

JOB DESCRIPTION AND POSTING

SUMMER STUDENT EMPLOYMENT- TRINITY BIBLE CHURCH OF OTTAWA (TBCO) – 2023

Job Title:	Camp Counsellor – Vacation Bible School Camp (3 positions)
Reports To:	Associate Pastor of Family Ministries and Camp Director
Status:	Seasonal employee
Dates:	July 4 to August 9, 2023 (6 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 24 paid working days
Compensation:	\$16.50 per week, paid bi-weekly, according to approved timesheets*.

*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 2023 positions has been confirmed. Notice of the funding is typically received in May.

Interested students should apply in writing by sending an email to the HR Deacon, Karen Fishwick (karenfishwick@gmail.com). **The closing date for applications is Friday, March 10 at noon EST.** Applicants should provide a resume and short cover letter that describe how their education and experience qualifies them for the position.

SUMMARY:

Trinity Bible Church of Ottawa (TBCO) is a healthy and vibrant congregation with a large population of children. In 2023 we hope to run 2 weeks of camp with approximately 100 campers per week, following covid guidelines. 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 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 weeks (dates to be confirmed in July and/or August). 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 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 or children’s ministries, as required (example – cleaning projects, outdoor work around the grounds, fall programming preparation)

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 4, 2023 (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

SCHEDULE OF WORKING DAYS

Date	Description	Comments
July 4, 5, 6, 7	Camp set up and prep	Monday, July 3 is a holiday
July 11, 12, 13, 14	Camp set up and prep	No work on Monday, July 10
July 17, 18, 19, 20, 21	Camp week	Work all 5 days
July 24, 25, 26, 27, 28	Camp week	Work all 5 days
August 1, 2, 3, 4	Camp clean up	No work on Monday, July 31
August 8, 9	Miscellaneous duties	No work on Monday, August 7 (holiday) and last day on August 9

Successful applicants will be contacted for an interview to take place via Zoom in late March or early April. 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:

- Caleb Bonney, Associate Pastor of Family Ministries at 613-805-8552 or caleb@trinitybiblechurch.ca – OR --
- Karen Fishwick, HR Deacon at 613-805-4814 or karenfishwick@gmail.com