

**Summer Day Camp
Job Posting Information Package
2026**

Please include a cover letter with your application.

Submit Applications to

**First Baptist Church, Olds
5005-53rd Ave,
Olds, Alberta
T4H 1H6**

Employment Opportunities @ First Baptist Church, Olds
Temporary Summer Workers

Summer Ministries Day Camp Director

Early May to August (16 Weeks)

Full-time

- To report directly to the Pastor of Children and Family Ministries or their delegate
- Provide leadership for our Summer Day Camp and VBS Program.
- To support our Children's Worship program

Application Deadline: March 15, 2026, or until a suitable candidate is found

Summer Ministries Assistant Director (2 Individuals)

Early August (15 weeks)

Full-time

- To report to the Summer Ministries Day Camp Director
- Develop the activities and the worship.

Application Deadline: March 15, 2026, or until a suitable candidate is found

Summer Ministries Junior Day Camp Leaders

June to August (4-7 weeks)

- Report directly to the Summer Day Camp Director.
- To assist with the Children's weekday Day Camps, Sports Camps, Specialty Camps, and VBS.

Application Deadline: March 15, 2026, or until a suitable candidate is found

For further information or to request an application, please contact:

Pastor Greg Stirling

First Baptist Church, Olds

403-556-3219

www.firstbaptistolds.ca

camps@firstbaptistolds.ca

Job Descriptions:

A. Summer Ministries Day Camp Director

DATE: 16 Weeks: May 4 – August 23, 2026

HOURS: 38 hours per week

WAGES: \$10,400

The Summer Day Camp Director needs a responsible person who can lead a team of young teens and adults, while keeping the team focused on the children attending the camps. This individual must:

- Live a disciplined and godly lifestyle
- Maintain a steady devotional routine.
- Be responsible in their own personal life.
- Maintain an attitude of humility and teachability from all sources, including team members.
- Be able to respectfully and graciously address conflicts with team members, camp and personal matters
- Be organized and capable of planning multiple activities for children.
- Take responsibility for the administrative side of camp (purchasing, field trips...).
- Be capable of delegating responsibilities to other team members.
- Be capable of leading a team by example.
- Be able to manage parent interactions
- Be capable of handling child issues
- Recognize that the gospel of Christ is the core and focus of this ministry.

This role involves many administrative and practical responsibilities. The Director must be capable of managing both aspects and lead the team with both compassion and efficiency.

Overall, the Summer Day Camp Director must serve as the voice of reason for the Summer Team. While it may be tempting to go along with every fun idea, the Director is responsible to the Children's Pastor and the Board of Elders. The Director will be accountable for the church's appearance and the smooth operation of the camps. Given the significant responsibility, it is essential to utilize your team effectively. Additionally, the Camp Director should mentor the Coordinators and Senior Leaders, helping them understand the Director's role and preparing them to fill this position in the future. To support this, the Director is encouraged to delegate some responsibilities, allowing others to learn new skills, strengthen existing ones, or gain experience with skills they already possess.

RESPONSIBILITIES:

- To provide overall leadership of the entire Summer Day Camp Program.
- Provide leadership in guiding the team through daily devotions.
- Review and revise the FBC Summer Ministries Camp Manual for future directors as necessary. Mark the amendments at the end of the document.
- Mentor senior and junior leaders for future senior positions.
- Lead weekly camps as a participant.
- Lead in the children's Sunday worship program.
- To provide oversight in the development of the children's day camp programs (VBS, Sport Outreach Camp)
- Recruit volunteers
- Plan and facilitate volunteer training and orientation
- Join the Senior BBQ if it's scheduled.
- Plan activities for the Family camp weekend if it falls within the summer program schedule.
- Assist with special fellowship events involving families.
- Supervise volunteers.

- General duties as outlined by the Pastor of Children and Family Ministries (or his delegate)

QUALIFICATIONS:

- Leadership Skills:
 - Ability to oversee programs and individuals; motivate team members.
 - Ability to: assume responsibility for assigned tasks; work effectively and independently; lead children in activities.
- Teaching Skills:
 - Ability to teach children and youth, communicate in group settings, and share the Gospel.
- Administrative Skills:
 - Ability to plan, organize, and evaluate activities; maintain records using databases and spreadsheets.
- Personal Skills:
 - Must exemplify the following:
 - a deep personal connection with Jesus
 - Love of children and youth
 - Reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks and be willing and capable to serve as a Commissioned Children's Ministry worker at First Baptist Church, Olds.
- Must be 18 years or older, attending a post-secondary institution, and have served at least one year in another Senior Staff position.

Accountability:

- Directly accountable to the Pastor of Children and Family Ministries or their delegate.
- Must be willing to sign the "Employee's Lifestyle Agreement" document.

B. Summer Ministries Assistant Director

DATE: 15 Weeks: May 4 – August 23, 2026

HOURS: 37 hours per week (Flexible Hours)

WAGES: \$8,100-\$8,900 (depending on experience)

The role of Summer Day Camp Children's Worship Coordinator requires a capable individual who is willing to prioritize their job over personal comfort. This position involves not only significant responsibility but also the ability to speak confidently in public. The Summer Ministries Assistant Director's responsibilities include, but are not limited to:

- Maintaining a daily, meaningful devotional life
- Skilled at effectively communicating the Gospel to young children
- Able to work effectively within a team setting.
- Guide a team of junior staff to interact effectively with the kids.
- Planning and leading daily song sessions for kids during day camps, including:
- Choose songs to sing.
- Learn or execute actions for the songs.
- Teaching and leading children in songs and actions.
- Supporting VBS planning
- Play suitable music during game time.
- Effectively managing children who cause disruptions at camp
- Being present during camp activities to ensure the safety of both the children and the Junior Staff.

Willing to take on additional responsibilities, such as teaching and administrative duties, as needed.

Because the Summer Ministries Assistant Director's role does not involve much direct interaction with children, the primary focus of this position is the Junior Staff. This includes not only holding the Junior Staff accountable for their responsibilities but also ensuring they can perform their duties well. This may require more quality interaction outside of work as well as during the workday.

RESPONSIBILITIES:

Develop, organize, and plan weekly Sunday Summer Children's Worship programs.

Develop, organize, and plan summer fitness activities, and assist with the planning of VBS.

Lead weekly children's events.

Assist the Summer Day Camp Director with administrative responsibilities.

Support the development, organization, and planning of special events for children and families.

Help with Volunteer Recruitment

Potential participation in a one-week Senior Camp Program and a possible family camp weekend.

Assist with special fellowship events involving families.

Supervise volunteers

General responsibilities as outlined by the Summer Day Camp Director.

QUALIFICATIONS:

Leadership Skills:

Ability to oversee programs and personnel; motivate team members.

Ability to: take responsibility for assigned tasks; work effectively and independently; lead children in activities.

Teaching Skills:

Ability to teach children and youth, communicate effectively in group settings, and share the Gospel.

Administrative Skills: should be proficient with word processing, databases, spreadsheets, and basic accounting.

Personal Skills:

- Must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable

Obtain Criminal Record and Social Services Checks, and be willing and able to become a Commissioned Children's Ministry worker at First Baptist Church, Olds.

Must be 18 years or older and enrolled in a post-secondary institution.

Accountability:

Directly responsible to the Summer Ministries Day Camp Director (or their delegate)

Must be willing to sign the "Employee's Lifestyle Agreement" document

C. Summer Ministries Junior Day Camp Leader

DATE: End of June – August 23, 2026 (7 Weeks)

HOURS: 36 hours per week

WAGES: \$3,200 to \$3,700, depending on experience

RESPONSIBILITIES: (as specified by the Summer Day Camp Director)

- Assist in developing week-long daytime camp programs for children aged 4–12.
- Assist with the preparation of VBS
- Supervise the setup and teardown for the day camp.
- Participate as a leader in the day camp program.
- Assist with the implementation and delivery of weekly summer day camps.
- General duties as outlined by the Summer Day Camp Director.

QUALIFICATIONS:

- Developing Leadership Skills: assume responsibility for assigned tasks; work productively; willingly collaborate in a team; lead children in activities.
- Developing Teaching Skills: communicate effectively in group settings; share the Gospel.
 - Personal Skills:
 - Must exemplify the following:
 - a close personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks (if applicable, since those 18 and over require the Social Service Check) and be willing and able to become a Commissioned Children's Ministry worker at First Baptist Church, Olds.
- Minimum age of 15, but older applicants may be preferred.

Accountability:

- Directly responsible to the Summer Ministries Day Camp Director (or their delegate)
- Must be willing to sign the "Employee's Lifestyle Agreement" document

**FIRST BAPTIST CHURCH, OLDS
SUMMER MINISTRY APPLICATION FORM**

JOB APPLYING FOR: _____

1. PERSONAL INFORMATION

Name: _____

Address: _____

Date of Birth: _____ Gender: _____

Telephone: _____ Email Address: _____

Are there any health issues that would limit you from participating in any aspects of this

Ministry? _____

2. EDUCATION:

Junior High School: _____ Dates attended: _____

High School: _____ Dates attended: _____

Post Secondary: _____ Program: _____

Dates attended: _____

Other: _____ Program: _____

Dates attended: _____

Educational plans (if any) for Sep/13: _____

3. EMPLOYMENT HISTORY:

Date: _____

Position Held: _____

Reason For Leaving: _____

4. CHRISTIAN EXPERIENCE: (Please use an additional page if needed)

How long have you been a Christian? _____

What local church are you involved in? _____

What activities are you involved in there? _____

What other ministry activities are you involved in? _____

What experiences in ministry have you had that may have equipped you to work in the job you are applying for? _____

On a separate sheet, please write your personal testimony, including details about your current Christian walk and your reason for applying for this position.

5 REFERENCES:

Please provide three references we can contact, including at least one from someone familiar with your ministry or church involvement.

a) Name _____ Phone _____

Position or relationship to you _____

b) Name _____ Phone _____

Position or relationship to you _____

c) Name _____ Phone _____

Position or relationship to you _____

I hereby acknowledge that all information contained in this document is accurate and open for discussion regarding this position by members of the CE Committee, Deacon's Board, and Staff of First Baptist Church, Olds.

Signature: _____ Date: _____

Please submit to: FIRST BAPTIST CHURCH, OLDS
5005- 53 Ave, Olds, Alberta T4H 1H6
camps@firstbaptistolds.ca