CAMP CARAVAN
FISH CREEK SHARED MINISTRIES

CAMP CARAVAN COORDINATOR
We are currently seeking to fill the following position:

Camp Caravan Coordinator
Various locations throughout the city of Calgary and area
Salary: $18-$25 / hour based on experience
Start date: June 5, 2023 – End date: September 1, 2023
Training Dates (mandatory): Dates to be finalized
Camp Start Date: July 3, 2023 – End Date: August 25, 2023

Camp Caravan Coordinator
This Camp Caravan Coordinator position will commence June 5, 2023 and finish on September 1, 2023.

Camp Caravan is a children’s summer day program of Fish Creek Shared Ministries. It will be offered weekly at various Church and community locations in Calgary and area from July 3, 2023 to August 25, 2023.

We embrace the values of caring for people and the world and being an inclusive, affirming environment, which will be reflected by the Camp Caravan program.

While successful candidates need not profess to be a Christian, they are expected to respect Fish Creek Shared Ministries values and to model a healthy and positive lifestyle.

This position is responsible for creating a faith-based curriculum for summer day camp, for managing registration, communication and marketing. The Coordinator is also responsible for oversight and staff and responsible to work independently and in team with the Camp Caravan Senior Lead Counsellor and Leaders. They will report to the Children and Family Minister.

Camp Caravan Coordinator will:
• Hire, train and provide performance management for Camp Caravan Counsellors and Leaders
• Provide quality leadership, mentorship, guidance, and support to the Camp Caravan Counsellors
• Assist in the planning and implementation of weekly staff meetings
• Support tasks related to payroll and manage finances for resource invoicing and reimbursement
• Research, design and implement camp curriculum; collaborate on development of program plans and materials within budgeted amounts
Facilitate promotion of program and communicate with local churches to promote Camp Caravan and coordinate volunteer support from host churches
Facilitate communication with leaders, parents, campers, local churches, Fish Creek United Church Shared administration and Children and Family Minister
Complete all required administrative tasks and evaluations, including managing camper registration and Camp Caravan scheduling
Provide a safe and welcoming environment and atmosphere for diverse families and children with a range of abilities, ethnicities, gender, sexual orientation and socioeconomic status
Prepare and provide weekly written and an annual written report at the conclusion of the term
Reports to the Children and Family Minister on a regular basis

Camp Caravan Coordinator Qualifications:
- Previous daycamp or overnight camp experience
- Supervisory experience is an asset
- Minimum one-year post-secondary education in a related field is an asset
- Be self-motivated and energized in program creation
- Proficient in Microsoft Word and Excel
- Current First Aid and CPR Level C certification is an asset
- Alberta Government Food Safety certificate is an asset
- Evidence of a clear criminal record check with vulnerable sector search
- Three professional references
- Respect Fish Creek Shared Ministries values and models a healthy and positive lifestyle
- Accomplished working with children as a leader/mentor/facilitator
- Knowledgeable about child development and children learning styles
- Event planning skills
- Skilled at program development, able to build and add to curriculum
- Good communication skills and team building; ability to connect with and build rapport with parents, leaders and other members of the congregation
- Be approachable, empathetic and able to work collaboratively with other staff
- Exercise sensitivity to the theological diversity of the congregations when offering program

Interested? It’s easy to apply!
Please send a resume and cover letter quoting Camp Caravan Coordinator to:

Camp Caravan
c/o: Fish Creek United Church
77 Deerpoint Road SE
Calgary, AB T2J 6W5
Phone: 403-278-8263
Email: lisa@fishcreekunitedchurch.ca

Potential candidates will only be contacted if selected for an interview. This posting will close when suitable candidates are found.