



Teen Time of Edmonton
12235 50st NW
Edmonton, Alberta
T5W 3C7

DATE:

January 16, 2025

Dear Vanguard College Students,

I am so excited to share that Teen Time of Edmonton is now hiring for the Summer 2025 season!

Teen Time of Edmonton is located 1.5 hours northwest of Edmonton, in Dapp, Alberta. Our ranch is situated on the picturesque shores of a semi-private lake, surrounded by 350 acres of beautiful natural landscapes. It boasts a charming two-story lodge facility and cozy summer cabins, making it an ideal location for a serene getaway.

If you're looking for a summer of adventure, laughter, and ministry, Teen Time of Edmonton is the perfect opportunity for you! You'll be stretched, challenged, and inspired, but most of all, you'll have the chance to serve while having a blast! Imagine spending your summer surrounded by passionate, energetic youth, engaging in exciting activities, and most importantly, being a part of a ministry that makes a lasting impact. This is an excellent opportunity to gain hands-on experience with youth from all walks of life.

We are currently hiring two positions – Summer Staff & Summer Coordinator. Working as a summer staff for Teen Time of Edmonton means every week will look a little different for you. One week you may work as the canoe instructor and the next week you may be Cabin Leading a group of 8-10 youth. Working as a summer coordinator will give you an opportunity to develop devotional material for cabins, mentor the summer staff and plan camp wide activities that differ from week to week. Each position offers full time hours, provided meals (we're known for our food) and dorm-style housing for July and August. A full job description for both positions will be provided on Page 2 & 3.

Our summer positions will start June 27th, 2025 and conclude on August 23rd 2025. The summer coordinator position will start May 5th 2025 and conclude on August 23rd, 2025.

I encourage you to pray about this incredible opportunity. It promises to be a summer full of memories, friendships, and the joy of serving God and others in a fun and impactful way.

Please apply by emailing your resume to tina@teentime.ab.ca before March 15th, 2025. If you have any questions, feel free to reach out. I'd be happy to answer your questions!


Can't wait to see how God will use you this summer!

Regards,

Tina Anstey

Program Coordinator
Teen Time of Edmonton

 Tina@teentime.ab.ca

 780-616-7044

 12235 50st NW Edmonton, AB
T5W 3C7



Job Title: Summer Coordinator
Position: Full-Time Seasonal, 40 Hours/Week
Date Range: May 5, 2025 – August 22, 2025
Location: Teen Time of Edmonton
Reports to: Program Coordinator

Duties and responsibilities:

- Plan, Implement and oversee summer camp programs for children and youth ages 7-17 across all areas of camp.
- Encourage, uplift, and build into staff team
- Follow all policy and procedures of Teen Time set out in the Policy Manual
- Reports to the Program Coordinator
- Communicate all issues or concerns in a timely manner to the Program Coordinator

May-June

- Develop Cabin Devotional Materials for cabin leaders to use.
- Preparation for all programming areas and activities (Emphasis on Archery, Canoeing, Arts and Crafts, Wide-Games).
- Become fully acquainted with camp policies and procedures
- Assist in general camp preparation.
- Minimal administrative duties such as processing registrations, answering the phone and sending emails.
- Preparation for Staff Training sessions.

July/August

- Connect with activity leaders weekly to communicate and implement planned activities
- Oversee staff in conjunction with Program Coordinator
- Help in development and facilitation of unity between all staff
- Help lead start and end of meal time, making camp wide announcements when necessary
- Assist in Directing weeks of camp alongside designated directors
- Maintain supply levels on activity stock, letting the camp facilitator know when supplies are running low.
- Deal with problems and behavioral issues with campers as they arise, escalating to program coordinator when necessary.
- Communicating with the Program Coordinator in a timely manner.
- Oversee wide-games, implementing new games and camp-wide activities based on age groups of the camp.
- Assist cabin leaders with theme dinner preparation, skits, talent shows, etc.
- Ensure all activities are appropriate for each age group and in keeping with the summer theme and mission of camp.



Job Title: Summer Staff
Position: Full-Time Seasonal
Date Range: June 27, 2025 – August 23, 2025
Location: Teen Time of Edmonton
Reports to: Program Coordinator

As a camp counsellor, the youth will play a crucial role in creating a positive, safe and engaging environment for campers, ranging from 7-17. The primary responsibility is to supervise, guide and mentor a group of campers, sometimes with diverse needs, throughout the duration of the camp program along with facilitating activities, ensuring campers' well-being and helping to create lifelong memories for all participants.

Camper Supervision

- Supervise and guide campers during daily activities, ensuring their safety and well-being at all times.
- Provide support and encouragement, helping campers build confidence, teamwork and problem solving skills.
- Act as a positive role model for campers by demonstrating respect, responsibility and integrity.
- Foster an inclusive and supportive environment that promotes positive group dynamics, conflict resolution and respect for individual differences.

Activity Leadership

- Lead and organize recreational activities such as arts and crafts, sports, team-building exercises, campfire programs, swimming and other camp-specific programs.
- Adapt activities to accommodate different skill levels and interests of campers, ensuring all participants are engaged and challenged.
- Encourage creativity, participation and teamwork in all activities.
- Plan, prepare and assist with scheduled group games, and other camp events.

Daily Operations

- Assist with campers' daily routines, including morning and evening clean-up, meal times, rest periods and cabin inspections.
- Help set up and clean up for meals, activities, and other camp events.

Counselor Duties

- Serve as a mentor and friend to campers, offering guidance, advice and support throughout the weeks programming.
- Lead by example in terms of attitude, behavior and work ethic.
- Participate in camp-wide events such as campfires, talent shows and other team-building activities.
- Contribute to the overall positive camp culture, promoting respect, teamwork, and fun.