PROGRAM ASSISTANT

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Program
Period: Staff Training in June - July & August (exact dates set in contract)
Honorarium: $200 / week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks develop and nurture 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.

Program Assistants are part of the enthusiastic, creative, hype team that ensure the successful implementation of the theme, skits, program activities, team competitions and campfire. They support the Head of Program in the overall program activities as they serve as part of the Program Team. This is a seasonal summer camp position.

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.
- Be a minimum of 17 years of age.
- Experience in Theatre is an asset (on stage or behind the scenes)
- Have leadership experience and training in at least 2 of the following areas:
    - Crafts - experience with crafts, demonstrate creative abilities.
    - Nature – interest, knowledge, and experience in the environment.
    - Sports and Recreation - experience other than swimming i.e., land games, various sports.
    - Drama – experience with leading and performing in dramatic performances.
    - Worship – planning a leading worship and music.
    - Camping – outdoor survival skills, trip planning, orienteering, outdoor cooking.
    - Adventure recreation – low ropes course training.
- Valid NLS, first aid and CPR certificates are an asset.
- Have experience working with children and young people.

Responsibilities:

- Attend and participate in Staff Orientation Weekend and All Staff training at the beginning of the camping season.

- Attend workshops, seminars and training pertaining to the position as requested.
- Attend all staff meetings, trainings, and staff bible study/faith practice and weekly chapels
- Gather resources for use in the program area(s) in which you serve.
- Be part of skits and theme activities.
- Volunteer in meetings ahead of the summer to plan theme activities, skits, games etc.
- Submit supply requests for your assigned area(s) to the Head of Program for approval as needed.
- Serve as part of theme activities, skits, and wide games.
- Build connections with campers.
- Incorporate the weekly themes into your area of activity.
- Under the direction of the Head of Program carry out the daily tasks involved in the camp program.
- Assist in writing devotionals, being part of campfires, hosting electives, and creating the theme videos.
- Identify needs and perform the required maintenance and upkeep of equipment for all program areas as required.
- Set up recreational areas of the camp and maintain them in good repair throughout the season.
- Do regular cleanup of the side stages of the Campfire area to ensure all is working well.
- Serve as a Cabin Buddy where you will assist in spiritual conversations, prayers for campers and cabin staff, and being a model of Christian living to those campers in that cabin.
- Other duties as assigned by the Head of Program and Summer Camp Manager.

Your Support

- The Head of Program – 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.