

## **VBS Camp Coordinator – 2 Positions Available North York Mandarin Alliance Church**

### **Position Summary**

We are hiring two Camp Coordinators to plan, organize, and execute the Vacation Bible School (VBS) program for NYMAC's Children's Ministry. This role involves coordinating the overall camp program and leading volunteers throughout the planning and implementation stages. Coordinators will also participate in Sunday morning children's programs to build relationships with children and parents. They will work as a team and receive guidance from ministry leaders throughout the planning and execution process.

Applicants must be between 15 and 30 years of age (inclusive).

### **Dates and Work Hours**

- June 2 to August 2, 2026 (9 weeks, full-time)
- 30 hours per week, including weekdays and Sundays
- Occasional Saturdays may be required depending on tasks and volunteer availability

### **Pay**

- \$18.60 per hour

### **Reporting**

- Reports to the pastors and Children's Ministry leadership team

### **Key Responsibilities**

- Coordinate and oversee a one-week (end of July) children's summer camp (ages 6 to 12), including daily programming, scheduling, and on-site leadership.
- Plan and lead six training sessions (Sundays) for volunteers ages 12 and up prior to camp start.
- Attend the Children's Sunday Program weekly to connect with children, parents, and staff members, and to maintain continuity between the Sunday ministry and the summer camp program.
- Prepare and implement provided curriculum.
- Prepare promotional materials, camp decorations, and field trip logistics in advance of camp week.
- Develop and maintain a program calendar outlining key dates such as staff meetings, volunteer training sessions, and major milestones.
- Prepare and manage a volunteer duty roster for cleanup responsibilities, lunch-time rotations, and organizing groups for outings.
- Lead and supervise campers during daily activities to encourage participation, skill development, teamwork, and positive social interaction
- Collaborate with department leaders to ensure smooth program operations.
- Ensure the safety, well-being, and protection of campers by proactively identifying and mitigating risks, managing behavioural issues, and applying conflict-resolution strategies when challenges arise.
- Communicate with parents regarding camp registration, concerns, updates, and camper needs.
- Participate in daily staff meetings and provide regular updates to the supervisor.
- Organize, restock, and manage materials and supplies needed for daily camp activities.

### **Qualifications/Requirements**

- Willingness to support and agree with the church's mission and values
- Fluent in English
- Strong organizational skills and attention to detail
- Strong interpersonal and communication skills
- Friendly, patient, and able to work with people of different age groups
- Able to work both independently and collaboratively, and to manage time effectively

### **Application Process**

Please submit your resume to [office@nymac.ca](mailto:office@nymac.ca)