



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.

Discipleship Training and Professional Development Co-Ordinator

Purpose of Position

The purpose of this position is to plan, implement, and oversee responsibility for the 'Leader in Training' Program, as well as the brand new 'Counselor in Training' program, throughout the summer. This position will also hold accountability to the long-term visioning goal of producing confident leaders from these programs, and equipping current and future staff members to embrace constructive values in their future professional lives, as young disciples.

Pre-Requisites

- Mature individual; recommended to be at least 21 years of age
- Previous experience in camping is an asset
- Experience in Christian Education and Leadership Development would also be an asset.
- Must be able to work cooperatively with others
- Must be able to motivate people in a positive manner, able to delegate responsibilities
- Must have the ability to create and implement programs; work creatively with curriculum materials.
- Must enjoy working with youth and young 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

Specific Duties and Responsibilities

-With help from the Camp Director, work creatively to design and implement a three-week leader in Training Program.

-Design appropriate counseling sessions challenging the LIT's assumptions, encouraging their gifts and stretching their experience and knowledge.

-Develop lesson plans and teach LIT/CIT sessions for:

a. Soft skills such as group dynamics, leadership styles, listening, affirmation, self-evaluation, inclusion, leadership ethics, etc.

b. Hard skills such as canoeing, environmental awareness, out tripping skills, swimming, etc.

-With the Creative Ministries Co-Ordinator and the Camp Director, plan and organize a Mission's Week in a local Community for the LIT/CIT participants where they will:

a. Learn about the call to missions in both a rural and inner city setting

b. Engage with vulnerable people, and learn first-hand stories of those who have faced significant oppression and personal set-backs

c. Experience the discernment of service and community leadership

-Order supplies needed for the LIT/CIT program in consultation with Office Staff within budget limits.

-Organize and maintain the smooth running of the LIT/CIT program equipment and spaces.

-Review LIT/CIT applications in advance of the programs and inform applications by phone of their acceptance.

-Work in conjunction on a team with the Camp on the Road coordinator, to help prepare LIT's and CIT's for placement weeks.

- Support COTR Co-ordinator in team style ministry, supporting one another, visioning, and encouraging one another.

-Assist staff members in supervision of LIT's/CIT's by providing proper schedules, clear instructions, boundaries and expectations.

-Work with Program director in providing opportunities for programming with the LITs for a total camp community experience.

-Provide written and verbal evaluation of the LIT participants as directed by the Camp Director.

-Complete an end of season report on the Camp Program that includes observations and suggestions. An evaluation of the entire camp 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

- Assist with staff devotions and camper cabin devotions as required.
- Perform other duties as they are required as determined by the Director.
- Be present at all weekly staff meetings
- Live on campsite while camp is in progress
- Participate in camp clean up and closing staff meeting on the last day of each camp.

Responsibilities with LIT/CIT Campers:

- Help to greet Campers and Families on opening camp days.
- When able, ensure that LITs/CITs are following the Camp Medley rules
- Be available and accessible to offer guidance and help to LITs/CITs
- Provide discipline of LIT campers when needed, in conjunction with the Camp Director if needed.

- Be an appropriate example/role-model at all times to campers and staff

Time Off

- From closing time of one camp to the opening meeting of the next
- One hourly session each day, with opportunity for additional time in the evenings

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.