



Teacher/Administrator Job Description



Role Title: Teacher/Administrator
Reports To: Camp Director
Positions Supervised: Summer programming missionaries at New Found Life Bible Camp

Overview of Role

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Director, the Teacher/Administrator, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, is responsible for daily registration and departure of children and teaching a morning Bible class.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry, by effectively planning programs and other activities related to New Found Life Bible Camp.

Key Responsibilities

- Ensure the Gospel is a part of all aspects of camp and other ministries
- Monitor the entry point and register campers as they arrive.
 - Sign out campers as they leave, making sure they are going home to the proper location
 - Collect and monitor signed permission slips from parents
 - Write and issue receipts for registration fees.
- Teach the morning Bible class using the supplied lesson plan.
 - Work with co-directors to plan Bible lesson materials.
- Monitor summer missionaries to ensure the Gospel is shared effectively and appropriately for the age group. Train and encourage other volunteers to do one on one.
- In conjunction with the director and program director, oversee the other volunteers in ensuring "In Safe Hands" protocol is followed.
- Monitor activities to ensure safety procedures are followed.
- Promote the camp within the local church and community
- Manage crises in conjunction with the Camp Director as they arise and follow appropriate procedures.
- Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per the One Hope Canada Privacy Policy.

Core Competencies

- Passion for the Gospel
- Creativity

- Communication
- Planning and Organizing
- Self-Motivation
- Good Judgment

Job Requirements

- Follower of Christ
- Completed Statement of Affirmation
- Certificate of Conduct
- Vulnerable Sector Check
- A knowledge of the Bible
- Love for Children
- Ability to teach age appropriate Lessons
- Ability to work well with others
- Enthusiasm
- Patience

Education and Experience

- Post-secondary education in a related field is an asset
- Experience with camping ministry is an asset

Physical Demands

While performing the role of a Teacher/Administrator it is important to be able to move around the campsite and observe and assist campers while they participate in all aspects of the program.