

ASSOCIATE PROGRAM DIRECTOR 1.0 FTE
JOB DESCRIPTION
February, 2023

Responsibilities

The Associate Program Director oversees all aspects of our summer and winter programs including their design, promotion, implementation and evaluation. The Associate Program Director monitors, evaluates and provides ongoing support and training to all summer program staff and volunteers.

Accountability

The Associate Program Director is accountable to the Director of Camping Ministries of Mennonite Church Manitoba.

Qualifications

Qualifications for the Associate Program Director include:

1. A bachelor's degree in one of the following: Camping Ministry, Education, Biblical and Theological Studies, Recreation Management and Community Development (or equivalent).
2. Good communications skills as a public speaker; good writing skills for reports, newsletters and other communication pieces; good listening skills; ability to interact effectively with variety of people.
3. An ability to offer counsel and support to summer staff and volunteers.
4. Ability to implement the vision/mission of Camps with Meaning as it pertains to programming.
5. Financial administration experience is an asset.
6. Previous work in a camp setting is preferred.
7. Must be able to work independently.
8. Must align with the goals and values of MCM.
9. Must adhere to MCM's personnel policy.

Specific Responsibilities

1. Summer Program design:
 - a. Oversee all aspects of summer program's development including: staff training, camp schedules, and Bible curriculum preparation.
 - b. Assist in preparing the summer program budget, monitoring expenditures and revenue.
 - c. Advise site staff and the Director of Camps with Meaning of facility needs for the summer program.
 - d. Ensure that the summer program meets all standards outlined in MCM and Camps with Meaning policies and procedures manuals, provincial regulations, and Manitoba Camping Association standards.
 - e. Engage and gather feedback from the MCM constituency, pastors, summer staff, and camper parents on program content.
2. Summer Program promotion:
 - a. Develop and implement a promotional plan to recruit campers and summer staff, including web site content, summer brochures, advertising, and social media content.
 - b. Communicate and regularly visit pastors, churches and other organizations (e.g., schools and colleges) to promote CwM's ministry.

Summer Program implementation:

- c. Recruit, interview, and hire the summer leadership team and together with the leadership team, recruit the summer staff.
 - d. Design and deliver a spring training program for the summer leadership team, and (together with the summer leadership team) the summer staff training week.
 - e. Provide on-going support to leadership staff throughout the summer. This includes regular visits at both camp sites, providing regular support by phone/video conferencing, responding promptly and appropriately to emergencies and concerns.
3. Summer Program evaluation:
- a. Convene summer and year-round staff to review the summer program and identify follow-up issues.
 - b. Review summer program manuals, policies and procedures. Update as needed.
 - c. Review survey results and maintain appropriate statistical data to support future decision-making.
 - d. Complete an end of summer report.
4. Winter Program:
- a. Winter retreats: with the assistance of the Administrative Assistant, coordinate, recruit, and supervise the coordinators of these retreats and assist with publicity and promotion.
 - b. Coordinate and attend the Summer Staff and ADV Winter retreats.
 - c. Assist in planning and implementing all fundraising events.

Salary: Salary is based on the qualifications and experience of the applicant and is assessed according to the MCM Salary Scale. This position fits into Level 8 on the scale. This means a salary range between \$46,447-\$55,302. Pension Plan participation, Benefit Plan coverage, and WCB coverage are included.

Working Conditions: The work week will be 37.5 hours. Work hours may increase during busy seasons, in which case employees are expected to take banked time at the earliest opportunity. Normally, vacation time will not be taken during peak seasons.

Inquiries should be directed to Dorothy Fontaine, Director of Camping Ministries at 204-791-3863. Applications will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to:

dfontaine@mennochurch.mb.ca

or mail to:

Dorothy Fontaine
Mennonite Church Manitoba
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Winnipeg, MB R3P 2J1