ACTIVITY LEAD

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Activities
Period: Staff Training in June - July & August (exact dates set in contract)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks, develops and nurtures Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Activity Lead is responsible for the preparation, instruction, and successful delivery of assigned electives and activities at Camp Kwasind. They will create engaging, age-appropriate, and meaningful experiences that allow campers to develop new skills, explore their interests, build confidence, and form positive relationships. Activity Leads will ensure their assigned activities are well organized, appropriately prepared, and safely delivered while maintaining activity spaces and equipment. They will work collaboratively with the Activity Coordinators and Specialists to support the successful operation of Camp Kwasind's elective programming.

This is an additional leadership responsibility assigned to summer staff alongside their primary camp position. Activity Leads will continue to fulfill the responsibilities of their primary role while providing leadership during designated elective and activity periods. They will report to the appropriate Activity Coordinator for their assigned elective and serve as part of the broader Activities Team. This is a seasonal summer camp responsibility.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct, and core values of CBOQ and Camp Kwasind.
- Meet the minimum age requirements of their primary summer camp position.
- Demonstrated interest, experience, or proficiency in the activity or elective they are assigned to lead.
- Ability to confidently teach, demonstrate, and facilitate activities for children and youth of varying ages and abilities.
- Strong communication, organizational, teamwork, and problem-solving skills.
- Willingness to develop lesson plans, prepare activity materials, and provide positive instruction to campers.

- Experience working with children and young people preferred.
- Completion of any activity-specific training or qualifications required to safely lead the assigned elective.
- Valid First Aid and CPR certification preferred, unless required for the assigned activity.

General Responsibilities:

- Attend and actively participate in May Staff Orientation Weekend, Senior Staff Training, and All Staff Training Week as required by their primary position.
- Attend activity-specific training and preparation sessions as requested by the appropriate Activity Coordinator or Specialist.
- Attend all staff meetings, training sessions, staff Bible studies, faith practices, and weekly chapels.
- Know, advocate for, and actively support Camp Kwasind's mission, goals, and core values.
- Demonstrate a commitment to personal spiritual growth through involvement in a local church, mentorship, and intentional faith practices.
- Model Christ-centred leadership, professionalism, positive communication, and servant-hearted teamwork in interactions with campers and staff.
- Fulfill all responsibilities associated with their primary summer camp position while carrying out assigned Activity Lead responsibilities during designated program periods.

Specific Responsibilities:

Elective Programming & Instruction

- Work under the direction of the appropriate Activity Coordinator to prepare, lead, and facilitate assigned electives and activities.
- Develop engaging, age-appropriate lesson plans for assigned electives, submitting plans to the Activity Coordinator for review and approval prior to implementation.
- Ensure each elective session has clear objectives, organized activities, and appropriate opportunities for camper participation and skill development.
- Prepare and deliver instruction that introduces campers to foundational skills and allows them to develop their abilities throughout the elective.
- Provide clear instructions, demonstrations, encouragement, and constructive feedback to help campers learn and participate successfully.
- Adapt activities and instructional approaches to accommodate different ages, abilities, group sizes, and camper needs.
- Create a welcoming and encouraging environment where campers feel comfortable trying new activities, developing skills, and celebrating personal progress.
- Incorporate weekly camp themes into assigned electives when appropriate and in collaboration with the Activity Coordinator.
- Arrive prepared and on time for all assigned elective sessions, ensuring activities are ready to begin as scheduled.
- Communicate lesson plan needs, programming challenges, and opportunities for improvement to the appropriate Activity Coordinator.
- Support the delivery of alternative activities when scheduled electives must be modified due to weather, staffing, equipment, or other operational needs.

Activity Preparation & Equipment Care

- Prepare all necessary equipment, supplies, instructional materials, and activity spaces before each assigned elective session.
- Ensure equipment and materials are appropriate for the age, ability, and number of participating campers.
- Follow established systems for accessing, distributing, collecting, and returning activity equipment and supplies.
- Maintain a clean, organized, and welcoming activity space throughout each session.
- Ensure all equipment and supplies are properly cleaned, organized, and returned to their designated storage areas after use.
- Monitor the condition of equipment and materials, promptly reporting damaged items, missing supplies, or maintenance concerns to the Activity Coordinator.
- Communicate supply needs in advance to ensure sufficient materials are available for upcoming sessions.
- Use camp resources responsibly and encourage campers to demonstrate appropriate care for equipment and activity spaces.
- Assist with basic inventory, equipment organization, and activity preparation as requested and as primary role responsibilities allow.

Safety & Risk Management

- Prioritize camper and staff safety during all assigned electives and activities.
- Understand and consistently follow Camp Kwasind's policies, risk management procedures, and activity-specific safety requirements.
- Ensure campers receive clear instructions regarding appropriate behaviour, equipment handling, activity boundaries, and safety expectations before participating.
- Maintain active supervision of campers throughout each assigned elective session.
- Ensure activities are conducted within established supervision requirements and approved operating procedures.
- Use only equipment and instructional techniques for which they have received appropriate training and authorization.
- Identify and promptly communicate unsafe conditions, damaged equipment, inappropriate behaviour, or other potential hazards to the Activity Coordinator.
- Modify or stop activities when safety concerns arise, following established camp procedures.
- Follow appropriate emergency response and incident reporting procedures when injuries, accidents, or other concerns occur.
- Support the safe and appropriate participation of campers with varying abilities, confidence levels, and experience.
- Recognize that specialized activities, including archery and the challenge course, may only be independently operated by appropriately trained and authorized personnel under established camp procedures.

Camper Engagement & Development

- Build positive, encouraging relationships with campers through intentional interaction, instruction, and participation in assigned electives.
- Create an inclusive environment where campers feel welcomed, valued, respected, and encouraged to participate.

- Encourage campers to try new activities, develop confidence, demonstrate perseverance, and celebrate personal growth.
- Promote positive group dynamics, teamwork, cooperation, creativity, and sportsmanship throughout elective sessions.
- Provide appropriate support and encouragement to campers who may be hesitant, frustrated, or struggling with an activity.
- Responding to camper behaviour concerns using established camp expectations and behavioural support procedures, seeking assistance from the Activity Coordinator when necessary.
- Intentionally incorporate Camp Kwasind's Christian mission and values into elective programming through encouragement, relationships, positive role modelling, and opportunities for meaningful reflection.
- Help campers recognize and develop their God-given gifts, talents, interests, and abilities.
- Ensure each elective contributes positively to the overall camper experience and reflects Camp Kwasind's commitment to meaningful, memorable, and Christ-centred programming.

Collaboration & Communication

- Work collaboratively with the appropriate Activity Coordinator, Specialists, and other elective staff to ensure the successful delivery of assigned programming.
- Attend elective-specific planning meetings, training sessions, or check-ins as requested and as scheduling permits.
- Communicate regularly with the Activity Coordinator regarding lesson plans, activity preparation, camper engagement, equipment needs, and programming concerns.
- Receive and implement constructive feedback to strengthen instructional skills and improve the quality of elective programming.
- Support other elective staff when appropriate and when responsibilities within their primary role allow.
- Communicate scheduling conflicts or concerns related to balancing elective responsibilities with their primary camp position.
- Demonstrate flexibility, initiative, and a willingness to contribute to the success of the broader Activities Team.
- Participate in the evaluation of assigned electives by sharing feedback, successes, challenges, and recommendations for future programming.

Camp Program & Additional Responsibilities

- Actively participate in camp-wide programming, theme days, wide games, campfires, vespers, and other programmatic experiences as required by their primary position.
- Support the integration of assigned electives into weekly camp themes and special programming where appropriate.
- Model positive Christian leadership through interactions with campers, staff, and visitors.
- Maintain a strong commitment to the responsibilities, expectations, and schedule of their primary summer camp position.
- Work collaboratively with the Activity Coordinator to ensure additional elective responsibilities are manageable and do not interfere with primary position requirements, camper supervision, or necessary staff rest.
- Perform other activity-related duties as assigned by the appropriate Activity Coordinator, within the scope of the Activity Lead role and their primary position.

Your Support

- Activity Coordinator – Land and Sports and Head of Activities – They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.