



Turtle Mountain Bible Camp Ministries Director Job Description Maternity Leave Term Position



Role Title: Ministries Director

Reports To: Camp Director, Ministry Point Board and Field Director

Positions Supervised: All seasonal missionaries at Turtle Mountain Bible Camp

Remuneration: Salary to be determined by the board based upon applicant's experience, education, and certificates.

Job Posting: The Ministries Director position is a term position covering a maternity leave for Chelsie Zylstra, Co-Director, for January 2027-January 2028, with the addition of working August 2026 to receive training from Chelsie during overnight camp season. At the end of the term there will be an evaluation of the role and individual to determine if it will conclude or be renewed as a full-time position with Turtle Mountain Bible Camp.

Overview of Role

The purpose of the Ministries Director is to develop and implement a gospel centered summer program for campers and missionaries to participate in so that the purpose of One Hope Canada can be fulfilled. The responsibilities are to be carried out in a manner that will glorify Jesus Christ and fulfill the One Hope Canada and Turtle Mountain Bible Camp Mission Statements to the highest standard of excellence possible.

Empowered by the Camp Director and the Ministry Point Board, the Ministries Director of Turtle Mountain Bible Camp, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp. The Ministries Director will devote their full time and effort, energies and abilities, as reasonably required, at the discretion of the Field Director, for the proper and diligent fulfilling of their responsibilities with One Hope Canada.

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry, by effectively leading a team to manage programs, administration, and all other activities related to Turtle Mountain Bible Camp.

Job Requirements

- Follower of Christ
- Passion for the Gospel
- Demonstrate good interpersonal and public relations skills
- Demonstrate leadership skills in management of time, people and resources
- Effective written and oral communication skills
- Able to handle the physical demands of the position
- Be innovative, show initiative and make decisions under pressure
- Self-starter with an ability to see projects through to completion
- Prioritize and adjust workloads to meet changing demands

Desired Skills

- A flexible attitude that is willing to step in and support mission team members in a variety of positions and duties
- Experience in providing appropriate correction to children and youth
- Comfortable and able to teach in one-on-one situations or in large groups
- Creative personality



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Key Responsibilities

Responsible to accomplish the evangelist and discipling ends of One Hope Canada through their camp program and ensure the Gospel is a part of all aspects of camp:

- **Organizational and Human Resource Leadership**
 - Oversee the leadership team, guide and support them as they develop a summer camp program that fosters a Christ-centered and dynamic camp ministry.
 - Assist the director to build, equip, and supervise a team of volunteers and summer missionaries in accordance with One Hope Canada core values and organization policies.
 - Establish and nurture a positive camp culture for all missionaries, volunteers, and guests.
 - Cultivate an environment that points campers to Jesus and is safe, exciting, and welcoming.
 - Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per the One Hope Canada Privacy Policy
 - Assist the director in the planning, developing, managing and coordinating camp through creative and engaging programs.
 - Current programs consist of: Summer Ministries, Fall-Spring Ministries
 - Communications that enhance the camp's presence in the community.
 - In coordination with the Office Administrator, develop and assist with the maintenance of an engaging online presence (camp website, Instagram, Facebook, etc.)
 - Be actively involved in a local church
 - Intentionally connect with local churches kids/youth ministries to maintain relationship with campers and local communities

Missionary Responsibilities

- Recruit and fill missionary needs
- Oversee application process
 - Ensure all applications are completely and accurately filled out (July).
 - All forms (CRC, certifications) are received.
 - Review references and follow up as needed.
 - Conduct timely interviews.
- Oversee and program Spring Crew schedules, responsibilities, and tasks.
 - Being sure to communicate with the full-time team and aim to assist one another in completing the set up for summer ministry.
- Summer Placements & Program
 - Implement all support team accommodations and assist with frontline placements for accommodations.
 - Provide support and executive decision making when needed for the leadership team.
- Training & Development - In conjunction with the Director & Leadership Team:
 - Review training plans and sessions.
 - Ensure all summer missionaries receive required training (June).
 - Research new training sessions (what are other ministries, camps etc. using for training).
- In- Person Events
 - attend camp banquets and events as directed.
 - attend youth groups, churches, community events.
- Assist Guest Groups
 - Assist in hosting Guest Groups through leading skills, providing custodian support, and other group specific needs as noted by TMBC's Office Admin/Guest Group Coordinator.



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Core Competencies	Education and Experience	Physical Demands
● Passion for the Gospel ● Creativity ● Communication ● Planning and Organizing ● Taking Initiative ● Confidence ● Leadership Skills ● Finance Management ● Self-Motivation	● Post-secondary education in a related field is an asset ● Experience with camping ministry is a definite asset	While performing the role of Ministries Director it is important to be able to move around the camp site and assist with maintenance issues and participate in skills and activities.

This job description is not intended, and should not be construed to be an exhaustive list of responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be applied.