

Ministry Supervisor

Position Information

Camp Clayton is a well-established, significant Christian ministry organisation with an excellent staff team of around 20 people. Camp Clayton is a major provider of accommodation and conference facilities in the state, with a specialized and dynamic youth ministry.

Employment Title	Ministry Supervisor
Employment Location	Camp Clayton 41 Clayton Road Ulverstone TAS 7315
Start Date	It is anticipated the successful applicant will commence employment before July school holidays (9 th July) if possible.
Employment Status	The successful applicant will be employed "Full-time / Permanent Part Time" subject to: <ul style="list-style-type: none">• Obtaining a Working with Vulnerable People Check• Obtaining a Current Police Check• Agreement with Camp Clayton's Staff Team Covenant –appendix C.• The successful completion of the probationary period
Probationary Period	A 6 month probationary period will apply.
Responsible to:	Executive Officer
Additional Information	Additional information about the position can be obtained by phoning (03) 6425 1893 or e-mail pjeffrey@campclayton.org.au . Additional information about Camp Clayton can be obtained by visiting www.campclayton.org.au
Remuneration	Remuneration will be negotiated commensurate with your skills and abilities, as per the social, community industry award 2010.
Position Description	Please refer to appendix B.

- Selection Criteria
- Spiritual maturity and wisdom.
 - Experience working with youth and in youth leadership.
 - A thorough understanding of safety and duty of care.
 - High level of scheduling and planning coordination.
 - Excellent verbal communication skills
 - Conflict resolution and negotiating skills.
 - Experience in leading volunteers.
 - Agreement with and support of the Mission, Core Purpose and Core Values of Camp Clayton – see appendix A.

Application Requirements

Applications are to include:

- Educational background and relevant qualifications
- Employment background (if applicable)
- Personal goals
- A detailed personal statement sharing why you believe you are suited to this position and what you would bring to this position.
- A detailed statement, including evidence and examples, addressing the selection criteria.
- Personal details (including contact details)
- Written reference from your pastor – to be submitted with your application
- Contact details of at least 2 referees (other than your pastor and family members) who can provide evidence of your ability to meet the selection criteria.

Application Closing Date

All applications are to be received by 10:00 a.m. Friday 8th of June, 2018.
Applications are to be submitted to:

Mail: Executive Officer (Phil Jeffrey)

Camp Clayton

PO Box 3184

Ulverstone TAS 7315

Email: pjeffrey@campclayton.org.au

Appendix A

Mission, Purpose and Core Values

Mission

To reach young people for Christ

Core Purpose

“Camp Clayton exists as a place of Christian testimony and activity for the purpose of ministering to the spiritual and physical needs of people, particularly young people, in the context of Biblical truth, compassion, and duty of care.”

Explanation:

Camp Clayton exists to:

1. Provide holiday camps for school aged children that are high quality, high adventure, community-based environments where training in Christian living principles teach the morals and values that are central to the Christian faith and to a healthy society.
2. Develop and run programs for underprivileged, misfortunate, distressed and needy young people and adults through the teaching and application of Christian principles.
3. Facilitate the conduct of programs by churches and groups for people of all ages for the purposes of Christian growth and development.
4. Provide a safe, healthy and suitable venue for hire by independent groups who are prepared to abide by the conditions set down.

These purposes are achieved by:

1. Exhibiting an identifiable Christian lifestyle.
2. Generating funds to develop, upgrade and maintain the property and facilities.
3. Adherence to the principles embodied in ‘The Great Commission’ (Matt 28:18-20)

Core Values

Our Core Values are a set of ‘guiding principles’ that are essential and enduring to Camp Clayton, the organisation. Although many values are upheld, the following have been selected as prominent in the operation of Camp Clayton.

1. **Biblical Truth** - Camp Clayton exists as a place of Christian testimony, upholding the Word of God, and reflecting the teaching of the recognised mainstream evangelical churches, with a commitment to the Statement of Faith.
2. **Faith** - Personally and corporately anticipating God’s provision, recognising that it is God who sustains this site.

3. **Diligence in Service** - This is motivated by our Christian faith and commitment as servants of God.
4. **Integrity** - In all our dealings, they will be done with honesty and justice, upholding the highest ethical, moral and spiritual standards.
5. **Compassion** - We seek to be sensitive to needs, and then meet them with Godly love.
6. **Temporary Community** - Where relationships of support, trust, and respect are upheld, in an environment of acceptance.
7. **Evangelism** - We want to be seen to live what we believe, distinct from the world, as testimony to our faith, and a role model to the community.
8. **Spiritual Development** - The nurture of Christian young people in faith, leadership and growth, the outreach and ongoing spiritual care of campers.

Appendix B

Position Description – Ministry Supervisor

Responsible to: Executive Officer

Responsible for: Youth Work Coordinator

Ministry Voluntary Staff

Families Ministry Coordinator

Employment Status: Full Time / Permanent Part Time

Major Goal

To help campers have a peaceful and challenging experience by coordinating and overseeing CYC ministries and ensuring that campers are followed up effectively.

Key Results Area # 1 - Coordinating and Overseeing Camp Clayton Ministries (including Holiday Camps and Families Ministries)

This will have been completed well when:

- At least eight CYC Holiday Camps are run each year.
- At least three other CYC Ministry Camps are run each year.
- The quality of all aspects of each Ministry camp complies with the approved standards and Camp policies.
- Programs, schedules and other items necessary for each Ministry Camp are available in good order as and when required by coordinators for the camp.
- All staff for each Ministry Camp can demonstrate competence, at the level required by Camp Clayton and Statutory Authorities, for the duties for which they are responsible.
- Reviewing all Ministry Camp programs prior to camp for insurance clearance.

Key Results Area # 2 – Identifying and Developing New Ministry Opportunities

This will have been completed well when:

- New ministry opportunities are identified, fully investigated and, where deemed suitable and appropriate, implemented.
- New leadership development opportunities (particularly youth leadership development) are identified and, where deemed suitable and appropriate, implemented.
- Relationships with other organisations, particularly Christian organisations, are developed with an aim of supporting each other in ministry.

Key Results Area # 3 - Recruiting, Training & Equipping Voluntary Leadership Teams

This will have been completed well when:

- Each Ministry Camp has the number of staff required by Camp Clayton and Statutory Authorities
- Each Ministry Camp volunteer receives the training necessary to demonstrate they can perform competently all duties for which they will be responsible.
- All staff and Ministry Camp volunteers are fully briefed on their duties and have all documents, materials, and other information necessary to fulfil their responsibilities.
- A minimum of one Youth Leadership Training opportunity is run each year.

Key Results Area # 4 - Follow up of Campers

This will have been completed well when:

- All campers are followed up in accordance with approved camp policies and procedures.
- All letters, publications and other follow up materials are received by campers at the times specified in approved camp schedules.
- All follow-up material either sourced from publications, or written by Camp Clayton Youth Workers, is approved by the Ministry Supervisor.
- Appropriate and realistic provision is made for continuing follow up of each camper in accordance with policies and procedures agreed between the Camp and churches.

Key Results Area # 5 - Administration of Ministry Camps

This will have been completed well when:

- All administration necessary for effective camps and follow up of campers is completed on time and in accordance with approved procedures and timetables.
- All administration for ministry camps is completed according to set procedures and schedules.
- Policies and procedures are continually developed and tweaked to ensure best practice for all Camp Clayton staff and departments.
- All people carrying out delegated functions receive all information and materials on time and as agreed in the delegation.
- Web site information is maintained, current and accurately.
- Resource rooms are maintained clean and tidy, supply of resources is expanded and inventory is up to date two weeks before the start of Ministry Camps.

Key Results Area # 6 – Network with Churches and Other Organisations

This will have been completed well when:

- An accurate contact database of Churches and other relevant organisations is maintained and made available to all Camp Clayton staff.
- Solid relationships are developed and maintained between Camp Clayton and local Youth Groups, Youth Group leaders and Pastors.
- Referral processes and channels are developed for effective follow-up and placement of young people with Churches and Youth Groups.
- Communication updates are made available to local Youth Groups, Youth Group leaders and Pastors.

Key Results Area # 7 – Lead Child Protection and Safety within the organisation

This will have been completed well when:

- Staff records of Working with Vulnerable Peoples Cards (WWVP) are kept updated
- Appropriate managers are aware of when staff and volunteers WWVP cards are expiring (at least 1 months' notice)
- Ensure that Child Protection policies for volunteers and the organisation remain at a high standard and follow current legislative trends
- Provide training as needed to staff around Child Protection and Safety

Key Results Area # 8 - General Ministry

This will have been completed well when:

- As a member of the Camp Clayton team, I participate in unscheduled activities including general maintenance and spring cleaning.
- As a member of the Camp Clayton team I assist or replace other members in times of extra activity, emergency or sickness.
- I serve meals and clean up kitchen, including washing campers' dishes, when rostered.
- I lead the staff team hosting weekend camps at a frequency not exceeding one weekend in three.
- I demonstrate a commitment to attempting to resolve difficulties and conflicts that may contribute to the detriment of the staff team, and/or the overall ministry of Camp Clayton.

Key Results Area # 9 - Family and Personal Development

This will have been completed well when:

- I schedule and spend time each week to maintain and develop positive relationships with members of my family living with me, both individually and corporately.
- I schedule and spend time each month to maintain and develop positive relationships with members of my family and friends living in other areas.
- I schedule and spend time each week to develop and maintain a positive spirit of interdependence with members of the Camp Clayton team.
- I schedule and spend time each week where possible to develop and maintain fellowship with the members of a local Christian church.
- I schedule and spend time to develop and maintain my personal spiritual, physical, mental and psychological health.
- I schedule and spend time each week for rest and recreation.
- I schedule and spend four weeks each year for rest and recreation.