



**Position:** **Program Manager – Next Gen (Camp Director)**  
**Department:** Ministry  
**Reporting To:** Director, Transformational Ministry  
**Status:** Full Time Permanent  
**Primary Work Location:** Summer– Caledon; Year-round – 5 McLachlan or 1550 O'Connor based on need and organizational demand.

### **Position Summary:**

As a key member of the Ministry team, the Next Gen Program Manager (NGPM) will be responsible for the coordination and implementation of Scott Mission programming that supports a Jesus-centered transformational journey of the children and youth served by Scott Mission in various communities across Toronto. The primary focus of the NGPM will be to function as Camp Director for Scott Mission Camp, ensuring effective planning leading up to the summer and providing on-site leadership of Camp in Caledon during the summer months. The NGPM will also work closely with other Ministry Program Managers and staff to support the implementation of effective transformational programming for children and youth in the City, helping to bridge children and youth into both year-round and summer programming. The Next Gen Program Manager will work closely and collaboratively with the Ministry management team to support the strategic ministry vision as articulated by Scott Mission's Executive Team and the Chief Ministry Officer.

### **Duties & Responsibilities:**

- Cultivate a vibrant faith in Jesus Christ, and lead with godly character and conduct that is informed by the Vision, Mission, Statement of Faith, and Mark of Scott Mission.
- Pray regularly for Scott Mission community members and staff.
- Participate in the definition and delegation of required areas of supervision and leadership to ensure an effective summer camp program and support the recruitment efforts and training of seasonal camp staff.
- Ensure effective planning and implementation of all aspects of the summer camp program.
- Update Camp staff manual, and help define, develop, and facilitate pre-camp staff training requirements.
- Ensure compliance of summer camp staff with emergency procedures, incident reports, and other policies as articulated by Scott Mission.
- Provide Jesus-centered pastoral care and spiritual support to Camp staff and campers.
- Ensure active compliance of Scott Mission Camp with Ontario Camping Association standards.
- Provide oversight to and responsible stewardship of the annual Camp budget.
- Give oversight to camper follow-up efforts, including facilitating events and bridging children and youth into both summer and City programming.
- Regularly report on impact of programming, including metrics, stories and feedback from children, caregivers, and staff.

- Maintain proper documentation and strict confidentiality in accordance with Scott Mission policies.
- Ensure clear and consistent communication vertically and cross-functionally and foster a culture of transparency and support across all functions within the Mission and directly as part of the Ministry team.
- Attend all Ministry leadership team meetings, and participate in Scott Mission wide activities and initiatives, including All Staff meetings and retreats.

### **Required Experience and Education**

- Post-secondary education with at least 4 years of leadership experience in a camp environment or related field.
- Strong understanding of spiritual formation and discipleship. Theological training is an asset.
- Strong knowledge of stages of children and youth development and behaviour management.
- Experience working with individuals and groups of children of various ages and backgrounds.
- Excellent written and verbal communication and active listening skills.
- Excellent interpersonal and conflict management skills; ability to work with people with diverse background.
- Team player with demonstrated flexibility and willingness to be mentored.
- Ability to multi-task and be flexible in daily routine and to carry out work with integrity.
- Self-starter and result-oriented, excellent problem solver.
- Ability to respond to crisis with sound judgment in a timely fashion.
- Physical stamina to handle the demands of a summer camp environment. Able to live on-site at Scott Mission Camp in Caledon during summer months.
- Current certifications in First Aid and CPR.
- Computer literacy: Windows, Office365.
- Valid Driver's license and ability to work weekends.

*A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.*

*Interested applicants are invited to apply with a copy letter and resume: [careers@scottmission.com](mailto:careers@scottmission.com)*

*The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Employment is conditional to results of Police Reference Check and satisfactory reference.*