



Camp Nakamun

Ministry Job Description

Overview

Ministry Job Title:	Ministries Coordinator (Emphasis on FORGE Program)
Reports to:	Director of Ministries
Primary Purpose:	Camp Nakamun's mission is to help people "Encounter God, Enrich Relationships and Experience Creation". The primary purpose of this role is to provide leadership and facilitation for our new FORGE program. FORGE, is an 8-month discipleship certificate, offered in partnership with Ambrose University.

Summary

At Camp Nakamun, we aim to develop and grow children, youth and young adults in their faith and help them discern God's call on their life. We do this through outdoor adventure experiences, Biblical training, learning through serving, and providing opportunities to grow in leadership. Our hope is that these young people will learn who God has created them to be and how to walk in the fullness of that call.

In partnership with Ambrose University, we are embarking on a new adventure to take discipleship of our young leaders one step further. Our collaborative FORGE program is intended to provide young adults an opportunity to study God's word while being immersed in an active camp ministry context, to explore what it means to serve God.

We are seeking someone that will provide both hands-on and administrative leadership for this program. This work will be done under the direction of our Director of Ministries, and alongside Ambrose faculty.

This is a new program, so flexibility and willingness to adapt will be critical.

Responsibilities

Responsibility #1 FORGE Program Facilitator

The Ministries Coordinator will work with the Director of Ministries, and Ambrose faculty, in planning and facilitating FORGE. Using the Ambrose Academic Calendar, Camp Nakamun Ministry Calendar, and Camp Nakamun Conference Center Bookings Calendar, they will take a lead role in mapping out a program that fits within the onsite parameters of the camp and meets the standards of the supporting University. This includes, but is not limited to, scheduling weekly, monthly, and semester long rhythms for classes, ministry projects, service hours, and offsite adventure experiences. They will work with the Director of Ministries to ensure that adequate time is being allotted to the students, throughout the program, for us to achieve all the core objectives of FORGE.

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When it comes to non-academic activities within the program, they will be responsible for the planning and management (e.g. budgets, itineraries, etc.) of these experiences but will be supported by the greater team in the execution of those program elements (e.g. adventure experiences, ministry projects, etc.).

Responsibility #2 Student Liaison/House Parent

Throughout the 8-month FORGE program, all students will be living onsite at Camp Nakamun. We want the students to experience the benefit and growth opportunities that come from living in community.

The Ministries Coordinator will (with support from Camp Nakamun's year-round leadership team) shepherd, mentor, and supervise the students. This includes:

- Providing students with hands-on support for ministry service projects and joining students in adventure experiences.
- Pastoral care and mentorship for students to support their spiritual and personal development.
- Providing guidance on acceptable behaviour in community living.
- If needed, corrective or disciplinary intervention.

Direct academic support will be provided by Ambrose University Staff, but we expect students to also look to the Ministries Coordinator for academic encouragement.

Responsibility #3 Ministry Team Member

In addition to the primary focus on planning and facilitating the FORGE program, the Ministries Coordinator will also be a member of Camp Nakamun's year-round Ministry Team. The Ministry Team is tasked with the planning and development of our camp program, discipleship pathway, and ministry events. Their presence on this team will ensure effective integration of the FORGE program and its objectives, into the regular rhythms of the camp's ministry.

On the Ministry Team, they will assist with pastoral care and development of the seasonal staff, under the direction of the Director of Ministries. This may include staff check-ins throughout the busy summer months or simply being available and present for staff conversations and mentorship.

As expected from the entire Ministry Team, they will also assist in the training and onboarding of seasonal staff around site.

Responsibility #4 Team Member

Every member of our team is meant to fulfill a specific role within the organization, and we want our staff to have 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 at camp, requires a willingness to serve our guests and campers in practical ways (e.g., serving meals, doing dishes, facilitating activities, general housekeeping etc.). This will occur most often during our slower months (November to February).



Responsibility #5 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. This includes understanding that our organization is a Christian Ministry and falls under the spiritual authority of the Christian & Missionary Alliance, including its statement of faith and any other doctrinal guidance it provides.

Job Requirements

The following background, skills, and education are required for this position:

- This role is required to provide spiritual guidance to students; therefore, Christian faith is required.
- A bachelor's degree or higher in a relevant field of study (e.g. a Biblical, Pastoral or Theological field of study, Education, etc.)
- Licensed ministry worker in the C&MA, or eligible to pursue licensing.
- Passion for mentoring and discipling young adults, with relevant experience in either a professional or volunteer capacity.
- Demonstrated aptitude for, or experience with, pastoral care.
- Strong administrative and program development skills.
- Team player, willing to both lead and be led.

Other skills, education, and experiences, that would be beneficial are:

- Work experience in a camp setting.
- Certifications, or training, in outdoor or adventure activities.

Location

This position is based at Camp Nakamun. Occasional remote work may be possible during certain times in the calendar; however, an onsite presence is required when the FORGE program is in session.

Compensation

This is a full-time, salaried, year-round position. Salary will be based on experience and qualifications. This position has health and retirement benefits, vacation benefits, access to onsite meals, and options for onsite housing.

Occasional evening and weekend work should be expected.

Interested?

Please send a cover letter and resume to Tiffany Soza-Rabbit at tiffany@campnakamun.com.

Interviews are planned to begin in September 2026. Position starting January 2027.