



CAMPS WITH MEANING

Leadership Job Descriptions

Updated December 2024



Camps with Meaning
is a ministry of
Mennonite Church Manitoba

SUMMER PROGRAM DIRECTOR (SPD)

Revised December 2024

ACCOUNTABILITY

- The SPD is directly responsible to the Associate Program Director (APD) in matters related to programming and summer staff and to the Site Managers (SMs) in matters related to facilities, equipment, and permanent staff.
- The SPD will consult with the APD and SM in major decisions regarding summer staff and campers.

QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- Likes children.
- Strong organizational skills.
- Ability to communicate with children, caregivers, and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken some courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably a member of a church, preferably MCM.
- Owns a laptop or tablet for office organizational tasks.

RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Work as part of a leadership team in close connection with a co-director.
- Ensure that one of the co-directors is on-site at all times
- Conduct summer staff interviews and assist the APD in staff and volunteer placement.
- Formulate specific summer program objectives, together with the APD and SMs.
- Plan the on-site portion of the staff training and assist in leading STW sessions as requested by the APD.
- Plan for emergencies and train staff to deal with them.
- Execute a summer program at one of our sites.
- Coordinate weekly camper registration.
- Coordinate and lead daily staff meetings.
- Plan daily schedules including special programs, consulting leaders of those programs where applicable.
- Assign campers and staff to cabins.
- With the help of cabin counsellors, monitor physical well-being of campers, e.g. sufficient rest, cleanliness, changing clothes.
- Plan a closing program to share about the week to parents and caregivers.
- Ensure camp site is kept clean.
- Participate in mid-season program evaluation with APD and site staff.
- Be aware of and mediate relationship problems between staff.
- Maintain camper, staff, and program records and send them to head office.

- Evaluate each staff person according to CwM evaluation policy.
- Interpret Camps with Meaning policies to staff, campers, and caregivers.
- Meet weekly with the APD and to the SM to maintain communication.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.
- Check-in and support the well-being of all staff as able.

BIBLE INSTRUCTOR (BI)

Revised December 2024

ACCOUNTABILITY

The BI is directly responsible to the Associate Program Director (APD) for delivery of the Bible curriculum and to the Summer Program Directors (SPDs) for other roles.

QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- Likes children.
- Ability to communicate with children and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Have a good knowledge of the Bible.
- Preferably have completed course work in biblical or theological studies.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably a member of a church, preferably MCM.
- Owns a laptop or tablet for office organizational tasks.

RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Transform available space into a worship space.
- Present the daily Bible lessons using the curriculum provided.
- Inspire justice, community and Jesus, based on the Anabaptist faith.
- Adapt all material to make it age appropriate, exciting, and effective.
- Oversee worship. This includes but is not limited to the following:
 - Help music leaders choose music appropriate for each day.
 - Monitor and maintain a high quality of music and drama used in worship.
 - Include gathering words, prayers, other elements of worship as appropriate.
 - With the help of the curriculum provided, create a daily visual symbol to represent and summarize worship.
- Use a variety of teaching methods, including stories, skits, object lessons, and visual aids.
- Work with activity leaders as able to integrate bible themes into other areas of camp (ex. Bible in nature).
- Prepare a short presentation for the weekly closing program which summarizes the Bible program.
- Give leadership to evening fireside worship times, including:
 - Meeting with the staff sharing to provide feedback and/or support
 - Leading the worship (gathering, prayer, other elements)
- Prepare and lead workshops on the Bible curriculum, fireside sharing, and cabin devotions at STW.
- Be alert for additional opportunities to use gifts and talents to enhance camp program.

- Assist SPDs with leadership duties as able: leading special activities, campout prep, serving snack, etc...
- Act as “Pastor (or Pastoral Friend) to Campers.” This includes:
 - Finding opportunities to listen to and reflect on campers’ needs.
 - Being aware of questions which campers are expressing about life or faith.
 - Responding to these questions in the Bible group setting as able, or finding time to address them after Bible time.
 - Providing resources for counsellors to deal with these questions.
 - Shaping teaching examples according to the needs of campers.
 - Coaching staff faith stories to be relevant for campers.
 - Praying for camper and staff needs.
 - Providing suggestions and resources to help with cabin devotions and prayers.
 - Leading the occasional cabin devotion when asked or needed.
- Provide pastoral support to staff as gifting and time allows.
- Work at connecting with Weekly Camp Pastors and use them as a resource for feedback, conversation and help with bible lessons.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

NATURE INSTRUCTOR (NI)

Revised December 2024

ACCOUNTABILITY

- The NI is directly responsible to the Associate Program Director (APD) for delivery of the nature program, to the Site Managers (SM) in matters related to facilities, equipment, and permanent staff, and to the Summer Program Directors (SPDs) for other roles as assigned.

QUALIFICATIONS

- Accept and present Anabaptist/Mennonite Creation theology.
- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- Passion for God's creation and teaching children to find goodness in nature.
- Likes children.
- Ability to communicate with children and staff.
- Camping experience of at least two years, preferably at Camps with Meaning.
- Preferably have taken courses in Christian education or ecology related courses.
- Knowledgeable in related fields (ex. Ecology, Environmental Studies).
- Be creative in presenting ideas.
- Owns a laptop or tablet for office organizational tasks.

RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Inspire campers to wonder at God's creation.
- Teach campers to be responsible stewards of creation for God, emphasizing our role and responsibility in creation.
- Connect bible theme and stories into nature curriculum as applicable (creation story, stewardship, etc)
- Develop basic nature literacy, e.g. names of trees, plants, birds, medicinal benefits of common plants (this can be done through nature activity times as well as campout)
- Build up the profile of Nature as a fun, exciting activity. Experience the natural setting (don't just talk about it.)
- Take the lead on planning and preparing camp out supplies.
- Build up campout as an excellent opportunity to experience the wonder of God's Creation. Give leadership to campout and prepare campers and staff to have a successful campout.
 - Look for ways to assist counsellors with campout/nature activities.
- AD-V: Plan active AD-V nature lessons. Some extra time may be spent increasing knowledge of nature and planning the program.
- *Koinonia: Provide leadership to out-trips, preparing routes and maps, helping with food and packing everything including supplies, special activities, safety equipment. Attending as one of the lead staff on the trip.
- Provide additional support to leadership team and staff as required. In communication with the summer program directors, look for other ways to lead and assist in programming, staff and camper relations, etc.

- Be available during meals to help health officer distribute medication safely to all campers, especially during AD-V weeks.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

FARM COORDINATOR (FC)

Revised December 2024

ACCOUNTABILITY

- Responsible to the Associate Program Director (APD) in matters related to lessons and farming plans, and to the Summer Program Directors (SPDs) around staff and other leadership roles.
- Responsible to the Site Manager (SM) in matters related to facilities, equipment, and animals.

QUALIFICATIONS

- Enjoy working with children and able to supervise campers.
- Actively explores faith and lives out faith values.
- Likes children.
- Knowledge and skills in farm animal care (chickens, rabbits, etc.).
- Knowledge and skills in gardening.
- Desire to learn and teach about creation-care, environmentally sustainable agricultural practises, etc.
- Physically capable of performing the duties assigned.
- Positive disposition and willingness to learn.
- Ability to be a team player.
- Flexibility
- Safety consciousness
- Strong organizational skills.
- Respectful of Camp Assiniboia's methods of gardening and animal care and management.
- Be in alignment with the goals and values of Mennonite Church Manitoba and CwM.
- Preferably a member of a church, preferably MCM.
- Owns a laptop or tablet for office organizational tasks.

RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Maintain strong communication with the Food Services Coordinator to determine the needs of the kitchen.
- Prepare and lead a Farm Tour during STW.
- Maintain detailed records of produce delivered to the camp kitchen.
- Coordinate livestock care
 - Help implement feeding program to maintain farm animal health, use resources well.
 - Health care of the farm animals, including awareness of health needs, performing basic care.
 - Feed farm animals, clean up after them, and follow good practices to ensure their safety.
- Coordinate camp garden crops to fit the needs of the camp kitchen and farm lessons.
- Take lead role in the planning and implementation of the camp garden.
- Lead and delegate tasks to the weekly Farm Crew.
- Budget management in consultation with SM and APD.
- Assist SPDs in leadership duties as time allows: planning and setting up special activities, supervising activities, serving snack, etc.

- Organize dates and agenda for fall harvest and appoint a person to be in charge if unable to attend.
- Report regularly to the SM on the farm animals, operations, and any needs or concerns.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

INCLUSION COORDINATOR (IC)

Revised December 2024

ACCOUNTABILITY

The IC is accountable to the Associate Program Director (APD) regarding screening, spring office work, and paperwork, and to the Summer Program Directors (SPDs) regarding camper needs and leadership roles.

QUALIFICATIONS

- Proven ability to lead and inspire individuals.
- Actively explores faith and lives out faith values.
- Likes children.
- Strong organizational skills.
- Ability to communicate with children, adults with disabilities, caregivers, and staff.
- Preferably have taken some courses in Christian Education, Education, or Psychology.
- Passion for inclusion of all in our camp community.
- Preferably a member of a church, preferably MCM.
- Experience working with individuals with disabilities.
- Familiar with the CwM Inclusion Program.
- Compassion for and sensitivity to campers coming with different needs.
- Must be physically capable of performing the duties assigned.
- Preferably one year of college education or the equivalent in experience significant for camping.
- Owns a laptop or tablet for office organizational tasks.

RESPONSIBILITIES

Summary: The IC is responsible to facilitate optimum conditions for campers with different needs to have a successful camping experience by becoming familiar with their needs and by equipping summer staff to provide appropriate care to integration campers.

Specific Responsibilities

Pre-summer

- The IC must work within camp policies and procedures.
- Innovations must be presented to the APD for approval.
- Reading: CWM Inclusion Coordinator Binder, past IC reports, IC Manual, IC google drive.
- Screen all camper registrations for applicants with needs for adaptation or accommodation, with the assistance of the office and CampBrain system.
- Screen all ADV registrations, arrange for phone interviews with new applicants, assist in cabin placements, and provide information to staff.
- Assess whether or not adaptations are needed and whether or not these can be accommodated by CwM staff and program.
- Assist SPDs in placing new and returning applicants in cabins and groups.
- Provide information on campers needing adaptations to camp staff through reports, training sessions and 1-1 communication, e.g. hygiene, dressing, meals, communication.
- Provide program adaptation suggestions for specific campers, e.g. activity areas, Bible, campout, evening recreation.

- Assist with presentation at STW on Inclusion, training staff to identify and deal with various adaptations and training staff on appropriate attitudes, helping staff overcome their fears.
- Assist with presentation at STW as well as Spring Training on ADV camps, training staff on appropriate attitudes, what to expect, helping staff overcome any fears.
- Prepare or update Inclusion binders for each camp.
- One on one workers: Provide orientation materials about CwM expectations, clarify expectations and possible disciplinary procedures with agency.

At camp

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Supervise and assist staff who are working with inclusion campers.
- Work at inclusion and support of campers and staff (mental health, physical and/or intellectual support)
- Relieve 1-1 workers (with the help of other leadership if needed) so they get an hour off each day.
- Encourage staff and leadership to take their allotted time off for mental health reasons.
- Ensure evaluation forms are filled out appropriately and returned to the office.
- Call the other site at least once during the week.
- Help with other team tasks, as indicated by SPDs, like planning and leading special events, supervising, serving snack, etc.
- Send an end-of-week email to parents of inclusion campers to summarize how the week went.

Post camp

- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.
- Send end of summer letters where required, e.g. campers who can come back with or without certain conditions, campers who are too old to return.
- Organize IC manual paper files for next IC.
- Organize electronic files for next IC on the google drive.

ACTIVITY AND STAFF SUPPORT COORDINATOR (ASSC)

*NEW for 2025 – at Camp Assiniboia only

Created December 2024

ACCOUNTIBILITY

- The ASSC is directly responsible to the Summer Program Directors (SPDs) to help coordinate volunteers, activity leaders and other staff in their roles during the week and to provide support to any staff who need, and responsible to the APD for any staff related concerns or crisis.

QUALIFICATIONS

- Strong organization and interpersonal skills.
- Innovative and flexible.
- Actively explores faith and lives out faith values.
- Like working with children, youth and adults.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken some courses in Counselling, Psychology or Education.
- Be able to accept and present Anabaptist/Mennonite theology to staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably a member of a church, preferably MCM.
- Ability to mentor youth with patience, kindness and encouragement.

RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Work as part of a leadership team in close connection with the SPDs.
- Welcome, check-in and connect with one-week volunteers.
- Be a point person for activity leaders; check in and assist with lesson plan when needed and ensure they have the equipment they need to lead effective and engaging activities!
- Act as a consistent and summer long support person for staff to come to when they need specific support needs or extra breaks from programming.
- Coordinate extra hours off for staff, so that it doesn't interrupt with programming needs.
- Fill in for staff in activity leading or activity group leading when needed.
- Act as a liaison for staff who are working in support staff roles (like kitchen, maintenance and child care, to ensure they understand their responsibilities for the week.
- Be aware of and help mediate relationship problems between staff, in collaboration with SPDs.
- Interpret Camps with Meaning policies to staff, caregivers and campers.
- Meet with the Camp Pastor of each week.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

Teen Volunteer Director (TVD)

Revised December 2024

ACCOUNTABILITY

- The TVD is directly responsible to the Associate Program Director (APD) to prepare, deliver, interpret, and evaluate a program to train and mentor persons completed grade 9, and to the Summer Program Directors (SPDs) in matters related to programming and summer staff.

QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- Likes children and youth.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken some courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably a member of a church, preferably MCM.
- Strong preference to have a driver's license and access to a vehicle.
- Ability to create and implement exciting programming.
- Ability to mentor youth with patience, kindness and encouragement.
- Strong organizational skills.
- Owns a laptop or tablet for office organizational tasks.

RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Work as part of a leadership team in close connection with the SPDs.
- Conduct Teen Volunteer (TV) interviews and assist the APD in TV recruitment and placement.
- Plan and execute teen volunteer training at staff training week, in coordination with the APD.
- Coordinate staff supervision of campers during transportation, drop off and pickup times.
- Lead or coordinate daily and weekly meetings with the TVs.
- Plan daily schedules, working together with SPDs for the successful integration of day camp and overnight camp.
- Coordinate the signing in and out of campers by caregivers at camp and on the bus.
- Guide TVs and day camp staff as they lead campers during day camp-specific activity times (cabin cleanup, siesta, campout morning).
- Monitor physical well-being of TVs and guide them through mentorship, making their first year as camp staff as good as possible, support them mentally and emotionally when needed.
- Be aware of and mediate relationship problems between staff.
- Coordinate and supervise evening tasks and activities for TVs.

- Maintain camper, staff, and program records and send them to head office.
- Evaluate each TV according to CwM evaluation policy.
- Act as a summer long mentor and guide to TVs in camp work and personal growth.
- Interpret Camps with Meaning policies to staff, caregivers and campers.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

Servant Leader In Training Director (SLTD)

Revised December 2024

ACCOUNTABILITY

- The SLTD is accountable to the Associate Program Director (APD) to prepare, deliver, interpret, and evaluate a program to train persons completed Grades 10 and 11 to become and to qualify as Junior Counsellors, Activity Leaders, or Support Staff in our camping ministry.
- The SLTD is accountable to the Summer Program Directors (SPDs) regarding other leadership roles during observation weeks.

QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- Likes children and youth.
- Ability to communicate with children, staff and parents.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably a member of a church, preferably MCM.
- Outdoor/wilderness skills and experience.
- Strong organizational skills.

RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Organize all aspects of the program in consultation with the APD.
- Interview all SLT applicants and assist APD in staffing placements.
- Organize a one-week training program which includes discipleship, servanthood, and gift discernment and incorporates Bible study, spiritual formation, leadership development, explanation/experience in camp roles such as support staff, and counselling, in coordination with APD (if needed).
- Scout and organize a Creation Adventure out-trip, with the assistance of the Koinonia NI.
- Prepare out-trip menu and food with assistance from Koinonia Food Services Coordinator.
- Find and supervise any staff in charge of the SLTs during Training Week or Creation Adventure (ie. cohort leaders).
- Counsel and encourage individual SLTs in spiritual growth as needed and as able or refer to other resources.
- Supervise the behaviour of the SLTs, including curfew and free time.
- Observe and support SLTs in their observation weeks.
- Prepare and evaluate SLTs twice during their observation weeks.
- Decide whether SLT is ready for further placements after program ends and recommend placements to APD.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.

- Submit an End of Summer Report to the APD – format will be provided.
- Optional: plan and organize a post-summer gathering, in October or November.