



Hope Mission – Camp Hope

Job description

Job title: Camp secretary

Reports to: Camp Hope Manager

Hours of work: 40 hours/week, 10 hour shifts, Mon-Thur, some weekend work may be required

Position Duration: June 21 – August 20

Hope Mission is a non-denominational Christian inner-city rescue mission based in Edmonton, Alberta. Hope Mission also has branches in Calgary, Red Deer, Wetaskiwin, and 2 summer camps (Brightwood Ranch & Camp Hope).

Camp Hope exists to serve, strengthen, and uplift children and youth in Calgary and area through providing a fun and Christ-centered summer camp experience.

Our Vision

Hope Mission has a vision that men, women, youth, and children who we serve would come to know Jesus Christ as their personal Lord and Savior.

This vision can only be fulfilled only if all staff is diligent in serving, strengthening and uplifting people in the name of Jesus Christ.

Job Summary:

In light of covid-19, Camp Hope will be running Day Camps this summer (2021). Children and youth who access Hope Mission's Hub Centre in Calgary's Forest Lawn community will be invited to attend summer day camps at Camp Hope. The Camp secretary will be on site at Camp Hope to greet and ensure guests to camp have signed in. You will also be responsible for calling families to remind them of their registration dates and communication with parents as needed. You will oversee the administration needs of the camp, working to support the Camp Manager and the summer team. When not required for secretary duties, you will be a floater, supporting day camp groups as necessary. Cleaning and covid-19 sanitization will be a part of daily responsibilities. All team members will be responsible for following and ensuring all day campers follow covid-19 protocols.

Key Attributes:

- **Teamwork:** Able to serve alongside the Camp Hope team to run an engaging Day Camp for children and youth
- **Passion for & Commitment** to working with children who face a variety of obstacles and challenges in their lives
- **Administration:** Able to maintain and organize files and administration projects
- **Multi-Tasking:** Able to juggle competing needs and prioritize completion of tasks and projects
- **Crisis Response:** Able to use conflict resolution & de-escalation techniques to manage crisis & conflict situation
- **Flexibility:** Ready and willing to adapt and serve as needed, given the ever changing covid-19 guidelines and the realities of summer camp ministry.
- **Love for the outdoors:** The majority of the Day Camp activities will be outdoors, so bring your hats and bug spray!

Main Duties and responsibilities:

- Develop supportive mentoring relationships with day campers
- Ensure all team members are aware of administration processes (ex. Petty cash, timesheets)



- Oversee timesheet entries and submission for the Camp Manager
- Answer the Camp Hope phone in a friendly and professional manner
- Greet and sign-in visitors to Camp Hope
- Assist with a variety of administration tasks including filing, creating signs and posters, maintaining inventory, and other tasks as needed
- Order supplies as needed through coordination with the year-round secretary.
- Ensure camper files are up to date
- Call parents to remind them about their registration dates
- Supervise groups of children and youth ensuring the safety of all day campers
- Promote positive relationships and choices during day camp through effective behaviour management techniques
- Responsible for documentation of critical incidents
- Responsible for set up and clean-up of the camp
- Provide and serve snacks and meals for day campers
- Cleaning and sanitizing the camp (washrooms, etc)
- Follow all covid-19 protocols
- Other related tasks and duties as required

Minimum Qualifications & Skills:

- Experience working with children and youth
- Experience working in an office is an asset
- Excellent communicator
- Conflict resolution and verbal de-escalation skills
- Physically able to lift up to 50 lbs, run and play active sports and games with campers
- Class 5 Driver's License

Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith (<http://hopemission.com/about-us/values>)
- **Must be legally entitled to work in Canada on a full-time basis.**
- Able to provide Criminal Record Check with a Vulnerable Sector Search and a Child Intervention Record Check
- A letter of reference from a ministry or church is an asset
- Adherence to Hope Mission's Policies and Procedures

To apply:

- Submit a team member application online at the link below:
<https://hopemission.wufoo.com/forms/z1q4nfw0cuswcu/>
- Please note that the application will ask you to upload your resume & cover letter indicating why you want to work for a Christian ministry (in 1 document) and to provide 3 references.
- Questions? Email Antonia.deboer@hopemission.com