



Program Director Role Description

Welcome to Maple Springs Bible Camp, a ministry of One Hope Canada! Our mission statement is

“To present the Gospel to those with the least opportunity to hear of Christ, especially children and youth. And to disciple believers for living and serving in His church”

At Maple Springs we see that happening through “building relationships, changing lives”. Three things that are so important to us are to be:

- Low Barrier (every kid and family should get a chance to come to camp, despite obstacles)
- Living Simple (We are our people, not our things or facility. We can have a lot of fun with a little stuff)
- Loving Jesus (Jesus IS the gospel, to know Him is central to everything we do)

The Program Director may be the most important role at camp. This is a person who understands this important mission and adds their own creative vision to working it out each day and year. It is an incredible role, the opportunity to spiritually lead, guide and reach hundreds of kids, youth, teens, young adults, and families each year with the great news of Jesus. And to introduce them to Him. This role is a big commitment with a huge reward. I hope you enjoy prayerfully considering joining this mission and reviewing some details. I look forward to talking more about it!



The Program Director creatively shapes and implements the mission, vision, and values of Maple Springs. As a key leader at camp they fulfill this Gospel vision by working with the year-round missionary team, and wider camp community of supporters, volunteers, campers, and families. The Program Director is someone who has strong, *faith, leadership, administration, and relationships.*



Role Title: Program Director

Reports To: Camp Director

Positions Supervised: Assistant Program, Summer Staff, Guests and Discipleship, Interns

Overview of Role:

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1. Goals and Responsibilities

Primary Objectives:

- To Further the mission of the camp by effectively planning and implementing programs, activities and events related to Maple Springs Bible Camp.
- Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. (included are both summer and shoulder season activities.)
- Take the lead in the overall camp programs with the support of the Camp Director.
- 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 team leadership, camp administration, operations and maintaining an effective organization.

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

2. Requirements

Core Competencies:

Faith

Passion for the Gospel and for Jesus, growing personally in faith in Christ, displaying Godly character, Humility

Leadership

Spiritual and Servant Leadership, Teamwork, Cooperation (empowering others, being open to feedback) 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) Critical Thinking and Decision Making (Making confident role appropriate decision based on experience and feedback from others)

Administration

Organizing and planning for events, Innovation, observing needs and opportunities for meeting those needs through new initiatives and programs, Communication (Timely electronic and verbal communication with all camp stakeholders)

Relationships

Connecting with as many as possible and encouraging them to connect. Creating lasting, meaningful relationships to encourage discipleship for many years



Job Requirements

- Follower of Christ
- Skills to Achieve Core Competencies

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.

3. Sample Tasks

The Role of Program Director is expected to require constant growth to achieve an 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 meetups 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.

4. Pay and Information

One Hope Canada

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 agree with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

The Program Director applies to be a missionary with One Hope Canada serving at Maple Springs Bible Camp

Pay and Compensation

Missionaries at Maple Springs participate in fundraising by raising part of their own salary. Time is set aside for developing a support team and raising support.

After being accepted a detailed Memorandum of Understanding (MOU) will be completed between the Program Director and Director.

To start, the Camp will provide \$400 per month, plus housing in a family home on site and all utilities. The first task will be primarily developing a prayer and financial support team with committed monthly donors to a certain target before regular work starts. After that two weeks a year is set aside for support raising, which is ongoing. All missionaries at Maple Springs have been amazed at God's awesome provision for this mission at camp!

