



Wesley Acres Retreat Centre & Campground
1391 Wesley Acres Rd., PO Box 330
Bloomfield, ON K0K 1G0
www.wesleyacres.com
www.harbourridge.com

Job Description

Position Title: Camp Director, Harbour Ridge Camp
Reports to: Executive Director, Wesley Acres Retreat Centre & Campground
Start Date: Spring 2021

Job Summary

To create a safe, irresistible environment for kids to experience Jesus.

As the Camp Director at Harbour Ridge, the primary purpose of this role is to provide oversight to programming, staff leadership and operations at Harbour Ridge.

In the non-summer seasons this role will also support the ministry of Wesley Acres and Harbour Ridge as needed including, but not limited to, student & camper recruitment, promotions and recreational services.

The Harbour Ridge Camp Director will work closely with Executive Director, Administrative Services Manager & all other staff at Wesley Acres.

Specific Accountabilities

- Support camp registrations
- Summer program development
- Non-Summer Recreation programming at Wesley Acres for retreat groups (directed programming, ie. high ropes and low ropes)
- Seasonal staff recruitment and management

Essential Summer Tasks

- Communicate to all staff the importance of operating within the camp philosophies, rules, guidelines, and policies
- Assume overall responsibilities for the entire camp, staff and campers (planning, training, implementation)
- Be sensitive to the emotional and developmental needs of staff, and demonstrate a genuine interest in them
- Facilitate and oversee appropriate discipline amongst the campers and staff
- Ensure staff forms & payroll information is kept up to date
- Organize and oversee registration as needed
- Assist with phone calls as needed
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and working in the safest possible manner
- Maintains safe and clean facilities by developing, enforcing and complying with procedures, rules and regulations



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- To do that which needs to be done to show campers the most amazing summer camp experience.
- Coordination of excellent delivery of recreational programming to groups and retreats
- Working in other departments as required for the smooth operation of Harbour Ridge Camps
- Photos for marketing, gathering stories for videos to promote camp

Essential Year-Round Tasks

- Coordination of excellent delivery of recreational programming to groups and retreats
- Seasonal staff recruitment
 - Produce a strategy each year for attracting and sourcing & resourcing staff
 - Attending and sourcing opportunities to recruit
- Communication on behalf of Wesley Acres and its departments to staff recruitment for Harbour Ridge Camps
- Harbour Ridge Staff Alumni
- Create Alumni community, plan community building events, communication and support
- Evaluate each camp and season as a whole - determine program popularity, evaluate costs & was the Harbour Ridge mission accomplished
- Conduct mid-summer and post-summer evaluations of all staff with accountability to each job description
- Promoting Camp - marketing, videos, postcards, social media, brochure, newsletters
- Begin and maintain a working relationship with Prince Edward County and surrounding areas Church Children's Ministry and Youth Pastors/Directors, recreational directors etc.

Job Specifications

- Education**
- Kids or Youth Ministry training an asset
 - Management/ Leadership Training

- Experience**
- Working with kids, youth, camp ministry, etc.
 - Leadership - planning, oversight of programming, etc.
 - High Ropes / Low Ropes Qualifications an asset (or willingness to get them)



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- Other** • Interviewing potential teens and young adults for employment
- Requirements**
- Mature in conduct
 - Professional in communication, conduct and appearance
 - Problem solver
 - Guest focused
 - Quick on feet, quick responding and handling crisis
 - Successfully complete a criminal record check
 - A heart for discipling young people to be passionate followers of Jesus Christ
 - Agree to Wesley Acres statement of faith
 - Be ready and willing to share the Gospel
 - Be 'coachable' and show an interest in personal development, learning and growth
 - Provide ongoing encouragement, support and training for other team members
 - Maintain an environment which is warm, welcoming and where everyone feels valued and respected
 - Responsible, enthusiastic & outgoing
 - Strong interpersonal skills
 - Responsible to create and maintain budget
 - Assist in finding and applying for Government/Grant funding
 - Develop job descriptions, interview & train seasonal staff
 - Develop partnerships with other potential groups
 - Market Harbour Ridge continually

Physical Demands

General office environment and physical working conditions. High stress conditions are likely to exist during peak registration periods (ie. Summer Camp Season). Could require some physically demanding tasks.

Some physical requirements of a camp director position could be endurance including prolonged standing, bending, walking, hiking; requires hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare and communicate appropriate camper/activity programs and the ability to lift up to 20 lbs; willing to work in camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to sun, heat, bugs etc.

Working Conditions (hours, environment, etc.)

- Weekend work will be required, mostly during the months of July and August.
- All staff members are expected to share in the vision and ministry of Wesley Acres and Harbour Ridge Camp regardless of their role or position
- Some travel may be required from time to time



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About Harbour Ridge

Harbour Ridge Mission

Harbour Ridge is a Christ-centred summer camp focused on planting and nurturing seeds of a spiritual life by engaging children, youth and their leaders in active and fun experiences, which develop a sense of community and growth.

Harbour Ridge Vision

Transforming lives in Christ through experiences that impact campers and staff.

Wesley Acres is a Christ centred organization that serves with excellence the spiritual, educational, and recreational needs of all people, equipping them for services to their family, church, and community.

Our Faith

- The Holy Scriptures, as originally given by God, are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct.
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- Our Lord Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory.
- The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith and apart from works, and is characterized by regeneration by the Holy Spirit.
- The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ.
- The Church, the body of Christ, consists of all true believers.
- Ultimately God will judge the living and the dead, those who are saved until the resurrection of life, those who are lost until the resurrection of damnation.

Harbour Ridge is a ministry under the Wesley Acres Ministry

Wesley Acres is an affiliate of the Free Methodist Church in Canada.