



SCHEDULE "A"

Job Title	METKids Summer Camp Facilitator
Department	Children's Ministry
Location	Prince of Wales Campus
Band/Salary Range	Hourly
HR Contact	Caitie Clarke cclarke@metbiblechurch.ca
Will Train Applicant(s)	Yes
Track	Operations
Supervisor	Chris Samuel
Travel Required	Within city limits
Position Type	Seasonal (35 Hrs./week)
Date Posted	February 19 th , 2026
Posting Expires	April 11 th , 2026
Send cover letter & resume to	employment@metbiblechurch.ca

Position Summary

The METKids Summer Camp Facilitator is responsible for planning, organizing, and implementing all components necessary for METKids Summer Camps to run effectively, while serving under the leadership and direction of the Camps Coordinator. This role also includes coordinating and supporting volunteers who assist with camp preparation and execution.

Ideal candidates will have experience in one or more of the four key areas essential to summer camp ministry:

- Bible Teaching
- Administration
- Activities (Crafts and Games)
- Marketing

Applicants must be spiritually mature Christians who demonstrate a commitment to their faith and possess the ability to interact with campers, parents, staff, and volunteers in a professional, warm, and Christ-like manner.

Reporting Relationship

The METKids Summer Camp Facilitator reports to the Manager of Children's Ministries.

Experience and Education

- Strong proficiency in English (spoken and written).
- High school diploma required; currently enrolled in a college or university program is preferred.
- Previous experience working with children, camps, or ministry settings is considered an asset.



- Experience in any of the following areas is beneficial: marketing, administration, crafts/games facilitation, or teaching.

Additional Requirements:

- Successful completion of a Vulnerable Sector Check prior to employment.
- Completion of Plan to Protect® training (required and provided by the MET).

Role and Responsibilities

Bible Teaching

- Prepare Bible lessons for campers, reviewing provided curriculum and adapting it for clarity and engagement.
- Study and prayerfully prepare teaching sessions that support spiritual formation.
- Create discussion questions for small group leaders to reinforce lesson themes.
- Develop PowerPoint slides and any additional teaching materials required.
- Create and implement the memory verse program, including songs, actions, and reinforcement activities.
- Coordinate and schedule special speakers to enhance biblical teaching; manage communication and logistics related to their involvement.
- Support and assist others who may be teaching, helping them prepare effectively.
- Prepare and lead devotionals for youth helpers and, when appropriate, for volunteers and the camps team.

Marketing

- Communicate effectively with families, the church community, and volunteers regarding camp information and updates.
- Recruit volunteers through communication channels, recruitment tables, and follow-up interactions.
- Design and develop camp décor, including set designs, hallways, signage, and other visual elements that support a welcoming and themed environment.
- Assist with social media content, videography, and photography to help promote camp ministry.
- Support and coordinate fundraising initiatives as required.
Proficiency with Canva, Photoshop, Illustrator, and PowerPoint is considered an asset.

Administration

- Manage camper and volunteer registrations, ensuring all forms and documentation are complete.
- Follow up with individuals who require additional medical forms or have missing information; maintain accurate records of allergies and medical needs.
- Create camp schedules, including rotations, leader assignments, and lunch breaks.
Contribute to the development of volunteer guidebooks and orientation materials.



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- Plan and coordinate classroom layouts, camp area set-ups, and signage.
 - Develop scheduling, programming, and supervision lists for after-care campers.
 - Record minutes during planning meetings; support administrative tasks such as coordinating with volunteers, suppliers, and ordering supplies.

Activities (Crafts, Snacks, and Games)

- Plan and prepare crafts, snacks, and games that align with camp themes and support a fun and safe learning environment.
- Source and organize all activity materials; oversee preparation sessions with volunteers.
- Coordinate with craft and snack volunteers, ensuring tasks are clearly delegated and completed on time.
- Be available during evening volunteer prep times when needed.

ADDITIONAL NOTES

- This is a seasonal full-time position running from May 11, 2026 to August 7, 2026.
- Regular hours are Monday to Friday, 9:00 am – 5:00 pm.
- The role requires some evening and Sunday work, depending on weekly ministry needs. When this occurs, time off in lieu will be provided during the following week.
- Staff must make every effort to keep Sundays available throughout the employment term and are asked to limit weekend absences to two weekends, communicated in advance to their supervisor.
- Please inform us in your cover letter (or email) of any accessibility-related accommodation needs.



SCHEDULE “B”

DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)