



200 Leigh Road  
Kamloops, BC V2B 2L6

ph: 250-376-6268  
fax: 250-376-6218

email: hello@kac.ca

**KAC.CA**

**Position Title:** Day Camp Coordinator

**Reporting To:** Children's Ministry Pastor

**Partners with:** Children's Ministry Staff and Volunteers

**Position Status:** Contract Term of Service May 13, 2024 – September 1, 2024  
37 hours per week at \$17.40 per hour

### **Purpose**

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Serve as an active member of the KAC Children's Ministry Leadership Team and support them through direct involvement with planning and execution of summer ministry activities.

### **Work Environment**

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This position is performed onsite during business hours as well as Sunday mornings in the Children's Ministry wing of KAC.

### **Key Roles / Responsibilities**

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#### **Weekend Programming:**

- Research and implement summer programming / curricular.
- Ensure rooms are properly equipped prior to weekend gatherings with lessons, materials, and supplies needed.
- Manage and maintain the sanitization and organization of Children's Ministry spaces.
- Assist Small Group and Room Leaders during programming, as necessary.
- Be enthusiastically engaged as part of the KAC Kids teaching team.

#### **Summer Camp Programming:**

- Recruit and manage the volunteer needed for summer programming.
- Liaise between Children's Ministry team and Basketball Camp Director
- Assist in all aspects of basketball camp in areas of planning and execution.
- Liaison between NextGen department and Knouff Lake Wilderness Resort.
- Oversee and manage the KAC Campout communications and the weekend activities.

#### **Administration**

- Learn and implement use of Planning Center Online.
- Monitor volunteer schedules and assist with replacements as needed.
- Assess inventory and purchase necessary supplies to implement programming.
- Other administration tasks as assigned.
- Attend bi-weekly staff meetings and chapel times.
- Engage in professional development as assigned by Children's Pastor.
- Ensure all safety and risk management policies are implemented and followed.
- Actively engage in crisis management when needed and respond to situations effectively.
- Respond effectively to the needs and requests KAC staff and congregants.



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### **Competencies and Qualifications**

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- Experience with Microsoft Office 365, specifically Teams for online meetings.
- Have leadership abilities, be teachable, and take instruction.
- Highly relational, trustworthy, and able to maintain a high degree of confidentiality.
- Efficient and reliable, able to work under pressure and meet deadlines.
- Able to think strategically and tactically.
- Exhibit proactive behavior and take initiative.

### **KAC Cultural Expectations**

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- All KAC employees ought to know Jesus personally and love Him whole-heartedly. This should be evidenced through spiritual growing and an obvious love of Jesus.
- All KAC employees ought to engage in practices that help us grow in a personal relationship with Jesus.
- All KAC employees ought to participate in church life through regular attendance at, and participation in, weekend gatherings and other group ministries.
- All KAC employees ought to live by and contribute to the KAC Employee Culture Creed.
- All KAC employees ought to sign and adhere to the Christian and Missionary Alliance Statement of Faith, Statement on Human Sexuality, and the KAC Team Covenant.