



MINISTRIES COORDINATOR & LEAD HOST

CAMP NAKAMUN OPPORTUNITY POSTING • FULL-TIME, YEAR-ROUND POSITION

Camp Nakamun Overview

Camp Nakamun's mission is to help people Encounter God, Enrich Relationships and Experience Creation. Our vision is to be an inviting, innovative and growing summer camp, year-round retreat and hosting facility ministry. Our desire is to connect with our communities and partner with our churches to reach children, youth and adults with the message of Jesus Christ. We do this in a relational, community and family-oriented work environment.

We are a non-profit charitable organization owned by the Western Canadian District (WCD) of the Christian and Missionary Alliance. We operate in accordance with the statement of faith, principles and directives of the Christian & Missionary Alliance of Canada.

Camp Nakamun is located 1 hour northwest of Edmonton. The camp includes 3 sites. The Main lakeside site includes the main lodge, motel rooms, dorms, meeting rooms, numerous cabins, campsites and recreational facilities. The North Shore site is home to our outdoor program and paintball fields. The Nakamun Ranch site includes a large indoor riding arena, cabins and riding trails. Camp Nakamun was founded in 1946 and has continued to grow. The staff team now consists of 20 year-round and 60 seasonal staff. In addition, the camp also has 150 junior summer volunteers, 2700 campers and 11000 other guests annually.

Applicant Requirements

- Spiritual leader passionate about making disciples, with a heart for mentoring youth and young adults. Deep love for God and people.
- Prior leadership experience. Ideally including staff management experience, but not required.
- Effective communicator, who has a willingness to collaborate and engage in compassionate candid conversations.
- Gifted in administration with attention to detail.
- Willingness to serve others.
- Bible College training is preferred, but not required.
- Salary range will be based upon experience and education.
- Health and Retirement benefits are included (following probationary period). Access to meals and accommodations can be negotiated.

Job Description

REPORTS TO: Director of Ministries

PRIMARY PURPOSE: Camp Nakamun's mission statement is to help people "Encounter God, Enrich Relationships and Experience Creation". The primary purpose of this role is to provide support for the Director of Ministries in planning and carrying out the various ministry programs run by the camp and to take a leadership role in our Hospitality team to ensure our groups needs are met.

RESPONSIBILITIES:

Responsibility #1 Core Leadership Team

Camp Nakamun staff function with a high level of collaborative teamwork. Being not only a ministry, but also a business with many different functions, it is important for our year-round Core Leadership Team to all work closely together. This role will function as part of this team and be responsible for bringing information into these weekly meetings and taking information from them. Although the team of Directors, with the Executive Director as the lead, will spearhead this, you have a role to play in the year-round leadership team and will have tasks to execute out of it.

Responsibility #2 Ministry Development

The Ministries Coordinator will work directly alongside the Director of Ministries to help shape and give insight into our ongoing programs. The Ministries Coordinator will play a large role in the recruitment, management, and mentorship of our junior summer volunteers. The Ministries Coordinator will be responsible for all junior staff scheduling and communication, as they will be responsible for oversight of our junior teams. The Ministries Coordinator will also support the hiring of paid summer staff.

Responsibility #3 Hosting

The lead host will work closely with our hospitalities manager to understand the needs of each group arriving onsite and ensure that their experience is aligned with Camp Nakamun's mission. The lead host is responsible to oversee and mentor our weekend workers (most of which are recruited through our summer volunteer program) and to work with our weekend hosts to ensure continuity and excellence of guest experience when our full-time staff are offsite.

Responsibility #4 Administration

The position of Ministries Coordinator/Lead Host is highly administrative all year round. This role works extensively with Camp Brain (Camp Nakamun's online tool for pretty much everything we do), therefore the employee in this position must feel comfortable working with a computer and completing administrative tasks. During the busy summer months, the Ministries Coordinator will be responsible for the weekly assignment of campers to cabins, follow up with parents, scheduling of the junior volunteers, as well as many other administrative tasks. Outside of the summer months, administrative responsibilities will include developing and editing forms and online registration processes, creating teaching materials and handbooks, sorting resources, the ongoing answering of phones and emails, as well as additional administration support for our hospitality and finance teams.

Responsibility #5 Team Member

Every member of our team is meant to fulfil a specific role within the organization, and we want our staff to take the time & space to focus on the priorities of that role. However, the realities of camp operations require that each of us be willing to step outside of that specific role, when circumstances demand, to support the broader needs of the organization. Therefore, this job, like all others, requires a willingness to serve our guests and campers in practical ways (e.g., serving meals, doing dishes, facilitating activities, general housekeeping etc.).

Responsibility #6 Ambassador for the Mission of Camp Nakamun

All Employees of Camp Nakamun are also ambassadors of the Camp Mission. In this role you will be asked to adhere to our community standards and uphold the Statement of Faith for the Christian & Missionary Alliance.

How to Apply

If you want to learn more about this opportunity, please call Tiffany Soza (Director of Ministries) at 780-967-5585 or forward your resume, a letter of introduction and the names and contact information for 2 references, to tiffany@campnakamun.com
Deadline to apply is October 31, 2022. If position fills prior to this, posting will close sooner.