



## JOB DESCRIPTION AND POSTING SUMMER STUDENT EMPLOYMENT - TRINITY BIBLE CHURCH OF OTTAWA (TBCO) – 2024

**Job Title:** Camp Counsellor – Vacation Bible School Camp (3 positions)  
**Reports To:** Gwynneth Spence, Directory of Children’s Ministries  
**Status:** Seasonal employee  
**Dates:** July 2<sup>nd</sup> to August 14<sup>th</sup> 2024 (7 weeks). 4 days per week for 8 hours per day, except for camp weeks which are 5 days per week for 8 hours per day (see table below) – total of 28 paid days.

**Compensation:** \$17 per hour, paid bi-weekly at a consistent 32/hr per week rate.

\*Note: These positions have been funded for the past few years by the Federal Government program called “Canada Summer Jobs”. While TBCO has always been successful in past applications, formal job offers will not be extended until the funding for the 2024 positions has been confirmed. Notice of the funding is typically received in May.

**Application:** Interested students should apply in writing by sending an email to the HR Deacon, Laura Stolk at [laura.stolk@trinitybiblechurch.ca](mailto:laura.stolk@trinitybiblechurch.ca)

**The closing date for applications is April 25th at noon EST.**

Applicants should provide a resume and short cover letter that describes how their education and experience qualifies them for the position.

Successful applicants will be contacted for an interview to take place via Microsoft Teams or in person at TBCO as applications are received from March until May. Offers will be extended once the funding for the positions has been confirmed via the Canada Summer Jobs program.

Questions about the positions should be directed to:

- Gwynneth Spence, Children’s Ministry Director  
[gwynneth.spence@trinitybiblechurch.ca](mailto:gwynneth.spence@trinitybiblechurch.ca)
  - 613-826-2444 ext 202
- Laura Stolk, HR Deacon  
[laura.stolk@trinitybiblechurch.ca](mailto:laura.stolk@trinitybiblechurch.ca)



### ADDRESS

4101 Stagecoach Road  
Osgoode, ON K0A 2W0



### PHONE

613-826-2444



### EMAIL

[office@trinitybiblechurch.ca](mailto:office@trinitybiblechurch.ca)



### WEB

[trinitybiblechurch.ca](http://trinitybiblechurch.ca)



## **SUMMARY:**

Trinity Bible Church of Ottawa (TBCO) is a healthy and vibrant congregation with a large population of children. In 2024 we will run 1 week of camp with approximately 100 campers in that week. As a Summer Camp Counselor at Trinity Bible Church, you will have the exciting opportunity to share God's love with children from the church and community, build your leadership skills, serve the local community, and build great friendships. We also may run a family event for parents and children on an evening in early August, and students may assist in preparing and running that event (to be confirmed). Successful applicants must attend TBCO's Plan to Protect Training session, offered at TBCO in May/June (or online, depending on instructor availability).

## **SCOPE OF RESPONSIBILITIES:**

While not limited to the following, the summer students will perform these duties:

- Design and prepare the camp experience for children ages 5 to 11, following government restrictions and guidelines as appropriate
- Assemble and prepare materials and decorations for camp (crafts, games, activities, etc.)
- Lead and run the camp experience for campers during the designated camp week (July 22 – 26 2024). Counsellors will assume any or all of the following types of roles, based on experience and talent:
  - Station leader
  - Small group leader
  - Drama and skit leader/participant
  - Music and singing leader/participant
  - Sound or projection technician (training provided)
- Tentative – Assist in planning and running a family picnic on the church property, including games, crafts, water elements/games, campfire and/or other activities. Note that the student will need to be available in the evening on the day of this event, and hours will be adjusted accordingly that week.
- Other duties related to the camp, children's or other ministries, as required (example – cleaning projects, outdoor work around the grounds, fall programming preparation, document scanning)



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## **REQUIRED EDUCATION, EXPERIENCE AND SKILLS**

Successful candidates must possess the following skills, experience and qualifications:

- Experience working with children in a Sunday School and/or summer camp setting;
- A positive and enthusiastic attitude that demonstrates a willingness to take on tasks in an environment that could change rapidly;
- Ability to work collaboratively in teams;
- Ability to show high energy and creativity to produce a Christian camp experience;
- Good communication skills and the ability to relate well with children;
- Must be age 15 to 30 on July 2, 2024 (requirement of the Canada Summer Jobs program that is providing wage subsidy for positions)
- For applicants 18 years or older, a valid police check for the vulnerable sector is required.

## **PREFERRED QUALIFICATIONS**

- Experience working at past TBCO summer camps or in TBCO regular ongoing children's programming
- Musical abilities (singing, leading songs, playing an instrument) and/or experience with drama (leading skits or camp "stations" in character) would be considered an asset
- Graphic design and/or organizational experience with social media management
- First Aid/ CPR Training

## **TENTATIVE SCHEDULE OF WORKING DAYS**

Date	Description	Comments
July 2,3, 4, 5	Orientation, Prep	Monday, July 1 is a holiday
8, 9, 10, 11	Camp set up and prep	
July 15, 16, 17, 18	Camp Prep	
July 22-26	Camp week	Work all 5 days , days maybe longer
July 30-Aug2	Camp clean-up	No work on Monday, July 29
August 6-9	Camp Clean-up Misc duties	No work on Monday, August 5 (holiday)
Aug 12-14	Misc Duties	Last Day Aug 14



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