

Job Description: Early Years Program Director

Purpose: To develop and provide leadership to the Early Years program.

Responsible to: Ministry Director and Executive Director(s).

Wage: \$335/week

Qualifications: Must have at least a high school diploma. One year of biblical studies is beneficial but not necessary. Applicants must have an active, growing relationship with the Lord Jesus Christ. Priority will be given to those who have program or childcare experience and those who have had previous summer camp work experience.

Beneficial Skills:

- Ability to communicate well with both adults and children.
- Good people skills, able to provide a friendly, helpful attitude when dealing with children and their parents.
- Great organizational skills and energetic and caring attitude towards young children.
- Self-motivated, and basic problem solving skills.

Responsibilities:

- Develop a day camp program that is appropriate for campers aged 2-7 years old.
- Ensure all the needed supplies are on hand. If supplies are needed, inform Directors in a timely fashion.
- Communicate with main camp Program Director(s) to discuss needed program supplies.
- Organize a schedule that allows for flexibility (ie: different ages, interests and numbers of children.)
- Clearly communicate schedule details, including pick up and drop off times and locations to parents.
- Provide direction and support to program helpers.
- Ensure Early Years program helpers are involved in main camp program when they are not needed.
- Plan and lead age appropriate crafts and bible story times, ensuring a strong emphasis on spiritual development.
- May be responsible for children of kitchen volunteers during meal times.
- Attend daily support team meetings.
- Mentor 3-4 summer missionaries, including being mentored by a superior.
- Adhere to the One Hope Canada and KLBC Statement of Faith, Code of Conduct and Summer Missionary Expectations.
- Perform any other tasks at the request of the Directors.