

Online Leadership Track Director

Description

The Leadership Track Director will be the person in ensuring that the Leadership Track staff members are working cohesively as a team and the camp is being run with excellence in a virtual environment. He / She will supervise the Leadership Track's operation, develop the staff members to become the best leaders that they can be, work with the Children Track Director, and partner with the Koinonia Camp Administrator to ensure all logistical and communication needs are taken care of. The Camp Coordinator will also provide encouragement and spiritual guidance to the staff throughout the camp, while reporting to the Leadership Track Pastoral Supervisor.

Responsibilities

- Provide support, supervision, mentorship and leadership to staff members
- Oversee and manage the overall day camp operation
- Hosting and supervising the online zoom meetings, ensuring that online security measures are being followed, and assisting those with log in issues as required.
- Assist in planning the framework and methodology of the Leadership Track program
- Responsible for the weekly introduction letters to campers and parents as well as producing the weekly recap newsletters
- Ensure camp staffs and campers are supported spiritually, physically and emotionally each day
- Ensure camp program is followed each day as per schedule
- Be proactive and available to provide support to areas requiring assistance/expertise
- Assist the Administrator to create and maintain camper database for tracking and contact purposes
- Assist the Administrator to keep track of budget/expenses and prepare financial report at the conclusion of the camp
- Build a great team environment among leadership track staff members

Qualifications

- Mature and responsible attitude; enjoy working with children and youth
- Comfortable with mentoring and directing staff in executing their roles
- Ability to plan and execute tasks with little supervision
- Proficient technical skills with Microsoft Office
- Effective communication skills
- Excellent interpersonal skills and team spirit: ability to motivate and inspire others to achieve optimal results
- Teachable, humble, and carries an attitude of selflessness and servanthood
- Previous managing/coordinating experience an asset, but not mandatory
- Emergency first aid training: Current First Aid & CPR certification

How to Apply

- Quoting 'Leadership Track Camp Coordinator' in the subject line, please send your resume to office@logosbaptist.org.

Note: You are required to obtain a Police Vulnerable Sector Check if employed