



# Summer Camp Coordinator

**the canby center**  
el centro de canby



***In God's love, we renew dignity and  
inspire learning for youth and families.***

*The Canby Center is a unique organization making an extraordinary difference in the Canby Community. We believe that every person is important to God and society. We support people in discovering their value, renewing their dignity, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.*



## **Summer Camp Coordinator Job Description**

Position Title: Summer Camp Coordinator

Reports To: Director of Programs

Classification: 30 - 40 hours Weekly

Temporary Position: Summer 2022 employment only; starting and ending dates to be determined upon hire.

Compensation: \$25-27 an hour DOE

**TO APPLY: Submit a cover letter & resume to [employment@thecanbycenter.org](mailto:employment@thecanbycenter.org).**

**Summary:** The Summer Camp Coordinator plans, implements and oversees the operational success of The Canby Center (TCC) elementary age summer camp program for 2022. The ideal candidate will be responsible and focused, with outstanding organizational and communication skills, with a high level of effectiveness in serving elementary youth and families.

### **Leadership:** (50%)

- Oversee day-to-day operations of TCC Summer Camp
- Maintain a high level of TCC mission/vision alignment in the camp experience
- Nurture strong working relationships with Canby School District liaisons
- Lead volunteers and staff in program adaptations to enhance effectiveness and program integrity
- Screen, train and manage volunteers in program delivery
- Hire, train and manage seasonal summer staff in partnership with TCC Program Staff
- Champion volunteer and staff appreciation and recognition.

### **Program Management:** (50%)

- Gather and report feedback (surveys, etc.) from key stakeholders to assist with evaluation, reporting and future planning
- Oversee the acquisition and management of program resource needs
- Work with TCC staff to ensure program materials are offered in Spanish translations and resources reflect the cultural diversity of those served
- Responsible for the creation and execution of program marketing strategies in partnership with TCC Program Staff
- Maintain a high level of communication with program participants, parents, volunteers, contractors, district contacts and staff
- Champion TCC program offerings to program participants and staff.

### **Qualifications:**

- Bachelor's degree or related experience preferred
- Bilingual (English & Spanish) is a plus, but not required
- Demonstrated experience in an elementary educational setting
- Experience with management of volunteers a plus
- Strong public and interpersonal communication skills
- Work well with a diverse group of people
- Motivated, organized, trustworthy and a creative problem solver
- Some database and Google Drive experience a plus (Docs, Sheets, Forms, Calendar)
- Ability to manage multiple priorities at once
- Access to a vehicle and possession of a valid driver's license

### **Work Environment:**

- Monday - Friday day time
- Summer 2022 employment only; starting and ending dates to be determined upon hire
- The work location will be a combination of Canby School District's Ackerman Building and The Canby Center
- Diverse work activities; i.e. indoor and outdoor, digital and relational
- Must be able to lift 40 pounds

**Because we believe that professionally qualified, committed Christian personnel are key to the operation of a Christian faith-based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at TCC contain the following statements relating to requested personal qualities.**

### **General Employment Requirements:**

- The employee will have received Jesus Christ as his/her personal savior, John 1:12
- The employee will be in agreement with TCC's doctrinal statement
- The employee will believe that the Bible is God's word and standard for faith and daily living, II Timothy 3:16-17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, I Timothy 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in an Evangelical church