

# **Program Architect**

## Diocese of Nova Scotia and Prince Edward Island

**Incumbent:**

**Job Status:** This will be a full-time contract position for approximately 4 months (May to August)

**Accountable to:** Reporting to the Youth and Family Ministry Coordinator.

**Date:** To be determined (Summer 2019)

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### **Program Purpose**

The purpose of the Community Roots Day Camp Program is to encourage young people to grow in their faith, or to learn about Christianity for the first time, and to develop leadership capacity in communities so that meaningful ministry can continue to happen there.

The aim of the Community Roots Day Camp Program is to create an opportunity for children and youth to participate in a faith-based summer camp program and to engage and train local volunteers to serve at the camp and beyond.

### **Program Overview**

Camp is often an important component of faith formation as well as personal growth and development for children and youth. It provides an intentional time and space to gather with those of a similar age to play, wonder, learn, explore, and, for many, encounter Christianity for the first time. Although some regions and parishes within the diocese of Nova Scotia and Prince Edward Island offer camp programming during the summer, most do not.

The Community Roots Day Camp Program will help enable parishes or regions that are not currently able to offer summer camp programs to do so through staff support, program development, and volunteer training. This support will help parishes and regions to serve the young people who are in their churches and also in the broader community.

The program will require a minimum of one, four-month staff person (Program Architect), although ideally will have two. The Program Architect(s), under the supervision of and in collaboration with the Youth and Family Ministry Coordinator, would develop creative faith-based camp programming, promote the camps, train volunteers, and lead a volunteer team in delivering camp programming.

The camps themselves will take place throughout the diocese, in places where regions or parishes have expressed interest and are able to recruit enough volunteers to support the camp. Each camp will last one week, Monday to Friday and will be a day camp focused on exploring stories of faith and developing an understanding of what they mean for our lives and for the world. This exploration will happen through stories, art, games, and other activities.

### **Position Overview**

The Program Architect(s) will primarily be responsible for the creation and delivery of summer camp programs throughout the diocese. They will work closely with the Youth and Family Ministry Coordinator and the Youth and Family Ministry Vision Strategy and Support Team, ensuring that the content of their programming and training and screening of volunteers is in line with diocesan standards for children's and youth ministry. They will work to develop the capacity of parishes and regions to work with children, youth and families beyond the summer camp. The Program Architect(s) will share the stories of their work through reports to the Youth and Family Ministry Coordinator and Diocesan Council as appropriate, and through other channels available through the diocese (e.g. Anglican Net

News, Diocesan Times, etc.)

## **Position Purpose**

The purpose of the position of Program Architect is to develop creative faith-based camp programming, promote the camps, and train volunteers throughout the diocese to assist in the delivery of the camps.

## **Primary Duties and Responsibilities**

The primary tasks and roles of this position are the following:

- **Planning:**
  - Developing a faith-based summer camp program that can be delivered in various locations in the diocese, allowing for flexibility based on the interests, resources, and target group in each region/parish
  - Working with the Youth and Family Ministry Coordinator to ensure that the content of the camp is theologically sound
  - Ensuring that content of the camp program is suited to the developmental stages that participants will be in
  - Working with the Youth and Family Ministry Coordinator to visit all sites and facilities that will be part of camp programming and completing SafeR Church audits for each camp.
- **Recruiting, enabling and equipping volunteers:**
  - Directly recruiting volunteers for camp in parishes/regions that are hosting programs, as well as liaising with key people in those parishes and regions to recruit additional volunteers.
  - Working with the Youth and Family Ministry Coordinator to create and provide training for all volunteers
  - Creating a handbook based on the planning process to enable parishes/regions to do this on their own in the future
- **Promotion**
  - Speaking in parishes to encourage children and youth to sign up for camp
  - Contributing content for the Anglican Net News and other church publications to promote camp
  - Seeking other opportunities to promote the camp program to children and youth in the communities hosting camp programs.
- **Facilitating camp programs**
  - Working with volunteers to deliver the camp program that has been developed
  - Ensuring that all risk management measures that have been identified in SafeR Church audits are acted on
  - Documenting any accidents, incidents, or other issues that arise during camp.
- **Communicating**
  - Through verbal, electronic and written reports as appropriate to the Youth and Family Ministry Coordinator, Youth and Family Ministry VSST, and Diocesan Council
  - Contributing content for the Diocesan Times and Anglican Net News
  - Utilising social media, as appropriate, to promote camp and share updates on camp
  - Liaising with volunteers in the lead up to camp
  - Coordinating a report and presentation to Diocesan Synod when required
  - With the Youth and Family Ministry Coordinator on a consistent basis.
  - People within the Diocese of Nova Scotia and Prince Edward Island
- **Other duties as assigned**

## **Education and Experience**

- A high school diploma, and ideally at least one year of post-secondary education

- Preference given to an active Anglican in good standing with a history of participation in parish life, demonstrated pastoral skill and an appreciation of and experience in working with young people (e.g. teaching Sunday school, working with a sports team, volunteering at other camps, etc.)
- Experience in the development, organization, and leading of summer camp programs

### **Bona Fide Occupational Requirements**

- Active Christian faith
- Must be able to demonstrate that they have met all of the requirements of the SafeR Church Program such as a Police Records Check including a Vulnerable Sector Check
- Mobility and ability to work in/out of a variety of settings and on a flexible schedule
- Must have a valid Canadian Driver's License and be able to drive, on his or her own, or otherwise travel to meet with individuals and to attend events when required, within reasonable limits
- Must be willing and able to work on a flexible schedule
- Must be able to work and navigate around the buildings of the parishes of the Diocese in different physical environments as required

### **Minimum Knowledge and Skills**

- Demonstrated understanding of the realities of children, youth and families, in churches, and in the broader culture
- Genuine concern for and empathy with the lives, needs, issues, challenges, etc., of youth and families and a Commitment to serving them and encouraging their faith development
- Good character
- Ability to work well with children, youth, families, parishes, volunteers and other individuals and organizations
- Organization and self-discipline
- Creativity, resourcefulness; initiative, respect for boundaries
- Ability to share information and ideas in public forums
- An understanding of, respect for, and commitment to work within Anglican polity
- Excellent listening and communication skills: written, oral, electronic, and in social media
- Ability to maintain confidentiality in both written and oral communication at all times
- Demonstrated ability to approach situations with maturity, good judgement and integrity
- Demonstrated organizational, self-discipline, time management and record keeping skills
- Demonstrated understanding of interpersonal dynamics and the ability to interact and communicate with individuals in a one on one or group situation
- Demonstrated understanding of the realities of children, youth and families, in churches, and in the broader culture
- Able to create a work plan by identifying tasks, projects and schedules to meet program deadlines

### **Preferred Knowledge and Skills**

- Well-developed skills in public speaking, making presentations, training, leading and facilitating meetings or group discussions
- Preference given to an active Anglican in good standing with a history of participation in parish life, demonstrated pastoral skill and an appreciation of and experience in working with young people
- Experience in organization of events especially for children and youth
- Demonstrated ability to function within a team
- Self-starter, able to speak easily and be comfortable networking and advocating in a variety of settings.
- Demonstrated awareness of the importance of documentation on a timely basis

- Comfortable working with ideas and cultures that may vary widely

### **Evaluation:**

- An informal performance assessment will be conducted at 2 months by the Youth and Family Ministry, and an exit interview will be completed at the end of the contract.

### **Where**

- Program Architect must reside within Nova Scotia or Prince Edward Island for the duration of the contract
- Office space to be determined – ideally in Halifax but may be negotiated
- Travel throughout the Diocese will be required in the planning and delivery of camp programs
- Meetings and programs may take place at parish locations in parish halls, churches or other meeting places such as the older buildings of churches and parish halls and in basements of churches and parish halls, or at summer camp facilities

### **When**

- A flexible 35 hour workweek as hours will often be outside of regular work hours in the evenings or weekends.
- Contract will last from approximately the beginning of May to the end of August

### **Remuneration**

- To be determined

### **To Apply**

Send your resume and cover letter, along with 3 references to Allie Colp, Youth and Family Ministry Coordinator ([acolp@nspeidiocese.ca](mailto:acolp@nspeidiocese.ca)) no later than March 10, 2019. All applications are appreciated, but only those selected for an interview will be contacted.