



## **Program Leader: One to Multiple Seasonal Contracted Positions**

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### **Vision:**

People of all ages may experience community, restoration, and physical and spiritual growth in a Christian camping and retreat environment. These ends will be achieved in a manner that justifies the resources invested. Accordingly, and in order of priority: people at camp, especially children, are introduced to Jesus and His teachings; people at camp build meaningful connections, foster existing relationships, and create new friendships; people at camp feel refreshed, rejuvenated, rested, and reconnected; and people at camp acquire leadership skills, participate in physical activities, and receive teaching to grow in their Christian journey.

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### **Purpose:**

The Program Leader is responsible for providing a fun, adventurous, safe, caring, and spiritually enriching environment for campers. This role involves leading daily activities and programming while ensuring that campers have a fun and memorable camp experience. Program Leaders also provide general operational support to Camp Harmattan throughout the contract term.

**Department:** Program Department

### **Expectations of all Camp Harmattan Team:**

- Uphold the vision, mission, values, and strategic plan of Camp Harmattan with the highest standard of excellence.
- Uphold and adhere to Camp Harmattan and external regulatory policies, procedures, best practices, principles, and standards.
- Commitment to personal spiritual growth and intentional discipleship, mentorship, and care for campers.
- Possess a willingness to step outside of specific roles and responsibilities to help Camp Harmattan accomplish its vision and mission.

### **Core Responsibilities:**

#### **Programming and Activity Preparation and Facilitation:**

- Prepare an understandable and pragmatic schedule for summer camps and their day-to-day functions, accounting for various age groups, camper needs, and staffing considerations.
- Serve as a primary facilitator and supervisor for specialized activities such as archery, axe throwing, climbing wall, spiritual emphasis activities (labyrinth, prayer wall, prayer walk), crafts, wide games, outdoor adventures, and other activities as needed.
- Help plan, create, and prepare and set-up stage sets, costuming, or other creative elements for ministry programming.
- Work with other staff members to ensure a cohesive camp experience.

**Spiritual Guidance:**

- Help facilitate discussions on faith-related topics and encourage campers to explore their relationship with God through formal program responsibilities as well as informal interactions.
- Model Christian values through words and actions, providing a living example of faith in practice.

**General Ministry, Chapel, and Campfire Planning and Oversight:**

- Plan and prepare a summer camp ministry theme, and work with appropriate team members to execute the theme in various aspects of camp life, programming, and teachings.
- Plan, prepare, host and participate in chapel and campfire creative presentations, worship and actions presentations, sharing testimonies, and presenting announcements.

**General Camp Support and Service:**

- For portions of the schedule, assist camp operations as backup support to general seasonal team tasks including, but not limited to the following:
  - Food Services and Hospitality: general food preparation, serving meals, dishwashing, tuck retailing, and serving other hospitality provisions in the ice cream shop and coffee cabin as needed.
  - Site Maintenance and Logistics: clean and organize program areas, Pavilion, sports fields, program storage areas, post-camp cleaning, as needed help with site-wide custodial support, set-up and tear down, as well as general site and facility tidying, clean-up, and cleaning.

**Camper Supervision Relief:**

- When necessary, provide break support and emergency coverage for Cabin Leaders.
- Establish a positive and inclusive environment that encourages camper participation and connection.

**Safety and Health:**

- Maintain a safe environment and report any issues to senior leadership.
- Complete training for and adhere to all camp policies and procedures regarding health, safety, and emergency responses.

#### **Operational Sustainability:**

- Develop programming initiatives to connect campers to nature and build environmental ethics into their character.
- Work collaboratively with program team members and cross departmentally to improve the environmental sustainability of camp operations by reducing energy, material, food, and water waste.

#### **Conflict Resolution:**

- Help address conflicts or behavioral issues among campers in a compassionate and constructive manner.
- Foster teamwork and camaraderie among campers.

#### **Communication:**

- Maintain open lines of communication with campers, seasonal camp staff, and senior leadership.
- As appropriate, provide feedback on camper and staff experiences and suggest improvements to camp programming.

#### **Social Media and Technology Applications:**

- Maximize the utilization of camp software to fulfill general operating functions and implement operational efficiencies.
- Engage social media platforms and provide supportive analytics to determine which platforms are effectively reaching targeted audiences.
- Provide oversight to and update all social media platforms to align with the modernization of Camp Harmattan's brand and digital standards, when requested.
- Generate planned and spontaneous content and post to Camp Harmattan's platforms on a consistent basis to engage with followers, as well as grow and diversify the base of followers.
- Provide oversight to technical support for audio-visual functions in support of camp programming.

#### **Training and Team Collaboration:**

- Plan, prepare, and lead training sessions for seasonal program staff, volunteers, and work crew.

- Work collaboratively with Cabin Leaders, general camp staff, and volunteers to support camp objectives.
- Attend training sessions, staff meetings, and team-building initiatives, as required.

<p><b>Primary Working Relationships:</b></p> <ul style="list-style-type: none"> <li>● General Operations Director</li> <li>● Facilities and Site Manager</li> <li>● Seasonal Staff</li> <li>● Campers</li> <li>● Volunteers/Work Crew</li> <li>● Guests</li> </ul>	<p><b>Other Key Working Relationships:</b></p> <ul style="list-style-type: none"> <li>● Executive Director</li> <li>● Food Services Coordinator</li> <li>● Facilities and Site Maintenance Assistant</li> </ul>
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**Expected Qualifications and Attributes:**

- Must be a committed Christian with a strong personal faith and understanding of Biblical teachings that align with the Church of the Nazarene’s “Statement of Belief”. The Program Leader must also agree to abide by the Association’s policies, procedures, and expectations.
- The minimum age for this position is 18 years old, or must have graduated from high school, by the start of summer camp.
- Exceptional Team and Leadership Skills:
  - A self-initiator who possesses a friendly, approachable, professional demeanour and a positive, team-oriented attitude.
  - Strong leadership, interpersonal, and communication skills.
  - Ability to create a fun and enthusiastic environment.
  - Ability to multi-task and adapt to changing priorities.
  - Ability to handle diverse situations with grace and patience.
  - Demonstrated ability to handle sensitive, challenging, and/or confidential situations respectfully and compassionately.
  - Ability to troubleshoot and problem-solve general issues and determine what requires escalation to leadership.
- Previous experience working with children or youth, preferably in a camp or ministry setting.
- Previous leadership experience, preferably in a ministry setting, is required.
- Good health, stamina, and ability to lead and participate in physical activity.
- Current certifications in First Aid and/or CPR are not required, but considered an asset.
- Background check clearance (both criminal and vulnerable sector checks are required).

**Working Conditions, Expectations and Requirements:**

- The average hours for the Program Leader will be eight hours/day of paid employment for the contract term (generally July or July and August), plus volunteer hours to ensure sufficient supervision of campers. May and June hours will generally be part-time for staff training sessions, ministry and program planning, team-building, support for external bookings, and day camp.
- Time off requests that fall on scheduled working days during the contract term must be submitted to the General Operations Director for consideration and/or approval by June 1, 2025.
- The Program Leader will be required to be physically onsite at Camp Harmattan for scheduled work days during the contracted term.
- Willingness to work evenings, weekends, and statutory holidays, as required.
- Willingness to actively engage in other duties as required to fulfill Camp Harmattan's vision and mission.

**Accountability and Reporting:**

- The Program Leader reports directly to the General Operations Director.
- An end-of-season exit interview will be conducted with the General Operations Director.

**Compensation, General Benefits, and Standards of Practice:**

- Competitive hourly rates for an average of 8 paid hours per day of scheduled camp, commensurate with experience.
- Room and board provided during contracted camp days, with a schedule to be predetermined before the start of camp.
- Opportunity for personal and spiritual growth.
- Experience working in a supportive and mission-driven environment.
- Matching scholarships of up to \$1000 to Ambrose University available to eligible seasonal Camp Harmattan staff.
- Camp Harmattan is a mission-based organization whose programs fall outside a stereotypical Monday-Friday work week. Days off/Statutory Holidays may fall irregularly while adhering to Alberta Labour Standards for employment.

**Interested applicants are invited to apply online at [www.campharmattan.com](http://www.campharmattan.com) by March 15, 2026. Only candidates selected for an interview will be contacted. All applications will be kept on file at Camp Harmattan for twelve months.**