



Adventure Day Camps is celebrating 25 years as a ministry of Trinity Baptist Church. Adventure Day Camp is an outreach ministry to the community of Sherwood Park AB with 2 weeks of camp offered to children from Grade 1 to Grade 6. Traditionally Adventure Day Camp is staffed by two full-time temporary employees from May-August. Day Camp Assistant Coordinators are responsible to plan and implement day camp ministry as well as other responsibilities pertaining to summer ministry programming for Trinity Baptist Church.

Responsibilities Include:

- Administration, management, and supervision of Adventure Day Camp for the summer of 2025 serving children from Grade 1 to Gr. 6. These responsibilities will include, but are not limited to, planning, marketing and promotion, scheduling field trips and transportation, communication with youth volunteers, parents and Trinity Baptist Church staff and execution of camp programming, budget, ordering and organizing camp materials.
- Recruiting, training and supervising youth volunteers as well as recruiting and communicating with skill track leaders and other volunteers for camp.
- Manage the registration process and logistics related to Adventure Day Camp. Day Camp Coordinators must provide the highest level of customer service to parents, volunteers and children enrolled in camps.
- During camp weeks, direct supervision of campers and youth volunteers, upholding the highest standards of safety and risk management. They must recognize and respond effectively to emergencies.
- Serving as a liaison between parents and youth volunteers as well as Trinity Baptist Church staff.
- Upholding the policies of Trinity Baptist Church as well as standards for facility use and cleaning.
- Collecting data to evaluate the success of Adventure Day Camps and gather parent feedback through online surveys. Coordinators will make recommendations for Adventure Day Camp programming, inventory and budget for the future.
- Assisting with weekly Sunday morning programming for Trinity Baptist Church under the supervision of the Children and Family Ministry Pastor.
- Assisting with various tasks pertaining to the ministry of Trinity Baptist Church

Required Qualifications:

- Adventure Day Camp Assistant Coordinator must commit to up to no less than 35 Hrs./week (Open to flexibility if necessary for graduating students, however there are mandatory full time hours during camp weeks)
- Expected Term of Employment is approx. 16 weeks beginning April 28, 2025
- Current valid Criminal Record Check with vulnerable sector check.
- Valid driver's license and personal transportation.
- Grade 12 graduate as of June 2025

Preferred Qualifications

- Previous experience working with children is highly preferred.
- Up-to-date certification with First Aid is preferred. (Coordinators must be willing to be certified if not currently certified.) Compensation for certification may be eligible.
- Previous experience working with ministry to children in church or camp context is preferred.

Compensation

- \$16.50/Hr for approximately 35 Hrs./week

Posting will remain open until suitably filled.

To Apply:

Please submit updated resume and cover letter with a minimum of 3 references to:

Pastor Ashley Winkel (ADC Director)

Ashley@tbcsherwoodpark.ca

780 464 4040 (305)