



Position Description

Title: Director of Special Needs

Mission and Purpose:

InterVarsity seeks to inspire and equip emerging generations to *encounter* Jesus, *cultivate* Christ-centered faith, and *radiate* the transforming love of God in Canada and the world, guided by InterVarsity's five aims: discover Jesus, undivided life, growing influence, integrated thinking, and global engagement.

In alignment with this purpose, the Director of Special Needs provides oversight to the Special Needs (SN) program, which integrates campers with special needs into all aspects of summer camp programming. The Special Needs Director is responsible for camper intake and assessment, training and supervising a summer staff team as well as ensuring that exceptional care and programming is provided for SN campers. Other duties include follow-up with SN campers, families and staff, program development, administration, fundraising, and partnering with the wider Pioneer team.

Reports to	General Director
Internal Relationships	Camp Staff – Year-Round and Seasonal National Service Centre Staff Other Pioneer and Circle Square Ranch Camps
External Relationships	Donors Camper families Agencies

Key Responsibilities:

1. Personal Development & Spiritual Growth

- ☐ Be a growing and developing disciple of Jesus Christ
- ☐ Be actively involved in a personal faith community with regular time spent in scripture study and prayer – personally and for ministry
- ☐ Develop areas of expertise related to job assignment
- ☐ Be a life-long learner who values the discipleship of mind, body and spirit
- ☐ Seek and participate in opportunities for personal leadership development
- ☐ Attend staff retreats, and other training provided by InterVarsity

2. Commitment to Evangelism

- ☐ Readily and easily shares the gospel with campers, parents and staff
- ☐ Longs to see many enter the Kingdom of God

3. Public Relations & Fundraising

- ☐ Participates in various camp promotional events, represents the camp to the public in multiple settings
- ☐ Participates in fundraising efforts for camp budget and projects, including achieving and maintaining personal fundraising targets

- ❑ Communicates regularly with prayer and financial supporters
- ❑ Maintain a database and connect with agencies

4. Vision and Strategic Leadership

- ❑ Plan and implement a compelling SN camp experience for campers and families
- ❑ Be proactive in initiating program innovation, growth and development
- ❑ Develop short and long-term program strategy

5. Camper Development

- ❑ Process camper applications/paperwork and interview all potential SN campers
- ❑ Responsible for communication with camper families, parents and campers

6. Staff Recruitment & Development

- ❑ Mentor staff – setting goals, coaching and ensuring all staff receive ongoing feedback and evaluation
- ❑ Ensure staff are adequately trained to provide a safe, fun and engaging camp program for SN campers
- ❑ Support, motivate and assist the SN staff team members
- ❑ Provide leadership and support of the SN staff team
- ❑ On-site supervision of SN staff and volunteers, providing mentorship and pastoral care

7. Administration & Financial Management

- ❑ Proactively initiate program innovations, growth and development
- ❑ Communicate with key leadership staff around planning, resources and job requirements
- ❑ Ensure the provision of safe and adequate equipment and facilities for SN campers
- ❑ Manage expenditures in keeping with the approved budget
- ❑ Readily adapts to current and new technology

Key Outcomes:

- ❑ Grow personally in their love for Jesus and passion to follow Him
- ❑ SN campers are screened appropriately to allow for a successful camp experience
- ❑ SN campers would experience full integration in the life of camp, and receive exceptional care
- ❑ SN campers would have every opportunity to meet Jesus in a context appropriate to their development
- ❑ Fundraising base increases year over year
- ❑ Continually seek opportunities to be challenged and grow (posture of teachability)

Qualifications:

Discipleship

- ❑ Personal relationship with Jesus Christ and clear evidence of growth as a disciple
- ❑ Annually affirms and signs InterVarsity Core Commitment Agreements

Communication

- ❑ Passionate about advocating and caring for SN children, youth and families.
- ❑ Excellent relationship management skills (emotional intelligence)
- ❑ Excellent conflict management and problem-solving skills
- ❑ Proven ability to work collaboratively and effectively with team members at all levels
- ❑ Outstanding interpersonal and communications skills both oral and written

Knowledge, Skills and Abilities

- ❑ Demonstrated biblical knowledge on issues pertaining to youth culture and discipleship

- ❑ Demonstrated ability to relate well to individuals with special needs
- ❑ Desire for camp to be an environment where people with special needs can thrive and contribute
- ❑ Demonstrated ability to supervise others (listening inspiring, empowering)
- ❑ Advanced computer skills: ease in learning and using computer applications

Education/Experience

- ❑ Post-secondary education or the equivalent combination of training and experience
- ❑ Camp experience considered an asset
- ❑ Non-violent certification training considered an asset
- ❑ Valid “G” drivers license

Other

- ❑ Flexibility to work irregular and extended hours is required