



Hope Mission Summer Camps
Brightwood Ranch
Box 277 Evansburg, Alberta T0E-0T0
T. 780.727.3840
E. bright.wood@hopemission.com

OUR MISSION

To serve, strengthen and uplift men, women, youth and children through the life-changing gospel of Jesus Christ

OUR FACILITY

We are located on 220 acres of rolling hills one hour west of Edmonton. We offer 6 day overnight camps for children and youth ages 6-17. Activities include archery, riflery, zipline and climbing wall, petting zoo, horsemanship, an escape bus, laser tag, and wide games. We run junior & intermediate camps out of our cabins on the main site and a tipi village, and youth development programs for high school youth. All cabins have shower & bathroom facilities.

JOB DESCRIPTIONS:

Job Title	:	Camp Nurse/First Aid Attendant
Based at	:	Brightwood Ranch
Reports to	:	Program Manger
Hours of work	:	4 Month Paid Position – May to August*
Compensation	:	\$15/hr + Room and Board
Start date	:	May 6 th , 2024
Status	:	Contract Position: ending August 23 rd , 2024

Camp Nurse Job Summary:

Provide medical care, supervision, attention and education for all health related concerns to campers and staff on site.

Minimum Qualifications and Skills:

- Maintain accurate records of camper medications and all treatment given/medications administered
- Administer medication for campers and staff
- Monitor hygiene aspects of camp
- Monitor cleanliness and health of campers and staff
- Communicate with parents
- Care for sick or injured campers and staff
- Participate in camp activities, including chapel, when time allows
- Minimum of a completed second year of nursing training – an asset
- Love for underprivileged kids
- Enjoyment of the outdoors



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Job Title : Nurse Assistant
Based at : Brightwood Ranch
Reports to : Head Nurse
Hours of work : 2 Month Paid Position – July and August
Compensation : \$15/Hour + Room and Board
Start date : June 24th, 2024
Status : Contract Position: ending August 23rd, 2024

Nurse Assistant Job Summary:

- Assist the Head Nurse in providing medical care, supervision, attention and education for all health related concerns to campers and staff on site.

Minimum Qualifications and Skills:

- Assist in maintaining accurate records of camper medications and all treatment given/medications administered
- Assist in the administration of medication for campers and staff
- Assist in monitoring the hygiene aspects of camp
- Assist in monitoring the cleanliness and health of campers and staff
- Care for sick or injured campers and staff
- Participate in camp activities, including chapel, when time allows
- Nursing training – an asset
- Love for underprivileged kids
- Enjoyment of the outdoors



Hope Mission Summer Camps
Brightwood Ranch
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Job Title : Crew Program Lead (YDP)
Based at : Brightwood Ranch
Reports to : Camp Director
Hours of work : 4 Month Paid Position – May to August
Salary : \$1800 per Month*
Start date : May 6th, 2024
Status : Contract Position: ending August 23rd, 2024

Crew Program Lead Job Summary:

- This leadership position is responsible for all development, implementation and supervision of the Crew Youth Program. You will get the chance to disciple and be a role model to the youth while participating in many camp activities. See them grow as they learn to lead the campers from your example and leadership. As much as it is a job, it is a great camp ministry experience we look forward to provide to all of our staff!

Major Duties and Responsibilities:

- Co-ordinate and supervise all areas of the crew youth program (wide games, skills, activities, challenges, chapels, etc.)
- Develop program in conjunction with camp yearly theme (May and June)
- Supervision of crew camp counsellors and youth in crew program

Minimum Qualifications and Skills:

- Servant leadership attitude
- Confidence giving instruction to large group of youth and counsellors
- Creative problem solving
- Works well with others in a team environment
- Fun, high-energy and quick thinking/response time
- Passion for Youth and Children
- At least two years of previous experience working with Youth in some avenue
- Able to live on site in community for 4 months (May through August)
- Driver's License is an asset
- Punctuality
- Good physical health – for wide games, skill building activities and walking distances
- Previous camp experience is an asset



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Job Title : Kitchen Assistant
Based at : Brightwood Ranch
Reports to : Head Cook
Hours of work : 2 Month Paid Position – July and August
Compensation : \$15/hour - Plus living accommodations
Start date : June 24th, 2024
Status : Contract Position: ending August 23rd, 2024

Kitchen Assistant Job Summary:

- To assist the Head Cook with meal preparation
- Assist with cooking, cleaning and serving campers
- Assist in other areas that the Head Cook requires assistance

Minimum Qualifications and Skills:

- Ability to work long hours on your feet, lift heavy pans/coolers
- Ability to work well as part of a team
- Ability to communicate sufficiently
- Participate in camp activities, including chapel, when time allows
- Love for underprivileged kids
- Enjoyment of the outdoors



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Job Title : Media Team
Based at : Brightwood Ranch
Reports to : Program Lead
Hours of work : 2 Month Paid Position – July and August
Compensation : \$1200 per month + Room and Board *
Start date : June 24th, 2024
Status : Contract Position: ending August 23rd, 2024

Media Team Job Summary:

- To capture the essence of the fun that camp holds with creativity in photography and videography. Developed a weekly video to show at closing ceremony. You will get the chance to capture these kids participating in a plethora of camp activities. See these campers grow as they conquer the climbing wall, learn how to shoot an arrow with safety and precision in archery, experience riding a horse, laugh until your sides hurt during camp improv, and so much more. As much as it is a job, it is a great camp ministry experience for everyone.

Minimum Qualifications and Skills:

- Knowledge of videography and photography – education is an asset
- Participate in camp activities, including chapel, when time allows
- Love for underprivileged kids
- Enjoyment of the outdoors



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Job Title : Male/Female Camp Counselor
Based at : Brightwood Ranch
Reports to : Head Counsellor
Hours of work : 2 Month Paid Position – July and August
Salary : \$1200 per Month – Room and Board included*
Start date : June 24, 2024
Status : Contract Position: ending August 23rd, 2024

Camp Counselor Job Summary:

- This position is responsible for the supervision, engagement, program facilitation and spiritual development of a cabin of eight campers. You will be a role model to these kids while participating in many camp activities. See these campers grow as they conquer the climbing wall, learn how to shoot an arrow with safety and precision in archery, experience riding a horse, laugh until your sides hurt during camp improv, and so much more. As much as it is a job, it is a great camp ministry experience for the staff as well!

Major Duties and Responsibilities:

- Supervision, care and engagement of a cabin of eight campers
- Facilitate a bible study time for cabin
- Participation in games, challenges, camp rotations, focus skills, bible times, chapels, and other activities
- Behavioral management and de-escalation of campers
- Sleep in cabins with campers

Minimum Qualifications and Skills:

- Servant leadership attitude
- Creative problem solving
- Works well with others in a team environment
- Fun, high-energy and quick thinking/response time
- Passion for working with Children
- Able to live on site in community for 2 months (July and August)
- Driver's License is an asset
- Good physical health – for wide games, skill building activities and walking distances
- Previous camp experience is an asset



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Job Title : Activity Leader
Based at : Brightwood Ranch
Reports to : Program Lead
Hours of work : 2 Month Paid Position – July and August
Salary : \$1200 per Month*
Start date : June 24th, 2024
Status : Contract Position: ending August 23rd, 2024

Activity Leader Job Summary:

- This position is responsible for the instructional teaching, safety, facilitation, guide and leadership of one of the following activities: climbing wall, archery, wilderness skills, arts/crafts, sports (customizable to individual if other skill present). You will get the chance to be a role model to these kids while participating in a plethora of camp activities. See these campers grow as they conquer the climbing wall, learn how to shoot an arrow with safety and precision in archery, experience riding a horse for the fifth or even first time in their lives, laugh until your sides hurt during camp improv, and so much more. As much as it is a job, it is a great camp ministry experience we look forward to provide to all of our staff.

Major Duties and Responsibilities:

- Facilitation of designated activity
- Participation in camp-wide games, challenges, camp rotations, focus skills, bible times, chapels, and other activities as permitted
- Behavioral management and de-escalation of campers

Minimum Qualifications and Skills:

- Servant leadership attitude
- Specialty skill in particular activity assigned (climbing wall, archery, wilderness skills, arts/crafts, sports)
- Confidence giving instruction to a large group of youth/children/peers
- Creative problem solving
- Works well with others in a team environment
- Fun, high-energy and quick thinking/response time
- Passion for working with youth/children
- Able to live on site in community for 2 months (July and August)
- Driver's License is an asset
- Good physical health – for wide games, skill building activities and walking distances



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Job Title : Spiritual Life Coordinator
Based at : Brightwood Ranch
Reports to : Camp Director
Hours of work : 4 Month Paid Position – May to August
Salary : \$1800 per Month*
Start date : May 6th, 2024
Status : Contract Position: ending August 23rd, 2024

Spiritual Life Coordinator Job Summary:

- This leadership position is responsible for the spiritual welfare, growth, and implementation of our mission statement for our staff and campers for the summer. This position will oversee chapels, coordinate worship team, and provide one-on-one spiritual coaching support.

Major Duties and Responsibilities:

- Co-ordinate and assist in bible studies, chapel, and worship teams
- Cultivating an environment of spiritual growth for the campers
- Strive to provide space for the Lord to move in these kid's lives through meetings and interactions

Minimum Qualifications and Skills:

- Servant leadership attitude
- Confidence in faith
- Creative problem solving
- Works well with others in a team environment
- Fun, engaging, quick thinking/response time
- Passion for seeing youth and children experience a positive life change through ministry
- At least 2 years of previous experience in this area of work – an asset
- Able to live on site in community for 4 months (May through August)
- Driver's License is an asset
- Punctuality
- Good physical health – for wide games, skill building activities and walking distances
- Previous camp experience is an asset



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Job Title : Summer Custodian
Based at : Brightwood Ranch
Reports to : Head Cook
Hours of work : 2 Month Paid Position – July and August
Salary : \$15/hour + Room and Board
Start date : June 24th, 2024
Status : Contract Position: ending August 23rd, 2024

Summer Custodian Job Summary:

- Responsible for maintaining the cleanliness of the buildings and surrounding areas of the facility. Duties include (but are not limited to): sweeping/mopping/vacuuming floors, sanitizing washroom facilities, collecting trash, and changing garbage's to ensure the campers and staff have a clean and safe environment. We could not operate without this important position.

Minimum Qualifications and Skills:

- Servant leadership attitude
- Creative problem solving
- Works well with others in a team environment
- Able to live on site in community for 2 months (July and August)
- Driver's License is an asset
- Good physical health – for lifting heavy items, walking distances, and being on your feet for long periods



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Job Title : Summer Maintenance
Based at : Brightwood Ranch
Reports to : Head Maintenance
Hours of work : 2 Month Paid Position – July and August
Salary : \$15/Hour + Room and Board
Start date : June 24th, 2024
Status : Contract Position: ending August 23rd, 2024

Summer Maintenance Job Summary:

- Assist the year-round Maintenance staff with projects around the camp

Major Duties and Responsibilities:

- Assist the head maintenance person in performing minor fixes around the camp
- Completing outdoor upkeep tasks such as lawn care
- Assist in inspecting and troubleshooting equipment
- Checking functionality in safety systems such as fire alarms
- Assist in painting, removing garbage, transporting food/luggage to out camps, and other tasks as needed

Minimum Qualifications and Skills:

- Servant leadership attitude
- Creative problem solving
- Works well with others in a team environment
- Able to live on site in community for 2 months (July and August)
- Experience with ride on lawn mowers, power tools, construction, and operating heavy machinery - asset
- Driver's License is required
- Good physical health – for lifting heavy items and walking distances
- Participate in camp activities, including chapel, when time allows



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Job Title : Summer Secretary
Based at : Brightwood Ranch
Reports to : Program Manger
Hours of work : 4 Month Paid Position – May to August*
Salary : \$1800 per Month + Room and Board
Start date : May 6th, 2024
Status : Contract Position: ending August 23rd, 2024

Summer Secretary Job Summary:

- The Summer Secretary will support the Year-Round Secretary to ensure the daily administration activities are developed and maintained so that camp ministries and programs can continue running as smoothly as possible. Key responsibilities will include overseeing camper registrations, petty cash reconciliation and cabin assignments.

Key Attributes:

- **Leadership:** Lead through serving.
- **Communication:** Maintain clear communication within Hope Mission: Program Manager, the outreach team, purchaser, HR, Accounting, and with participants of the programs.
- **Team Work:** Active participation in staff meetings and functions. Serve, strengthen, and uplift other team members.
- **Faithful, Available, and Teachable:** Serve with faithfulness and excellence. Be consistent in work and willing to grow in character and skill. Be willing and ready to serve, strengthen, and uplift people in the name of Jesus Christ.

Main Duties and Responsibilities:

- **Administrative Support:** Assist the Brightwood Ranch Year-Round Secretary in administration (Petty Cash, Purchase Orders, Capital Expenditures, Invoices, Donations, etc.). Ensure the daily operations of the office are managed in accordance with Hope Mission policies and procedures.
- **Reception:** Answer the phones and manage the front desk with a warm and friendly presence while providing accurate information to inquiries. Coordinate internal and external resource referral information to the public. Be ready and willing to lend a listening ear and direct people to appropriate services.
- **Logistics:** Maintain an inventory of supplies and coordinate orders as needed.
- **Timekeeping:** Assist with compiling and submission of monthly timesheets to payroll.
- **Information Management:** Assist with sending paperwork to Human Resources.
- **Database:** Upkeep and maintain records for clients and staff members. Retrieve client or staff information when needed. Coordinate Camper Registrations.
- **Support Camp Program:** Support the ministry team as they run camp program to children and families as needed.
- Perform other relevant duties as assigned by the Year Round Secretary



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Job Title : Mainsite Program Lead
Based at : Brightwood Ranch
Reports to : Camp Director
Hours of work : 4 Month Paid Position – May to August
Salary : \$1800 per Month + Room and Board*
Start date : May 6th, 2024
Status : Contract Position: ending August 23rd, 2024

Mainsite Program Lead Job Summary:

- This leadership position is responsible for the execution, implementation and facilitation of main site programs. You will be a role model to these campers while participating in many camp activities. See these campers grow as they conquer the climbing wall, learn how to shoot an arrow with safety and precision in archery, experience riding a horse, laugh until your sides hurt during camp improv, and so much more. As much as it is a job, it is also a great camp ministry experience for our staff.

Major Duties and Responsibilities:

- Co-ordinate and supervise all areas of mainsite camp program (wide games, skills, activities, challenges, bible studies and chapel)
- Cultivating an environment of spiritual growth for the campers
- Develop program in conjunction with camp yearly theme (May and June)
- Smooth transitions for program implementation and execution (keeping each day engaging)
- Supervision of camp counsellors and activity leads

Minimum Qualifications and Skills:

- Servant leadership attitude
- Confidence giving instruction to large group of children, youth and counsellors
- Creative problem solving
- Works well with others in a team environment
- Fun, engaging, quick thinking/response time
- Passion for working with underprivileged kids
- At least 2 years of previous camp work experience
- Able to live on site in community for 4 months (May through August)
- Driver's License is an asset
- Punctuality
- Good physical health – for wide games, skill building activities and walking distances
- Previous camp experience is an asset



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Job Title : Male/Female Head Counsellor
Based at : Brightwood Ranch
Reports to : Program Manager
Hours of work : 4 Month Paid Position – May to August
Salary : \$1800 per Month*
Start date : May 6th, 2024
Status : Contract Position: ending August 23rd, 2024

Job Summary:

- Main Site Program Lead: Co-ordinate, supervise, develop, implement and execute all areas of the main-site residential camp program. Head Counselor Male/Female Unit Lead: Provide oversight, support and leadership to the counselling summer staff. Assist campers who require extra support.

Minimum Qualifications and Skills:

- Servant leadership attitude
- Confidence giving instruction to large group of children, youth and counsellors/peers
- Creative problem solving/de-escalation skills
- Works well with others in a team environment
- Fun, high-energy and quick thinking/response time
- Passion for preteens and children
- At least two years of previous experience working with children in some avenue
- Able to live on site in community for 4 months (May through August)
- Driver's License is an asset
- Punctuality
- Good physical health – for wide games, skill building activities and walking distances
- Previous camp experience is an asset



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Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith. (<http://hopemission.com/about-us/values/>)
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset
- Adherence Hope Mission's Policies and Procedures.

**Every returning staff member receives \$200 per month raise. All staff that complete the full 7 weeks of camp and 2 weeks of training receive a \$1000 bonus at the end of the summer*

For more information, check out our [Summer Staff Information Pamphlet](#)

To apply for a position, go to our [Summer Staff Application Form](#)

If you have any questions, email us at bright.wood@hopemission.com

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