HEAD OF LIT

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Summer Camp Manager
Period: Mid-June till end of June for Staff Training & LIT Session (July 3-31)
Honorarium: $300 / week (plus room & board)

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 LIT Director is responsible for the overall leadership, planning, implementation, and evaluation of Camp Kwasind's Leaders in Training (LIT) program. This comprehensive leadership development experience is designed to equip young people to grow in their Christian faith, develop their character, strengthen their leadership abilities, and discover how they can serve God and others both at camp and in their home communities.

The LIT Director will oversee all aspects of the program, including leadership development curriculum, biblical teaching and discipleship, small group experiences, canoe tripping, service opportunities, recreational programming, practical leadership placements, camper care, and individual evaluations. They will ensure the program is intentional, engaging, challenging, developmentally appropriate, and aligned with Camp Kwasind's mission and values.

A significant component of this role is providing direct leadership, mentorship, training, and support to the LIT Small Group Leaders, equipping them to disciple, supervise, and care for LIT participants throughout the program. The LIT Director will foster a positive, Christ-centred community where participants are encouraged to develop independence, resilience, responsibility, spiritual maturity, and servant-hearted leadership.

The LIT Director will work collaboratively with the Summer Camp Manager, Head of Program, and other camp departments to integrate LIT participants into the broader camp community through meaningful service, leadership training, and supervised practical experiences.

The LIT Director will serve as part of the Leadership Team and report directly to the Executive Director, working closely with the Summer Camp Manager to ensure the successful operation of the program. This is a seasonal summer camp position with pre-camp preparation responsibilities.

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 & Camp Kwasind.
- Minimum age 21 years of age
- Demonstrated leadership experience, preferably in Christian camping, youth ministry, outdoor education, or leadership development.
- Experience supervising, mentoring, training, and providing feedback to staff or young leaders.
- Strong understanding of Christian discipleship, biblical teaching, spiritual formation, and the development of young people.
- Ability to develop and deliver engaging leadership curriculum, Bible studies, group discussions, and experiential learning opportunities.
- Strong interpersonal, communication, organizational, conflict-resolution, and problem-solving skills.
- Experience working with teenagers and supporting their social, emotional, spiritual, and developmental needs.
- Ability to manage complex schedules, coordinate multiple program components, and adapt plans to changing circumstances.
- Demonstrated ability to lead with maturity, sound judgment, initiative, professionalism, and a servant-hearted attitude.
- Experience planning and leading canoe trips or other wilderness experiences is an asset.
- Bronze Cross, National Lifeguard, Wilderness First Aid, canoe tripping, or relevant outdoor leadership certifications are assets.
- Valid First Aid and CPR certification, with additional wilderness training as required for assigned tripping responsibilities.
- Ability to participate in the physical demands of camp life, including outdoor activities, canoe tripping, and extended periods of camper supervision.

General Responsibilities:

- Attend and actively participate in May Staff Orientation Weekend, Senior Staff Training, and All Staff Training Week at the beginning of the camping season, as required.
- Attend workshops, seminars, and training opportunities pertaining to the position as requested.
- Attend applicable 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, prayer, and intentional faith practices.
- Model Christ-centred leadership, professionalism, positive communication, integrity, and servant-hearted teamwork in interactions with campers, staff, and families.
- Prioritize the physical, emotional, relational, and spiritual well-being of all LIT participants.
- Maintain appropriate professional boundaries, confidentiality, and consistent adherence to camp policies and procedures.

- Work collaboratively with the Executive Director, Summer Camp Manager, and Leadership Team to ensure the LIT program contributes positively to the broader ministry of Camp Kwasind.

Specific Responsibilities

Program Planning & Pre-Camp Preparation

- Oversee the planning, organization, and preparation of the complete LIT program prior to the beginning of the camping season.
- Work with the Executive Director and Summer Camp Manager to establish annual program goals, leadership development priorities, and desired outcomes for LIT participants.
- Develop a comprehensive program schedule that includes leadership sessions, Bible studies, canoe tripping, service projects, recreational activities, small groups, practicum placements, evaluations, and special events.
- Prepare and distribute a detailed day-to-day program schedule to LIT staff and appropriate camp leadership before the program begins.
- Develop, review, and update the LIT training manual, curriculum resources, staff expectations, program procedures, and supporting materials.
- Review feedback and recommendations from previous summers to identify opportunities for program improvement.
- Develop clear expectations, learning outcomes, and evaluation criteria for LIT participants.
- Coordinate with the camp office regarding participant information, registration requirements, medical information, permission forms, and other necessary documentation.
- Communicate with prospective LIT participants and families as requested to promote the program, answer questions, and support the application process.
- Assist with reviewing LIT applications, assessing participant readiness, and providing input into acceptance decisions as requested.
- Prepare and distribute welcome communications, program expectations, packing lists, canoe trip information, and required forms.
- Coordinate pre-camp opportunities for LIT participants to connect, including small group meetings, orientation sessions, and retreats where scheduled.
- Work with LIT Small Group Leaders to establish program goals, leadership expectations, teaching responsibilities, and supervision plans.
- Identify and obtain necessary supplies, teaching resources, recreational materials, and program equipment within approved budgets.
- Coordinate with other camp departments to confirm opportunities for practical training, service projects, and leadership placements.
- Ensure all program components are prepared and ready for implementation before LIT participants arrive.

Leadership Development & Training Curriculum

- Plan, develop, and deliver a comprehensive leadership development curriculum that equips LIT participants with practical skills, confidence, and a biblical understanding of leadership.

- Establish clear learning objectives for leadership sessions and ensure lessons are relevant, engaging, interactive, and developmentally appropriate.
- Teach foundational leadership principles, including servant leadership, integrity, responsibility, humility, initiative, communication, and leading by example.
- Provide instruction in practical camp leadership skills, including camper engagement, group management, conflict resolution, teamwork, and positive behaviour support.
- Develop sessions addressing self-awareness, emotional maturity, resilience, problem-solving, decision-making, and responding to challenging situations.
- Equip LIT participants to understand the responsibilities, expectations, and influence of serving as a Christian camp leader.
- Incorporate experiential learning opportunities, group challenges, role-playing, discussions, reflection activities, and practical applications into leadership training.
- Provide opportunities for LIT participants to practice public speaking, activity facilitation, devotional leadership, and other communication skills.
- Encourage participants to identify their strengths, areas for growth, leadership styles, and God-given gifts.
- Challenge LIT participants to take increasing ownership of their decisions, responsibilities, attitudes, and contributions to the camp community.
- Regularly assess the effectiveness of leadership sessions and adapt curriculum based on participant needs, engagement, and demonstrated growth.
- Connect leadership development to opportunities for participants to serve in their churches, schools, families, and communities beyond Camp Kwasind.

Biblical Teaching, Discipleship & Spiritual Formation

- Oversee the spiritual development and discipleship components of the LIT program, ensuring biblical teaching and intentional faith formation remain central to the experience.
- Plan and deliver engaging Bible studies that encourage participants to understand Scripture, ask meaningful questions, and apply biblical truth to their lives.
- Develop a cohesive spiritual teaching plan that connects biblical themes with leadership development, Christian character, relationships, and personal faith.
- Facilitate opportunities for prayer, worship, Scripture reading, journaling, spiritual reflection, and meaningful discussion.
- Equip LIT Small Group Leaders to facilitate Bible studies, lead spiritual conversations, and provide appropriate discipleship support.
- Create an environment where participants feel safe asking difficult questions, exploring their faith, and discussing spiritual challenges.
- Encourage participants to develop sustainable personal faith practices and take ownership of their spiritual growth.
- Intentionally incorporate biblical teaching into canoe tripping, service opportunities, leadership lessons, and everyday camp experiences.
- Provide individual spiritual mentorship and pastoral encouragement to LIT participants as appropriate.
- Encourage participants to recognize how their faith influences their leadership, relationships, decision-making, and service to others.
- Work collaboratively with camp leadership to ensure the LIT program supports Camp Kwasind's broader discipleship priorities.

- Challenge LIT participants to consider how God may be calling them to serve and lead within their local churches and communities.

LIT Small Group Leader Supervision & Staff Development

- Provide direct leadership, supervision, mentorship, and support to all LIT Small Group Leaders.
- Establish clear staff expectations, roles, responsibilities, schedules, and accountability structures before the program begins.
- Assist with the training and preparation of LIT Small Group Leaders, including camper care, supervision, behaviour management, discipleship, conflict resolution, and program delivery.
- Ensure Small Group Leaders understand the goals, philosophy, and expectations of the LIT program.
- Assign appropriate teaching, activity leadership, supervision, and administrative responsibilities to LIT Small Group Leaders.
- Meet regularly with Small Group Leaders to review program progress, camper needs, upcoming activities, and opportunities for improvement.
- Provide ongoing coaching, encouragement, constructive feedback, and leadership development opportunities to LIT staff.
- Support Small Group Leaders in navigating camper behaviour concerns, interpersonal conflicts, homesickness, emotional challenges, and group dynamics.
- Ensure staff maintain appropriate boundaries, consistent expectations, and effective communication with LIT participants.
- Monitor staff workload, well-being, and effectiveness, addressing concerns and communicating additional support needs to camp leadership.
- Foster a healthy, collaborative, and Christ-centred staff team that models unity, accountability, humility, and servant leadership.
- Facilitate opportunities for staff prayer, spiritual encouragement, and reflection throughout the program.
- Provide input into staff evaluations and communicate significant performance or conduct concerns to the appropriate camp leadership.
- Ensure Small Group Leaders are appropriately supported and equipped to provide consistent supervision and meaningful mentorship to their assigned participants.

Camper Care, Supervision & Community Development

- Maintain overall responsibility for the care, supervision, safety, and well-being of all LIT participants throughout the program.
- Ensure appropriate supervision and accountability procedures are maintained during scheduled programming, meals, recreation, free time, evening activities, and overnight periods.
- Work with LIT Small Group Leaders to establish clear expectations for participant behaviour, respect, responsibility, and community living.
- Foster an inclusive, supportive, and Christ-centred community where all LIT participants feel welcomed, valued, respected, and encouraged.
- Intentionally develop positive relationships with participants, taking time to understand their individual personalities, strengths, needs, and challenges.

- Support participants experiencing homesickness, anxiety, interpersonal conflict, behavioural difficulties, or other challenges, involving appropriate camp leadership when additional support is required.
- Facilitate opportunities for team building, relationship development, recreation, and shared experiences that strengthen group unity.
- Encourage healthy communication, personal accountability, conflict resolution, and respect for others.
- Maintain appropriate communication with the Summer Camp Manager and Executive Director regarding significant camper concerns, incidents, or emerging risks.
- Ensure participant medical, dietary, accessibility, and support needs are appropriately communicated to authorized staff and accommodated in accordance with camp procedures.
- Model healthy boundaries, emotional maturity, positive communication, and Christ-like character in all interactions.
- Maintain consistent supervision and clear accountability procedures during all off-site activities and canoe tripping experiences.

Canoe Trip Planning, Leadership & Risk Management

- Establish clear trip objectives that emphasize leadership development, teamwork, resilience, responsibility, outdoor skills, spiritual growth, and appreciation for God's creation.
- Ensure the proposed route, itinerary, emergency procedures, communication plans, and relevant trip documentation are reviewed and approved according to camp policies.
- Ensure all participants and staff receive appropriate pre-trip instruction regarding wilderness safety, canoeing expectations, packing, personal responsibility, environmental stewardship, and group living.
- Verify that required safety equipment, participant information, emergency communication resources, and appropriate staff qualifications are in place before departure.
- Work with qualified trip staff to ensure appropriate supervision, water safety practices, emergency preparedness, and established risk management procedures are consistently followed.
- Provide leadership development opportunities throughout the trip, including shared responsibilities, group decision-making, campsite tasks, teamwork, and reflection.
- Facilitate or coordinate daily devotionals, prayer, spiritual conversations, and intentional opportunities to connect wilderness experiences with biblical teaching.
- Support participants through the physical, emotional, and relational challenges associated with canoe tripping.
- Monitor group well-being, participant readiness, and emerging concerns, working collaboratively with qualified trip staff to adapt plans when necessary.
- Ensure the Trip Leader retains technical authority over route, water, weather, and wilderness safety decisions within their assigned qualifications and camp procedures.
- Facilitate a meaningful post-trip debrief that encourages participants to reflect on their growth, challenges, leadership, faith, and group experiences.
- Document recommendations for improving future LIT canoe trips.

Practical Leadership Placements & Service Opportunities

- Oversee the development, coordination, and evaluation of practical leadership placements that allow LIT participants to apply their learning in real camp environments.
- Work collaboratively with the Summer Camp Manager and appropriate department leaders to identify meaningful practicum opportunities.
- Coordinate supervised placements in areas such as cabin leadership, program activities, camper engagement, maintenance, and other approved departments.
- Establish clear learning objectives, expectations, supervision arrangements, and evaluation criteria for each practicum placement.
- Ensure department leaders and supervising staff understand the purpose of the LIT practicum and the responsibilities appropriate for participants.
- Prepare LIT participants for practicum placements by reviewing professionalism, initiative, camper care, teamwork, communication, and appropriate boundaries.
- Develop and manage practicum schedules, rotations, and participant assignments in consultation with camp leadership.
- Observe LIT participants during practical leadership experiences to assess their engagement, initiative, professionalism, and developing abilities.
- Gather feedback from supervising staff and department leaders regarding participant performance and readiness for future leadership opportunities.
- Provide constructive feedback to participants, identifying areas of strength and specific opportunities for improvement.
- Ensure LIT participants are given appropriate responsibilities while remaining under the supervision of authorized camp staff.
- Coordinate meaningful service projects that encourage participants to contribute to the camp community through humility, teamwork, and servant leadership.
- Help participants understand the importance of both visible leadership responsibilities and behind-the-scenes service.
- Encourage LIT participants to approach all assignments with responsibility, enthusiasm, flexibility, and a willingness to serve.
- Address concerns regarding practicum performance, attitude, or conduct promptly and appropriately.
- Ensure practical experiences contribute meaningfully to each participant's leadership development rather than functioning solely as additional camp labour.

Recreational Programming & Special Events

- Plan and coordinate engaging recreational activities, group games, team-building challenges, and special experiences throughout the LIT program.
- Ensure recreational programming contributes to relationship building, group unity, enjoyment, and personal growth.
- Develop a balanced schedule that incorporates structured learning, practical experiences, recreation, reflection, and appropriate rest.
- Organize special LIT activities, traditions, and celebrations that help create a memorable and meaningful program experience.
- Coordinate with the Head of Program and other departments to incorporate LIT participants into appropriate camp-wide activities and special events.

- Encourage LIT participants to demonstrate enthusiasm, positive attitudes, and leadership during shared camp experiences.
- Ensure all activities are developmentally appropriate, adequately supervised, and consistent with established camp safety procedures.
- Adapt recreational programming to accommodate participant interests, abilities, weather conditions, and available resources.

Individual Mentorship, Assessment & Evaluations

- Develop and implement a comprehensive evaluation process that assesses each LIT participant's leadership growth, character development, practical skills, spiritual maturity, and overall engagement.
- Establish clear expectations and evaluation criteria at the beginning of the program so participants understand the goals toward which they are working.
- Conduct ongoing observations of participants during leadership sessions, group activities, canoe tripping, service opportunities, and practicum placements.
- Gather feedback from LIT Small Group Leaders, supervising staff, and appropriate department leaders to inform individual assessments.
- Provide regular encouragement, coaching, and constructive feedback to participants throughout the program.
- Facilitate individual check-ins that allow participants to reflect on their experiences, identify challenges, and establish personal growth goals.
- Address concerns regarding participant conduct, responsibility, engagement, or leadership readiness promptly and with appropriate documentation.
- Ensure formal midway evaluations to review progress, celebrate strengths, identify areas for growth, and establish goals for the remainder of the program, are being completed by Small Group Leaders.
- Ensure final individual evaluations that provide meaningful feedback regarding each participant's development and overall performance are being completed by Small Group Leaders.
- Meet individually with each LIT participant and LIT Small Group Leader at the conclusion of the program to discuss their experience, accomplishments, and next steps.
- Prepare written evaluations and recommendations that accurately reflect each participant's demonstrated strengths, growth, and areas for continued development.
- Coordinate the preparation of completion certificates and appropriate reference letters or program summaries.
- Ensure that any recommendations regarding future summer staff applications are based on demonstrated readiness, maturity, performance, and alignment with camp expectations.
- Encourage participants to continue developing their leadership abilities through service in their churches, schools, communities, and future camp opportunities.

LIT Graduation & Program Completion

- Oversee the planning, organization, and delivery of the LIT graduation celebration.
- Work with camp leadership to establish graduation details, including the schedule, location, ceremony format, and family invitations.

- Coordinate the preparation of certificates, recognition materials, and other graduation resources.
- Develop a meaningful graduation program that celebrates participant growth, recognizes accomplishments, and reflects the Christian mission of the LIT program.
- Coordinate appropriate opportunities for LIT staff, participants, and camp leadership to contribute to the celebration.
- Ensure graduation communications and logistical arrangements are clearly shared with participants, families, and appropriate staff.
- Facilitate opportunities for participants to reflect on their experiences and identify how they will continue to live out their faith and leadership beyond camp.
- Work collaboratively with the camp office and other departments to ensure the successful completion of all graduation arrangements.

Administration, Communication & Program Management

- Maintain accurate and organized program records, schedules, teaching resources, participant evaluations, and other necessary documentation.
- Communicate regularly with the Executive Director and Summer Camp Manager regarding program progress, staffing needs, participant concerns, and operational requirements.
- Maintain effective communication with LIT Small Group Leaders to ensure clear expectations, consistent supervision, and coordinated program delivery.
- Work collaboratively with the camp office regarding participant documentation, family communications, scheduling, and other administrative needs.
- Manage assigned program supplies and resources responsibly, operating within approved budgets and purchasing procedures.
- Coordinate with appropriate departments regarding transportation, food services, activity spaces, equipment, and program logistics.
- Ensure incidents, safety concerns, behavioural matters, and significant participant issues are documented and communicated according to camp procedures.
- Maintain confidentiality and appropriate handling of participant information and staff records.
- Monitor the daily program schedule and make necessary adjustments in consultation with appropriate camp leadership.
- Identify opportunities to improve program systems, communication, staff preparation, and participant experiences.
- Participate in Leadership Team meetings and contribute to broader camp discussions, planning, and problem-solving as requested.

Safety & Risk Management

- Prioritize the physical, emotional, relational, and spiritual safety of all LIT participants and staff.
- Ensure all LIT programming follows Camp Kwasind's established policies, risk management procedures, and supervision requirements.
- Maintain clear expectations for participant behaviour, accountability, boundaries, and appropriate staff conduct.
- Ensure LIT Small Group Leaders understand and consistently follow camper supervision, safeguarding, incident reporting, and emergency procedures.

- Identify and respond appropriately to concerns involving bullying, exclusion, interpersonal conflict, unsafe behaviour, or emotional distress.
- Ensure appropriate procedures are followed when participants are involved in practical placements, recreational activities, canoe tripping, and other specialized experiences.
- Confirm that specialized activities are supervised and operated by appropriately trained and authorized personnel.
- Monitor participant well-being and group dynamics, seeking additional support from appropriate camp leadership when required.
- Maintain appropriate emergency communication and response procedures during all LIT activities, including off-site programming.
- Communicate incidents, near misses, emerging risks, and significant camper care concerns promptly to the appropriate camp leadership.
- Ensure activities are modified or suspended when staffing, environmental conditions, equipment, or other circumstances create unacceptable risks.
- Model sound judgment, proactive risk management, and a consistent commitment to camper safety.

End-of-Program & End-of-Season Responsibilities

- Complete all individual LIT participant evaluations and final feedback meetings.
- Ensure completion certificates, reference letters, and other program materials are prepared and distributed as appropriate.
- Facilitate a comprehensive debrief with LIT Small Group Leaders to review program successes, challenges, camper development, and recommendations.
- Gather feedback from participants, staff, practicum supervisors, and appropriate camp leadership to inform future program planning.
- Review the effectiveness of leadership curriculum, biblical teaching, canoe tripping, service opportunities, practicum placements, and recreational programming.
- Complete an end-of-program report outlining program outcomes, significant accomplishments, areas for improvement, and recommendations for the following summer.
- Prepare an inventory of LIT program supplies, teaching materials, and canoe tripping equipment used during the program.
- Ensure program equipment is cleaned, organized, returned, and properly stored.
- Identify equipment replacement needs, curriculum improvements, staffing recommendations, and future program development priorities.
- Provide the Executive Director and Summer Camp Manager with a comprehensive program evaluation and recommendations for future planning.
- Support appropriate transitions and handover of program resources, documentation, and recommendations to camp leadership.

Camp Leadership & Additional Responsibilities

- Serve as a spiritual mentor to LIT staff and participants through intentional conversations, prayer, biblical encouragement, and modelling Christian living.
- Contribute positively to the broader Leadership Team through collaboration, initiative, problem-solving, and servant-hearted leadership.

- Participate in campfires, vespers, camper chapel, camp-wide games, and other programmatic elements as requested.
- Encourage LIT participants to recognize their role within the larger camp community and model positive engagement with other campers and staff.
- Maintain a strong commitment to the spiritual, emotional, and professional development of the LIT Small Group Leaders.
- Represent Camp Kwasind's mission and values positively in interactions with participants, families, staff, churches, and the broader community.
- Perform other duties as assigned by the Executive Director or Summer Camp Manager.

Your Support

- Summer Camp Manager– 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