

**BONAVISTA BAPTIST CHURCH
DAY CAMP ASSISTANT COORDINATOR**

DATE: July 17 – August 21, 2018
HOURS: 30 hours per week
WAGES: \$13.60 per hour
ACCOUNTABLE TO: Day camp director

RESPONSIBILITIES:

- Assist with planning and delivery of day camp programs for children aged 4-12
- Help organise details for day camp (e.g. promotion, registration, recruitment, program, supplies, etc).
- Be directly accountable to day camp supervisor for support and guidance and for approval of Purchases and expenses
- Participate in all day camp programs as a leader
- Follow-up with campers
- Plan and lead volunteer training/orientation and supervise adult volunteers
- Help recruit youth volunteers for day camp program
- Assist with delivery of weekly Sunday summer children's program
- Plan and participate as a leader in day camp youth events
- Help to deliver special events for families

QUALIFICATIONS:

- Leadership Skills: assume responsibility for assigned tasks; work productively; work in a team; lead children in activities
- Teaching Skills: work with children aged 4 to 12; communicate in group settings; share the Gospel
- Administrative Skills: organized; basic working knowledge of Microsoft Office; Field phone calls; Filing; Record keeping
- Personal Skills: love of children and youth, team player, responsible, accountable, friendly, enthusiastic, good time management, and committed to Christian values and principles.
- Communication: Ability to communicate effectively with children, youth, and adults in person, by phone, or online

If you are interested in this position, please submit resume to the Church Office.

Deadline for application is May 1st, 2018