



Camp Medley is owned and operated by the Anglican Diocese of Fredericton and our mission is to “Proclaim the Gospel of Jesus Christ for the making of young disciples.” Every staff member will be expected to sign a Camp staff Covenant before the summer begins.

Camp on the Road Co-ordinator

Purpose of Position

The purpose of this position is to be the organizational and program lead for the Camp Medley “Camp on the Road” program. The Camp on the Road Co-ordinator will work to develop the Camp on the Road curriculum alongside the Camp Director and later with the hired Camp on the Road team. They will also be responsible for all communication and preparations made with host churches, volunteers and billets. Because the Camp on the Road program happens at different places in New Brunswick, the COTR team will be billeted for some weeks of their summer and will be away from the actual Camp Medley site for most of the summer.

Pre-Requisites

- Mature individual; recommended to be at least 21 years of age
- Previous experience in camping is an asset
- Must be able to work cooperatively with others of varying ages
- Must be able to motivate people in a positive manner, able to delegate responsibilities
- Must enjoy working with youth and adults from a wide diversity of backgrounds
- Must have strong organizational skills
- Must have current driver’s license
- Must have strong written and verbal communication skills
- Must have completed staff medical form and criminal record check
- Must have standard first aid certificate

Responsible to: Camp Director

Responsible for: Camp On The Road Leadership Team

Specific Duties and Responsibilities

- Work creatively with COTR Leadership team to plan a four day Camp on the Road program that will be used for 8 weeks during the summer at different churches in the Diocese.
- Coordinate the other members of the COTR team so that each person is contributing to the leadership of the program using their gifts, skills and talents.
- Order supplies needed for the COTR program in consultation with Office Staff within budget limits.
- Organize and maintain the smooth running of the COTR program equipment, materials and spaces.
- Be in contact with churches, to assure that everything is ready and organized for the COTR program.
- During the COTR programs, be responsible for the smooth running of each day.
- Help with the leadership of morning prayer/devotions with the COTR team / and debrief in evening.
- Communicate with the Camp Director during the week; keeping them updated, asking any questions that need to be asked and providing ongoing evaluation of how the program is going.
- Work in a team model with LIT Director position, to support one another, vision together and encourage program development for respective positions
- Affirm, acknowledge and encourage the ministry of all Camp Medley Staff members, leading by example and helping when available in areas where needed
- Complete an end of season report on the Camp on the Road Program that includes observations and suggestions. An evaluation of the entire COTR program should be provided as well as any recommendations for next year. This report will be submitted to the Director and will remain confidential.

General Duties and Responsibilities

- Perform other duties as they are required as determined by the Director.
- Be present at all staff meetings when on site.
- Participate in camp clean up and closing staff meeting on the last day of each camp.
- Be an appropriate example/role-model at all times to campers, staff and COTR Volunteers.

Time Off

- From closing time of one camp to the opening meeting of the next.
- Time off as the schedule of your day permits while away from the Camp site.

Evaluation:

- An evaluation will be provided by the end of the first half of the camping season and at the end of the employment term. An opportunity will be given to discuss each with the Camp Director.
- If the need arises, less formal written or verbal evaluations may take place.