



## Job Description - METKids Camp Administrative assistant

**Job title:** METKids Camp Administrator  
**Terms:** Full time, on site (2176 Prince of Wales Dr)  
**Requirements:** Monday to Friday, 9am-5pm | 37.5 hours-work  
May require some evening or weekend hours

**About us:** The Metropolitan Bible Church ("The Met") has been a lighthouse for the gospel in Canada's capital region since 1931. Our mission is to glorify God by making disciples of Jesus Christ, together engaging people with the gospel, establishing believers in the gospel and equipping servants of the gospel, in our nation's capital and the nations of the world.

**About the role:** The METKids Camp Administrative Assistant supports the Children's Ministries Director who provides direction for The Met's year-round roster of kids' camps and outreach camps (including March Break and Summer Camps), and other yet-to-be-determined camps as the Lord leads. The role will also include supporting the METKids team as managed by the Director.

**Role Responsibility:**

- Organizing activities, schedule and other logistical details for march break/summer camps, and other yet to be determined camps
- Preparing plans and identifying steps for the successful implementation of each camp initiative so that the kids are drawn closer to Christ, are walking in the Word, and are excited about participating in kids' programs at The Met and participating in the next MET camp program;
- Preparing follow-up for parents and kids, considering different levels of parent engagement levels with Christianity.
- Social media visuals and messaging for camps aligned with The Met's Communication team
- Recruiting, training, and supporting summer volunteers.
- Overseeing the METKids summer students and their summer camp responsibilities
- Supporting METKids team on a variety of tasks as managed by Director

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