

## **Job Title: Stepping Stones Director**

**Application Deadline:** December 15, 2022

**Employment Type:** Full-time

**Start Date:** January 2, 2023

Located in Beaverton, Ontario, Canada, Fair Havens Ministries is a Christian, non-profit organization composed of a Summer Family Camp, Retreat Centre, Outdoor Christian Education Centre, as well as a Youth Discipleship Program called Stepping Stones.

The Stepping Stones Discipleship Program is a year-round intentional Staffing Program for youth and young adults (ages 15-25).

### **Job Summary**

We are seeking an enthusiastic and passionate individual who wishes to help bring youth/young adults toward maturity in Christ by creating life changing experiences during their time at Fair Havens. This individual will be overseeing all elements of our year-round staff discipleship program known as Stepping Stones which consists of a Spring and Summer Experience as well as a Fall and Winter Internship.

### **Key Responsibilities**

- Plan, develop, implement a year-round discipleship program for youth/young adults 15-25
- Recruitment and onboarding process for the Stepping Stones Staff year-round (interviewing, hiring, contract building, training etc.) in collaboration with Department Heads
- Oversee/manage the records/filing for all Stepping Stones Staff, curriculum, resources, evaluations etc.
- Coordinate schedules and staffing needs of Fair Havens alongside Department Heads
- Oversee and manage Stepping Stones Program budgets
- Exemplify what it looks like to live in obedience to Christ and being a positive role model in community while coming alongside staff and pointing them to Christ, through prayer, encouragement and edification
- Enforce camp policies and staff responsibilities within Stepping Stones Staff
- Support, Encourage and Mentor Community Life Leaders, Cabin Leaders, and Stepping Stones Staff
- Help develop and oversee a healthy community within the Stepping Stones Staff culture
- Plan, prepare and implement community life and spiritual formation events year-round
- Assist with the promotion of the Stepping Stones Program to increase awareness and support

### **Qualifications**

- Must be minimum of 23 years of age, mature, responsible adult
- Post-secondary study/completion in education, biblical studies or child & youth worker is an asset
- Experience in leading/speaking to youth/young adult on spiritual topics
- Strong communication, teaching and interpersonal skills
- Ability to stay positive, work under pressure and take initiative

**To apply for this position, please send your resume and cover letter to: Brian Bylsma, Executive Director/CEO at [bbylsma@fairhavens.org](mailto:bbylsma@fairhavens.org)**