



Part Time Staff Position: Leadership Camp Coordinator

Denominations: Christian and Missionary Alliance
Church Size: 1000 +

Job Description: Leadership Camp Co-ordinator

Position Status: Contract

Reports to: Camp Director

Works closely with: Youth Leadership Camp Team

Position Summary:

This role works closely with the Youth Director and Leadership Camp Director and key SERVE team members to provide administrative support throughout the church. The role is expected to maintain a culture of excellence as a member of the Leadership Camp Team.

This is a 30 hour full-time position paid on honourarium. This role will require working in the office throughout the week, primarily Monday through Friday. Please note that these roles are exempt from minimum wage and overtime provisions.

Candidate Profile

Capabilities and Characteristics:

- Spiritually and emotionally mature Christian.
- A personal relationship with Jesus.
- Attention to detail with strong communication and administrative skills.
- Possess the ability to create and lead effective working teams.
- Demonstrate strong interpersonal skills.
- Ability to be creative, highly-organized, and effectively manage multiple priorities and assignments.
- Self-initiating, seeks ways to improve and make systems more efficient.
- Ability to maintain confidentiality and handle financial tasks.

Qualifications and Educational Requirements

- High-school or equivalent diploma/certificate
- Proficient with computers.
- Preferred experience with Planning Centre Online (or similar church management system/software) and Basecamp (or similar event/project management system/software).
- Proficient with Google Doc and Sheets.
- Highly developed interpersonal communication (both written and verbal) to provide exceptional care for staff, students, and SERVE Team members.
- Ability to perform quality, detailed work with an eye for excellence.
- Ability to troubleshoot when complications arise and offer creative and strategic solutions in a timely manor.

Primary Responsibilities:

- Member of the Leadership Camp Team, attend all required meetings.
- Encourage and support volunteer SERVE teams who help with various tasks and projects.
- Present a welcome and friendly environment for all students and guests during camp and assist with questions/inquiries.
- Other duties as assigned.

Church Overview

Our Mission:

We work together so that everyone, everywhere can experience God's love and our created purpose in Jesus.

Our Vision:

Our prayer is that God would use our church to transform individuals who transform our great city and then transform the world by putting Jesus First in our lives, for our community and as we lead.

Bayview Glen Church:

With deep roots in a rich, Christ-honouring history, Bayview Glen Church has grown into a thriving, multi-ethnic, and Christ centered community located in the heart of the Greater Toronto Area. We aim to create environments where God alone is the focus, people connect with one another in authentic relationships, and individuals develop into mature Christ-followers.

