



# Summit Camps 2024

*Summer Camp Director*



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www.summitcommunity.ca

1750 Stouffville Rd, Richmond Hill, ON, L4E 0K3



# Summer Camp Director

Full-time | Spring & Summer 2024 Contract Position

## Key Areas



Administration & Communication



Planning & Programming



Leadership Development & Training



Marketing & Promotion



Environmental Practices & Irresistible Environments

## About Summit Camps

Summit Camps is a summer day camp experience with a focus on developing next generation leaders and guiding the next generation to know and intentionally follow Jesus through camp programs containing friendship development, personal discipleship, deeper faith growth, leadership opportunities and life-changing experiences in God's creation. Our leadership pathway contains the full scope of our programs starting with our CORE camper programs, leading to our Leadership in Training (LIT) program, then to our Summer Staff team & Director roles. Summit Camps is a ministry of Summit Community Church, a growing Church in Richmond Hill with a focus on developing intentional followers of Jesus who are growing in faith, loving in community and serving in mission.

## Position Objective

Summit Camps is looking for a high capacity Summer Camp Director who is passionate about seeing children & youth come to know Jesus and grow in their relationship with Him through camp ministries. We are committed to teaching God's truth, inviting kids to connect and respond to Jesus and providing a loving & irresistible environment for our campers & LITs to know & intentionally follow Jesus, grow in their leadership skills and make a positive impact in their community & world.

The 2024 Camp Director leads the Summit Camps 2024 summer experience and supports, trains up and develops staff, leads & LITs to help guide campers to grow in their relationship with Jesus throughout all camp programming. Under the supervision and support of the SCC NextGen Leadership Team, the 2024 Camp Director will be responsible for planning & implementing summer camp programs, activities and leadership development opportunities for a ministry of approximately 250+ campers from junior kindergarten to grade 7 and 40+ summer staff, leads & LITs from grade 7 to 30 years old.

## Key Responsibilities

The Summit Camps 2024 Director will work in collaboration with the NextGen Leadership Team & summer staff team in the creation, operation & administration of all tasks and functions relating to the safe & successful execution of Summit Community Church's 2024 day camp programs, training initiatives & leadership development programs. These tasks & responsibilities include:

### ADMINISTRATION & COMMUNICATION

- Working with the Director of Children's Ministry to maintain the Summit Camps budget
- Managing camper registrations & organizing campers into crew placements
- Keeping records of camper medical forms, incident reports & consent forms
- Recording inventory & placing order requests for camp program materials, electives, curriculum & family celebrations / team appreciation days
- Communicating with parents / guardians, summer staff & LITs via phone, email, feedback forms or onsite visits prior to, during and after camper weeks
- Planning modifications or accommodations for intellectual, physical, dietary and/or medical needs where applicable & communicating a plan for the individual's informed care throughout camp programs & activities
- Solving, reporting & keeping record of any incidents or health & safety concerns

### PLANNING & PROGRAMMING

- Creating & maintaining program schedules for campers, staff & LITs in collaboration with the NextGen Leadership Team & 2024 LIT Director
- Planning & coordinating electives, camp-wide games, crew times & special day activities
- Planning & coordinating family celebrations, team appreciation days & other special programs
- Designing fun & engaging camp curriculum that communicates the Gospel, Bible truths & the love of Jesus Christ with level-appropriate & modifiable activities to accommodate camper & leader needs where applicable

### LEADERSHIP DEVELOPMENT & TRAINING

- Collaborating with the LIT Director to plan and implement a Kick Off Weekend, Staff Development week & LIT Development week that includes camp mission & vision casting, Plan to Protect certification, basic First Aid training, emergency procedures & Camp Handbook overview, skills development sessions, mentorship & coaching sessions, team-building activities and other camp training or prep
- Working with the NextGen Leadership Team & LIT Director to recruit, train, assign and supervise all camp staff, leads, LITs and volunteers
- Coordinating ongoing coaching sessions, mentorship plans, feedback loops & individualized skills development in collaboration with the LIT Director & under the supervision of the NextGen Leadership Team for all staff, leads, LITs & volunteers
- Organizing & leading daily team meetings during the camp weeks to pray for the team & camp plans, communicate program or schedule updates, debrief special plans and discuss challenges or successes in efforts to maintain a highly-communicative, safe, healthy & loving environment for all
- Working with the LIT Director & NextGen Leadership Team to design & facilitate leadership development sessions, practical leadership opportunities & skills training for staff & LITs to be well equipped & empowered to lead in their roles
- Communicating & enforcing camp rules & Camp Handbook policies & procedures



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## How to Apply

For more information on Summit Camps or Summit Community Church, please go to [www.summitcommunity.ca](http://www.summitcommunity.ca)

If you are interested in this employment opportunity, please send your cover letter, resume & 2 contacts as your professional references with the subject line "[YOUR FULL NAME] - 2024 Camp Director Applicant" to: [camp@summitcommunity.ca](mailto:camp@summitcommunity.ca)

The contact for this position is Mackenzie Weaver, Summit's Director of Children's Ministries

**Note:** Please provide the full name and relationship of the professional references to you, as well as a valid email address for each of the professional references you include in your email. Professional references may include a recent, past or current employer, supervisor, mentor, pastor, teacher, etc.

## Contact Us

[camp@summitcommunity.ca](mailto:camp@summitcommunity.ca)  
[www.summitcommunity.ca](http://www.summitcommunity.ca)

## Key Responsibilities Continued

### MARKETING & PROMOTION

- Collaborating with the Tech & Operations Director & Summit Communications Team to develop a marketing & communication plan for the promotion of all Summit Camps 2024 programs to the families & NextGens in our Richmond Hill neighbourhood & local communities
- Attending, scheduling & representing the Summit Camps team at local events, fairs / festivals, markets & other community or Church events to promote Summit Camps 2024 programs

### ENVIRONMENTAL PRACTICES & IRRESISTIBLE ENVIRONMENTS

- Working with the Tech & Operations Director in the implementation and organization of a camp facilities & resources inventory & inspection plan
- Collaborating with the Tech & Operations Director & LIT Director to schedule staff, leads & LITs to participate in an environmental care plan including measures & best practices for recycling, compost & food/waste management, as well as grounds clean up, gardening & property stewardship
- Creating & implementing a decoration plan & reset/clean up checklist for camp spaces & celebration locations that create irresistible environments for children, youth, families & camp staff / LITs to encounter Jesus

### OTHER DUTIES & AD-HOC

Additional duties & ad-hoc responsibilities may be assigned as objectives are determined.