



Summer Camp Manager

Background

Markham Chinese Alliance Church (MCAC) is an established church located at the NE corner of Markham Road & 14th Avenue in the Markham area, Ontario in 1991. We serve the community by sharing the love of God. Each summer, we offer Vacation Bible camp to reach the kids and families with the gospel of Jesus Christ.

As a Summer Camp Manager, you are a team leader to plan and give direction to all camp related programs, staff, volunteers, and facilities. The expected attendance of campers are from 30 to 80. You are to connect Christian values to children and youth through the Christ-centered programs. If you are servant-hearted, you are encouraged to respond to this posting before the Closing Date..

Position and Employment Description

- **Position:** Summer Camp Manager
- **Employer:** Markham Chinese Alliance Church
- **Location:** 1 Chatelaine Drive, Markham ON L3S 3S9
- **Hours and Duration:** 30 hours per week for 10 weeks
- **Start Date:** June 01, 2026
- **End date:** August 07, 2026
- **Hourly Rate:** \$22
- **Application Closing Date:** Mar 31, 2026
- **Contact Name:** Pastor Faith Lau
- **Contact Email:** children.ministry@mcac-cma.com
- **Contact Phone:** (905) 201-6344

Qualifications

Mandatory:

- This job is funded by the Government of Canada through the Canada Summer Jobs Program, applicants must be between the ages of 18 & 30
- Passionate for the children and youth ministry, ability to interact and understand the development needs of the relevant age group
- A team player with strong leadership, organizational, communication and interpersonal skills

Desirable:

- Post Secondary education
- Understanding of activity planning, program development, safety and risk management, and project management



Duties and Responsibilities

- Work under direction of church pastor and/or its designate to plan, organize and conduct the children and youth summer camps as specified by the church
- Adhere and enforce all relevant church policies, including but not limited to health, safety, personnel, and child protection
- Obtain a police vulnerable sector check prior to the commencement of the camp
- Attend training program on Child Abuse Prevention and First Aid as specified by the church
- Assist the church pastor to develop and implement the mission, purpose, goals and objectives of the camps in order to develop leadership and social skills of children and youths.
- Responsible for all aspects of the operation of the camps including but not limited to the following:
 - a. purchasing program materials/office supplies
 - b. camp set-up and teardown
 - c. registration, attendance records and incident reports
 - d. liaison with different stakeholders
 - e. program scheduling and field trips
- Develop and monitor budget for volunteers and counsellors
- Supervise and evaluate volunteers and camp counsellors
- Organize and lead orientation training for volunteers and counsellors
- Provide leadership to camp staff team by delegating, monitoring, coaching and mentoring staff, as well as providing on-going feedback to staff including mid-summer and end of summer evaluations
- Design camp programs and review/approve all lesson plans with counsellors to ensure programs are in line with camp objectives
- Conduct daily meetings, debrief at the start of daily and review programs/activities to be executed
- Create a positive learning environment where volunteers and counsellors to feel inclusive and motivative to work towards common goals
- Evaluate camp program and provide feedback/recommendations to the Children's Ministry deacon at the conclusion of the summer on how to serve children and youths in the community
- Provide weekly status reports to the church pastor
- Ensure all relevant procedures are being followed at all times

HOW TO APPLY



Applicants should send a resume and cover letter outlining how they can meet the position's specific requirements to children.ministry@mcac-cma.com, attention: Pastor Faith Lau or before the **Closing Date**.

Application CLOSING DATE: March 31, 2026

We sincerely appreciate all applications. However, only candidates selected for the interview will be contacted. Please note the selected candidate must submit character reference checks and police vulnerable sector check records.