



JOB DESCRIPTION AND POSTING

SUMMER STUDENT EMPLOYMENT - TRINITY BIBLE CHURCH OF OTTAWA – 2025

Job Title: Camp Counsellor – Vacation Bible School Camp (3 positions)

Reports To: Gwynneth Spence, Director of Children's Ministries

Status: Seasonal employee

Dates: July 2 to August 7 2025 (6 weeks). 4 days per week for 8 hours per day, except for camp weeks which are 5 days per week for 8 hours per day (see table below) – total of 24 paid days.

Compensation: \$18 per hour, paid bi-weekly at a consistent 32/hr per week rate.

*Note: These positions have confirmed funding from the "Canada Summer Jobs" program.

Application: Interested students should apply in writing by sending an email to the HR Deacon, Karen Fishwick at karenfishwick@gmail.com.

- The closing date for applications is **Friday, May 16 at 5 pm EST**.
- Applicants should provide a resume and short cover letter that describes how their education and experience qualifies them for the position.
- Successful applicants will be contacted for an interview to take place via Microsoft Teams or in person at TBCO as applications are received until the deadline. Offers will be extended once the interview process is complete.

Questions about the positions should be directed to:

Children's Ministry Director (currently Gwynneth Spence)

kids@trinitybiblechurch.ca

613-826-2444 ext 202

Karen Fishwick, HR Deacon

karenfishwick@gmail.com



ADDRESS

4101 Stagecoach Road



PHONE

613-826-2444



EMAIL

office@trinitybiblechurch.ca



WEB

trinitybiblechurch.ca



SUMMARY:

Trinity Bible Church of Ottawa (TBCO) is a healthy and vibrant congregation with a large population of children. In 2025 we will run 1 week of camp with approximately 100 campers in that week. As a Summer Camp Counselor at Trinity Bible Church, you will have the exciting opportunity to share God's love with children from the church and community, build your leadership skills, serve the local community, and build great friendships. We also may run a family event for parents and children on an evening in early August, and students may assist in preparing and running that event (to be confirmed). Successful applicants must attend TBCO's Plan to Protect Training session, offered at TBCO in May/June (or online, depending on instructor availability).

SCOPE OF RESPONSIBILITIES:

While not limited to the following, the summer students will perform these duties:

- Design and prepare the camp experience for children ages 5 to 11, following government restrictions and guidelines as appropriate
- Assemble and prepare materials and decorations for camp (crafts, games, activities, etc.)
- Lead and run the camp experience for campers during the designated camp week (July 21 – 25 2025). Counsellors will assume any or all of the following types of roles, based on experience and talent:
 - Station leader
 - Small group leader
 - Drama and skit leader/participant
 - Music and singing leader/participant
 - Sound or projection technician (training provided)
- Tentative – Assist in planning and running a family picnic on the church property, including games, crafts, water elements/games, campfire and/or other activities. Note that the student will need to be available in the evening on the day of this event, and hours will be adjusted accordingly that week.
- Other duties related to the camp, children's or other ministries, as required (example – cleaning projects, outdoor work around the grounds, fall programming preparation, document scanning)



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REQUIRED EDUCATION, EXPERIENCE AND SKILLS

Successful candidates must possess the following skills, experience and qualifications:

- Experience working with children in a Sunday School and/or summer camp setting;
- A positive and enthusiastic attitude that demonstrates a willingness to take on tasks in an environment that could change rapidly;
- Ability to work collaboratively in teams;
- Ability to show high energy and creativity to produce a Christian camp experience;
- Good communication skills and the ability to relate well with children;
- Must be age 15 to 30 on July 2, 2024 (requirement of the Canada Summer Jobs program that is providing wage subsidy for positions)
- For applicants 18 years or older, a valid police check for the vulnerable sector is required.

PREFERRED QUALIFICATIONS

- Experience working at past TBCO summer camps or in TBCO regular ongoing children's programming
- Musical abilities (singing, leading songs, playing an instrument) and/or experience with drama (leading skits or camp "stations" in character) would be considered an asset
- Graphic design and/or organizational experience with social media management
- First Aid/ CPR Training

TENTATIVE SCHEDULE OF WORKING DAYS

Date	Number of days	Description	Comments
July 2,3, 4	3	Orientation, Prep	Tuesday, July 1 is a holiday
7, 8, 9, 10	4	Camp Set up/Prep	
July 14, 15, 16, 17	4	Camp Set up/Prep	
July 21 to 25	5	Camp week	Work all 5 days, days maybe slightly longer
July 28, 29, 30, 31	4	Camp clean-up	No work on Friday, August 1
August 4, 5, 6, 7	4 (3 working days, 1 paid holiday)	Camp Clean-up Misc duties	No work on Monday, August 4 (paid holiday day)
Total days:	24		



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