

Family Camp Programming Director

Stayner Camp & Christian Retreat Centre – Evergreen Christian Ministries (ECM)

Reports to: Stayner Camp Managing Director

Position: Part-Time

Annual Commitment: Approximately 250 hours

Regular Commitment: Approximately 2 hours per week, plus required on-site leadership from **July 25 to August 8, 2027**

Compensation: \$19.50-\$25.00/hour

Scope of the Position

The **Family Camp Programming Director** is responsible for the planning, coordination, promotion, and delivery of Family Camp programming at Stayner Camp & Christian Retreat Centre.

Working under the direction of the Stayner Camp Managing Director, the Programming Director oversees the coordination and booking of speakers, musicians and worship leaders, special events, youth programming, and seniors programming.

The Programming Director works closely with the Stayner Camp Managing Director, Stayner Camp Kids Ministry Coordinator, and Food Services Coordinator to provide a coordinated, Christ-centred Family Camp experience for children, youth, adults, and seniors.

The successful candidate will be a mature follower of Christ who demonstrates initiative, creativity, strong organizational and communication skills, fiscal responsibility, and an ability to work effectively with staff, volunteers, ministry leaders, and Family Camp participants.

Qualifications & Conditions of Ministry

The Family Camp Programming Director will:

- Have a born-again relationship with Jesus Christ and regularly attend an Evangelical church.
- Annually affirm the ECM Statement of Faith and ECM Statement of Agreement.
- Demonstrate a passion for Christian camping and intergenerational ministry.
- Read and agree to applicable ECM policies and procedures.
- Submit to and pass an Ontario Police Record Check as required by ECM.
- Be eligible to live and work in Canada.
- Demonstrate strong organizational, interpersonal, communication, and problem-solving skills.
- Be able to work independently while remaining accountable to the Managing Director.
- Be able to work flexible hours, including evenings and weekends as required.
- Be available to reside and work on-site at Stayner Camp from **July 24 to August 8, 2027**.
- Maintain appropriate confidentiality and demonstrate Christian character and servant leadership.

Experience in Christian camping, church ministry, event programming, youth ministry, seniors ministry, or a related setting is considered an asset.

Program Planning & Leadership

The Family Camp Programming Director will:

- Develop and coordinate the overall Family Camp program in consultation with the Managing Director.
- Create a balanced schedule that provides opportunities for spiritual growth, worship, fellowship, recreation, and community.
- Ensure programming reflects the mission, vision, values, and Statement of Faith of ECM.
- Ensure programming serves the intergenerational nature of Family Camp.
- Coordinate and confirm the booking of approved speakers, worship leaders, musicians, and music groups.
- Communicate expectations, schedules, accommodations, technical requirements, honorariums, and other relevant details to speakers and musicians.
- Plan and coordinate special events and activities.
- Ensure appropriate programming is developed for youth and seniors.
- Recruit and coordinate program leaders and volunteers as required.
- Identify opportunities to strengthen, expand, or improve Family Camp programming.
- Maintain an up-to-date master Family Camp schedule and communicate changes to affected staff and ministry leaders.
- Participate in post-camp evaluation and planning for future Family Camps.

Kids Ministry & Food Services Coordination

The Programming Director will work closely with the Kids Ministry Coordinator to ensure children's programming is effectively integrated into the overall Family Camp schedule. The Kids Ministry Coordinator retains responsibility for the development and direct leadership of Kids Ministry programming.

The Programming Director will work closely with the Food Services Coordinator to coordinate meal times, special events involving food, schedule changes, and other programming requirements that affect Food Services.

Regular communication among these ministry areas is expected before and throughout Family Camp.

Marketing, Promotion & Communications

The Programming Director will work collaboratively with the Managing Director to develop and maintain Family Camp promotional content.

Responsibilities include:

- Developing Family Camp website, advertising, and social media content together with the Managing Director.
- Providing accurate and timely information regarding speakers, musicians, special events, youth programming, seniors programming, and other Family Camp activities.
- Collecting biographies, photographs, schedules, and other promotional materials from speakers and program leaders as required.

- Assisting with promotional messaging and timelines leading up to Family Camp.
- Reviewing Family Camp program information for accuracy before publication.
- Identifying stories, program highlights, photographs, and other opportunities to promote Family Camp and encourage future participation.

Budget & Fiscal Responsibility

The Family Camp budget is established by the Stayner Camp Managing Director.

Within that budget, the Family Camp Programming Director will:

- Plan speakers, musicians, special events, youth programming, seniors programming, and other activities within approved financial limits.
- Exercise responsible stewardship of ECM funds, facilities, equipment, and resources.
- Ensure proposed honorariums, fees, travel costs, and other expenses are approved before commitments are made.
- Monitor programming expenditures and promptly advise the Managing Director of anticipated budget variances or financial concerns.
- Submit invoices, receipts, contracts, and expense documentation according to ECM procedures.

On-Site Family Camp Leadership

From **July 25 to August 8, 2027**, the Programming Director will provide hands-on leadership and oversight of Family Camp programming.

During this period, the Programming Director will:

- Ensure scheduled programs, speakers, musicians, activities, and special events are prepared and operating effectively.
- Serve as the primary programming contact for speakers, musicians, and program leaders.
- Coordinate program adjustments required because of weather, attendance, staffing, or other changing circumstances.
- Maintain regular communication with the Managing Director, Kids Ministry Coordinator, and Food Services Coordinator.
- Support program leaders and volunteers in carrying out their responsibilities.
- Be visible and accessible to Family Camp participants and program personnel.
- Help foster a welcoming, Christ-centred, intergenerational camp community.
- Refer significant operational, personnel, safety, financial, or pastoral concerns to the Managing Director.

Program Evaluation & Other Duties

Following Family Camp, the Programming Director will work with the Managing Director and appropriate ministry coordinators to evaluate speakers, music, special events, youth and seniors programming, and the overall Family Camp experience.

Recommendations will be documented to support future planning, budgeting, bookings, and program development.

The responsibilities above describe the general scope of the position and are not intended to be exhaustive. Other related duties may be assigned by the Stayner Camp Managing Director, consistent with the purpose and annual time commitment of the position.