

## 1.1 Community Roots Day Camp Program – Program Architect

<b>Title</b>	Program Architect	<b>Department</b>	Youth and Family Ministry
<b>Type</b>	Non-Management	<b>Office Supervision</b>	Youth and Family Ministry Coordinator
		<b>Project Guidance and Oversight</b>	Youth and Family Ministry Coordinator
<b>Effective Date</b>	May 5 to August 29, 2025	<b>Salary and Stage</b>	\$17.50 per hour for 35 hours per week
<b>Supervisory (Y/N)</b>	Yes	<b>Direct Reports</b>	Parish Volunteers

### Program Overview

The purpose of the Community Roots Day Camp Program is to encourage young people to grow in their faith, or to learn about Christianity for the first time, and to develop leadership capacity in communities so that meaningful, local ministry can continue to happen there.

Camp is often an important component of faith formation as well as personal growth and development for children and youth. It provides an intentional time and space to gather with those of a similar age to play, wonder, learn, explore, and, for many, encounter Christianity for the first time. Although some regions and parishes within the diocese of Nova Scotia and Prince Edward Island offer camp programming during the summer, most do not.

The Community Roots Day Camp Program will help enable parishes or regions that are not currently able to offer summer camp programs to do so through staff support, program development, and volunteer training. This support will help parishes and regions to serve the young people who are in their churches and also in the broader community.

The program will require two four-month staff people (Program Architects). The Program Architects, under the supervision of and in collaboration with the Youth and Family Ministry Coordinator, would develop creative, faith-based camp programming, promote the camps, train volunteers, and lead a volunteer team in delivering camp programming.

The camps themselves will take place throughout the diocese, in places where regions or parishes have expressed interest and are able to recruit enough volunteers to support the camp. Each camp will last one week, Monday to Friday, and will be a day camp focused on exploring stories of faith and developing an understanding of what they mean for our lives and for the world. This exploration will happen through stories, art, games, and other activities.

### Position Overview

The Program Architects will primarily be responsible for the planning and delivery of summer camp programs throughout the diocese. They will work closely with the Youth and Family Ministry Coordinator and the Youth and Family Ministry Vision Strategy and Support Team. They will work to develop the capacity of parishes and regions to work with children, youth, and families beyond the summer camp. The Program Architect will share the stories of their work through reports to the Youth and Family Ministry Coordinator and Diocesan Council as appropriate, and through other channels available through the diocese (e.g., Anglican Net News, Diocesan Times, etc.). The Program Architect will collaborate with and supervise local volunteers.

<b>Travel Frequency</b>	Weekly	<b>Travel Locale(s)</b>	Throughout NS and PEI
<b>Days of Work</b>	Varied	<b>Hours of Work</b>	35 hours per week
<b>Overtime Freq.</b>	Regular throughout July and August	<b>Overtime Comp.</b>	Taken as time-in-lieu during office weeks.
<b>On-Site /Remote</b>	On-site sometimes in the Synod Office and sometimes at camp locations.	<b>Additional Info</b>	This position is subject to successful Criminal Records and Vulnerable Sector Checks.

## 1.2 Primary Duties Responsibilities

The primary tasks and roles of this position are the following:

### Planning:

- Visit all sites and facilities that will be part of camp programming and complete SafeR Church audits for each camp.
- Develop programming and schedules for each camp.
- Enable, equip, and support volunteers:
- Create and provide training for all volunteers.
- Provide opportunity for team building with staff and volunteers before each week of camp.
- Facilitate daily check-ins with volunteers during camp.

### Promotion:

- Create content for the Anglican Net News and other church publications to promote camp.
- Seek other opportunities to promote the camp program to children and youth in the communities hosting camp programs, particularly through social media.
- Take photos and videos during camp to use in promotion,

### Facilitating camp programs:

- Ensure all camp materials are delivered to and set up at each camp location.
- Check in with Youth and Family Ministry Coordinator at the start and end of camp, and as needed throughout the week.
- Provide daily on-site supervision of Camp Program Leaders and volunteers.
- Work alongside Camp Program Leaders and volunteers in the delivery of camp.
- Ensure that all risk management measures that have been identified in SafeR Church audits are acted on.
- Document any accidents, incidents, or other issues that arise during camp.

Other related duties as assigned

### Education and Knowledge

Requirements	Description
Education (preferred):	<ul style="list-style-type: none"> <li>• At least one year of post-secondary education</li> </ul>
Certifications, Licenses, Designations (preferred):	<ul style="list-style-type: none"> <li>• Valid driver's license</li> <li>• First Aid training and Godly Play Training preferred</li> </ul>
Additional Skills and Abilities:	<ul style="list-style-type: none"> <li>• Demonstrated understanding of the realities of children, youth, and families, in churches, and in the broader culture</li> <li>• Well-developed skills in public speaking, making presentations, training, leading and facilitating meetings or group discussions</li> <li>• Excellent listening and written and oral communication skills</li> <li>• Proven ability to self-reflect and to be self-directed.</li> <li>• Demonstrated ability to approach situations with maturity, good judgement, and integrity</li> <li>• Demonstrated understanding of interpersonal dynamics and the ability to interact and communicate with individuals in a one on one or group situation</li> </ul>
Community Knowledge:	<ul style="list-style-type: none"> <li>• Understanding of, respect for, and commitment to work within Anglican polity</li> </ul>
Equipment:	<ul style="list-style-type: none"> <li>• Telephone; laptop or desktop computer; access to printer</li> </ul>
Previous Experience (preferred):	<ul style="list-style-type: none"> <li>• Experience in organization of events especially for children and youth</li> </ul>
On-the-Job-Training Time (expected):	<ul style="list-style-type: none"> <li>• 2 weeks</li> </ul>

### **Minimum Knowledge and Skills**

- Must be able to demonstrate that they have met all of the requirements of the SafeR Church Program such as a Criminal Records Check and Vulnerable Sector Check
- Must have a valid Canadian Driver's License, appropriate insurance, and be able to drive, on their own, or otherwise travel to meet with individuals and to attend events when required, within reasonable limits.

### **Preferred Knowledge and Skills**

- Preference given to an active Anglican in good standing with a history of participation in parish life, demonstrated pastoral skill and an appreciation of and experience in working with young people (e.g. teaching Sunday school, working with a sports team, volunteering at other camps, etc.

### **Evaluation**

- An informal evaluation will take place two months into the contract, and an exit interview will take place at the end of the contract.

### **1.4 Bona Fide Occupational Requirements**

- Active Christian faith;
- ability to work well with children, youth, families, parishes, volunteers and other individuals and organizations;
- ability to work in/out of a variety of settings, including ones that may not be accessible, and on a flexible schedule;
- ability to lift and carry up to 40 pounds for a short distance;
- ability to work indoors and outdoors with the possibility of extreme heat;
- ability to maintain confidentiality in both written and oral communication at all times;
- creativity, resourcefulness; initiative, respect for boundaries.

### **To Apply**

Send your resume and cover letter, along with 3 references to Allie Colp, Youth and Family Ministry Coordinator (youthandfamily@nspeidiocese.ca) no later than **April 4, 2025**. Applications will be considered on a rolling basis. All applications are appreciated, but only those selected for an interview will be contacted.

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