



Program Director Role Description

Role Title: Program Director
Reports To: Camp Director
Positions Supervised: Assistant Program, Summer Staff, Guests and Discipleship, Interns

Overview of Role:

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

The Program Director is responsible for providing safe, fun and spiritually enriching programs to all participants at Maple Springs all year long. Empowered by the Director, the Program Director, using all the tools and resources provided, is entrusted with fulfilling the mission of One Hope Canada and the vision and values of Maple Springs Bible Camp both personally and within their camp. They are also responsible for providing leadership to other camp missionaries, seasonal missionaries, interns and participants. This role requires excellence in the core competencies of *faith, humility and teamwork, spiritual and servant leadership, communication, administration, innovation, critical thinking and decision making, facilitating, mentoring, and building relationships* in order to grow ministry and achieve our mission with as great an impact as possible.

The Program Directors goal is to:

- Further the mission of the camp through the planning and delivery of program activities and events.
- Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities.
 - Programs included are both summer and shoulder season activities.
- Take the lead in the production of the overall camp programs at the direction of the Camp Director.



Primary Objectives:

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry, by effectively planning programs and other activities related to Maple Springs Bible Camp.
- To plan and instigate outreach and discipleship for campers, leaders in training, summer missionaries, families and guests.
- To deliver all current programs and events and purposefully look for opportunities for new impactful programs
- To assist in maintaining a clean and effective facility

Key Responsibilities:

- Ensure the Gospel is a part of all aspects of camp and other ministries
- Serve on lead team for all camp programs
- Host, hire and supervise staff for guest groups including prep, during and cleaning
- Supervise Roots program and Pursuit/Church follow up ministry
- Promote the camp within the local church and community
- Connect with churches, new churches and various groups where youth attend
- Connect with camp youth and young adults relationally

Core Competencies:

- Faith: Passion for the Gospel and for Jesus
- Humility and Teamwork: Cooperation, empowering others, being open to feedback
- Spiritual and Servant Leadership: Growing personally in faith in Christ, displaying Godly character
- Innovation: Observing needs and opportunities for meeting those needs through new initiatives and programs
- Administration: Organizing and planning for events and programs
- Communication: Timely electronic and verbal communication with all camp stakeholders
- Facilitation: Creating a space for others of all personalities and skills to grow and contribute
- Mentoring: Training and teaching others to grow closer to God, and in practical skills
- Building Relationships: Connecting with as many stakeholders as possible and encouraging them to connect. Creating lasting, meaningful relationships to encourage discipleship for many years
- Critical Thinking and Decision Making: Making confident role appropriate decision based on experience and feedback from others

Job Requirements

- Follower of Christ
- Skills to Achieve Core Competencies



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biblecamp



Education and Experience

- Experience with camping ministry is an asset
- Preferred Post- Secondary

Physical Demands

High energy required. Role requires overtime hours during certain seasons. Residential programs may require near constant supervision for months at a time.



Sample Tasks

The Role of Program Director is expected to require constant growth to achieve an ever-increasing level of ownership and responsibility for ministry. Tasks include but are not limited to:

1. Deliver a safe, fun and spiritually enriching program to campers, LITs, and families
 - Build relationship with Staff, LIT, campers and parents
 - Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers
 - -Evaluate program delivery abilities of staff
 - -Deliver progressive program activities
 - -Evaluate the success of the program and the development of the campers' abilities and skills in various program activities
 - -Incorporate Biblical teaching into program theme's, chapels, and other activities.
 - Plan and implement camp programs- such as camper, staff, LIT, intern, roots and other year round programs
 - Oversee all programs ensuring that they are safe, fun and meet the needs of the target group for that program
 - Evaluate and improve existing programs, as well as creating and building new programs
2. Ensure that camp staff and campers know and follow safety and educational curriculum during camp programs.
 - Implementation of staff training.
 - -Provide guidelines for programs utilizing camp equipment.
 - -Ensure campers and staff follow safety procedures in all program areas.
 - -Ensure proper hiring procedures and documentation are followed for all part time staff
3. Manage and care of the physical facilities and equipment in all program areas.
 - Oversee daily checks of area and equipment for safety, cleanliness, and good repair
 - -Ensure that program areas are kept free of hazards and debris
4. Supervise and evaluate seasonal and missionary staff to develop and implement all facets of camp program activities
 - Regularly monitor work of program specialists
 - -Provide feedback and guidance to program specialists
 - -Provide recommendations and concerns to Camp Director regarding program specialists' performances
 - Finding, hiring, training, supporting and mentoring staff



5. Camper Care
 - Camper discipline and care

6. Follow Up
 - To disciple seasonal volunteers through programmed events and individual meet-ups for spiritual encouragement.
 - Guide other camp staff and interns as much as possible in doing follow up with campers, LITS and cabin leaders.

7. Staff, HR, Hiring, Recruiting
 - Lead, with the help of the Camp Director and Office Manager, the promotion, recruiting and hiring of quality staff required for each program.
 - Find and equip other volunteers, activity leaders, speakers etc.

8. Budget, Supplies Management
 - Manage budget
 - Purchase and maintain quality supplies and assets needed for camp programs
 - Organize storage and inventory of all supplies and assets to ensure availability and convenience for a quality program

9. Leadership
 - Lead Assistant Program Director and Interns, cooperate with Office Manager, Food Services and Intern Director.
 - Attend administrative staff meetings.
 - -Maintain clear and positive written and verbal communication with all camp staff.
 - -Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
 - -Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
 - -Provide ongoing program ideas to counseling and activity area staff.