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## JOB DESCRIPTION – METKids Summer Camp Facilitator

- Job title:** METKids Summer Camp Facilitator
- Terms:** Full time, 37.5 hours/week
- Requirements:** On-site (2176 Prince of Wales Dr), Monday to Friday (camp weeks) some Sundays (May 15<sup>th</sup> – August 17<sup>th</sup>, 2025)
- About us:** Our METKids Ministry exists to glorify God. It's our desire to partner with parents and families to help raise kids to experience the ultimate joy of being faithful followers of Jesus, wherever God has placed them. Our aim is to **engage** kids with the gospel, **establish** them as believers of the gospel and **equip** them to be servants of the gospel thru Christ centered teaching and discipleship.
- About the role:** We are seeking a detail-oriented, creative, and highly organized full time camp facilitator to provide administrative support and to engage with camp kids, their families and camp volunteers for our METKids Summer camp program. The ideal candidate will have excellent communication skills, a strong work ethic, the ability to multitask, as well as a developed understanding of the Bible and how to apply it to everyday living.
- Role Responsibilities:** This job involves a unique combination of administrative, creative and social skills to be employed within a dynamic and fast paced ministry context. Organization, initiative, flexibility, and spiritual maturity are critical to this position. This person must have excellent personal communication skills (oral and written) and should have no difficulty working with, leading, instructing, encouraging, and recruiting volunteers. Attention to detail is an absolute requirement. This position also requires the use of many forms of software and database systems, so comfort with technology is an important component of the candidate. The candidate must be comfortable engaging with children of various ages and spiritual development.
- Primary Responsibilities:** Assist in the praying, planning, coordinating, and implementation of:
- activities that are engaging for children of various ages and spiritual development to assist them in their spiritual walk
  - the recruitment and direction of camp volunteers
  - administrative tasks for Vacation Bible Camp, after-camp program and METKids summer camps (i.e. data entry, registrations, set-up and tear down, follow up with campers and their families)
  - a small group of campers, which includes leading discussions on the daily teaching and spiritual truths, and assisting children with the memorization of scripture

- curriculum material for the 2025-2026 METKids ministry year including preparing teaching, student and promotional materials.
- Participate in the Timothy Trust Summer school course

**Admin Responsibilities:**

- Creating daily newsletters for campers' guardians to recap teaching points and important reminders
- Writing emails to campers' guardians prior to the camps to help prepare them for the camp or responding to camper guardians' requests/concerns/questions
- Maintaining accurate records in database so that children with medical conditions are identified and safe pick-up procedures are followed (i.e. make notes of which adults are part of the trusted pick-up group by child's guardian)
- Organizing campers into groups according to age/best fit and assigning leaders to each group
- Creating leader manuals and camper booklets with activities to reinforce lessons

**Other Essential Duties** *(but are not limited to):*

Pray regularly for the ministry, individually and with other METKids team members. Provide feedback on METKids initiatives, upcoming teaching topics, ministry direction, etc. As a Met staff member, be an excellent example of Christian conduct and godly wisdom.

**Experience Required:**

- administrative assistant experience
- Proficient in Microsoft Word, Excel, PowerPoint, CANVA
- Strong English grammar and editing skills
- Previous experience with camps is an asset
- Previous experience with children in a church/school setting

**Other Essential Duties** *(but are not limited to):*

This position requires someone who: has a strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him; possesses a helpful, pleasant, diplomatic, and caring servant attitude; maintains confidentiality; is a self-starter and requires minimal supervision; is extremely organized and is excellent at follow-up and follow-through; is willing to work weekend Special Events, if needed; and is comfortable with a variety of software and online programs and learns new technical skills quickly.

Please send your resume and cover letter to [employment@metbiblechurch.ca](mailto:employment@metbiblechurch.ca).