

## **Job description: online program director**

Camp Douglas seeks an online program director to lead camp-style activities for campers to do at home. This position involves arts and crafts, sports/games, theme meals and skits, and guest appearances by different volunteers. The goal of this position is to bring a taste of camp to home and to maintain the Camp Douglas community through an online ministry during summer 2020.

### Tasks:

- Develop camp activities (arts and crafts, games and outdoor expeditions, etc. that can be led online) for different age groups (5-10 years old, 11-13 years old, 14-16 years old)
- Film on Camp Douglas property and video edit activity sessions \*note some sessions may be live-streamed
- Have ready for release at least one video each week, running from June 29 through August 28 \*note with the exception of the first week, materials should be fully ready for release on the virtual camp portal approximately a week in advance of release date
- With the Camp Directors and other staff, plan and execute extra videos eg. as a character
- With Camp Directors and volunteer staff, co-ordinate guest staff videos (eg. cooking sessions with past camp cooks) and additional fun videos as appropriate
- Maintain an active and engaging camp social media presence on Instagram and Facebook
- Do basic maintenance tasks on camp property (eg. painting, mowing, weed-eating)
- Report to Camp Directors. Mid-summer and/or end-of-summer meetings will be held with a member of the Camp Committee
- Present a report in September to the Camp Douglas Committee on best practices for online camp activities for children and teens

### A successful applicant:

- Must be available to be at Camp Douglas for five weeks this summer (non-consecutive)
- Has a committed relationship with Jesus Christ and a mature, growing faith
- Has experience working with and caring for children
- Has experience in arts and crafts, games and sports, and camp activities
- Is a servant leader and a living example of what it means to be a member of a Christian community
- Is able to communicate effectively through online media. Experience with filming and video editing, livestreaming, and written texts an asset
- Is 19 years of age or older, unless otherwise approved by the Camp Douglas Committee
- Has a clear police record check (vulnerable sector), in the original
- Is prepared to work at camp, following appropriate distancing and sanitary measures

### The hiring process:

- Submit as a Word document or PDF to [director@campdouglas.ca](mailto:director@campdouglas.ca) a cover letter and 1-3 paragraphs on why you are interested in doing this ministry and what makes you a qualified applicant. List two references. Reference letters should be sent [director@campdouglas.ca](mailto:director@campdouglas.ca) by the referee, not by the applicant. \*note if you have already submitted references for summer 2020 you do not need to resubmit them.
- Applications are due by midnight Friday June 12, 2020.
- Zoom interviews will be held at the discretion of the hiring committee
- Pay is \$15/hour for 5 weeks, 5 days a week, to a total of \$3000 (contract position)