



Job Title: Summer Camp Program Coordinator

Based at: Camp Hope

Reports to: Camp Program Manager

Status: Full-time permanent - year-round

Responsible for: Year-round planning, development, and the seasonal daily operations of Camp Hope programming

Compensation: \$48,000-52,200 annually depending on experience, meals during camp season, extended health benefits, and the opportunity to invest in the lives of children and youth.

Start Date: March 16th, 2026

OUR MISSION

Because of the life-changing gospel of Jesus Christ, Hope Mission exists to serve the physical, emotional, and spiritual needs of those in search of help, healing, and hope.

Job Summary:

Summer Camp Program Coordinator will support with the planning, development, and delivery of engaging, mission-aligned summer camp and year-round programs for at-risk and vulnerable children and youth. This role ensures that all summer and year-round programs run safely, smoothly, and with excellence. The position is active year-round, combining program design and leadership during the summer with administrative, training, and recruitment/networking in the off-season. Camp Hope is located on 100 acres of forested land 20 minutes west of Calgary along the Elbow River. We offer 5-day overnight camps for children and youth ages 6-17. Activities include archery, challenge courses, bike trails, survival activities, wide games, and more!

Job Responsibilities:

Program planning and development (year-round):

- Design, evaluate, and refine summer camp programs that align with the organization's mission and values.
- Research and integrate best practices in youth development, outdoor education, and recreation.
- Create seasonal program themes, schedules, and activity guides.
- Collaborate with the Camp Program Manager to develop, pilot, and implement new year-round programming initiatives at Camp Hope.

Staff recruitment, training, and leadership:

- Assist with recruiting, hiring, and onboarding seasonal staff and volunteers (i.e. attend staff recruitment fairs, interviews, networking opportunities)
- Plan and deliver pre-summer staff training sessions focusing on program delivery, camper care, and safety
- Provide ongoing coaching, supervision, and support to program staff during the camp season.
- Model positive leadership and uphold camp culture and values.
- Recruit, train, schedule volunteers
- Occasional public speaking engagements at community dinners, churches, donor appreciation dinners, etc.

Program operations (summer):

- Oversee daily camp programming and activity areas, ensuring safety, engagement, and inclusion.
- Support conflict resolution, behavior management, and camper well-being as needed.
- Coordinate with kitchen, maintenance, and medical staff to ensure smooth camp operations.
- Evaluate program effectiveness and collect feedback from campers and staff.

Administration and logistics:

- Support the program manager in maintaining summer program budgets, inventory, and supply ordering.
- Ensure compliance with health, safety, and accreditation standards.
- Manage program records, incident reports, and evaluation data.
- Contribute to communication materials, such as parent emails/phone calls and promotional content.
- Support marketing, outreach, and registration efforts for upcoming seasons.

Off-season and organizational support:

- Assist with off-season school programs, retreats/rentals, and fundraising events as needed.
- Attend staff meetings, Hope Mission events, and organizational planning sessions.

Qualifications:

Experience:

- At least five years of previous experience working with children and youth in some avenue/ministry
- At least two years of experience in leadership in some capacity
- Previous camp experience is an asset
- Driver's License

Skills and Competencies:

- Demonstrated experience in camp, youth, or outdoor education leadership.
- Strong organizational and communication skills.
- Experience leading teams and working with diverse age groups.
- Knowledge of child/youth development, recreation programming, and risk management.
- Current First Aid/CPR (or willing to obtain); other certifications (e.g., NCCP, Mental Health First Aid, challenge courses) are an asset.
- Ability to live on-site during summer operations.
- Passionate about creating transformative experiences for under-privileged youth and children.
- Collaborative and flexible team player.
- Calm under pressure and solutions-oriented.
- Committed to Christian/Biblical values, safety, and fun.

Other Requirements:

- Must be able to live on site in community for 2 months (July to August).
- Must have a passion for working with youth and children.
- Being a Christian Organization, we require our employees to be in agreement with and sign the Hope Mission Statement of Faith.
- *Cover letter stating why you would like to work in a Christian organization.*

- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search and a Child Intervention Record Check
- A letter of reference from a ministry or church is an asset
- Adherence to Hope Mission's Policies and Procedures.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

How to Apply

To apply, please send:

1. Resume and
2. *Cover letter stating why you would like to work in a Christian organization.*

to hr.connect@hopemission.com

Contact Details

Human Resources, People & Culture Manager

hr.connect@hopemission.com

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