to ensure adequate income to sustain the programs, ministry and wages through:
 - Responsible spending
 - Effective fundraising projects
 - Fiscally responsible ministry initiatives
 - Good relationships with current and potential donors
- Property management for optimal use and maintenance of 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
- Team Player/Builder
- Leadership Skills
- Finance Management Skills
- Effective Communication Skills
- Planning and Organizing Skills
- Initiative
- Good Judgment
- Patience
- Enthusiasm
- Time Management

Education and Experience

- Post-secondary education in a related field is an asset
- Experience with children's/teaching ministry is an asset
- Efficiency with Computers/Smartphones

Physical Demands

The Assistant Director must be able to observe, engage with, and assist summer missionaries, volunteers and campers while they participate in all aspects of the camp programs and carry out/assist with maintenance of camp property and facilities.

1133 New Campbellton Road, Kelly's Mountain

902-674-2238

cbbcoffice@onehopecanada.ca

www.capebretonbiblecamp.com

Mailing Address: P.O. Box 83, Margaree Valley, NS B0E 2C0