

ACTIVITY LEADER

Position Summary:

The Activity Leader cares for the staff that report to them (instructors, paintball coordinator, waterfront coordinator, canoe trip coordinator, drama camp instructor) and the activity areas. They ensure that each area is functioning at its highest level. They are responsible to facilitate the necessary training and ensure safe and fun instruction at all activities. They are responsible for the care and spiritual discipleship of all those that report to them. They are there to encourage and challenge their staff to talk about God in their lives and to help them find tools to effectively communicate to the campers. The Activity Leader works with the Summer Program Director(s) and other Leaders to schedule and to check on the well-being of all activity staff and the running of activities. They are responsible for the maintenance of each activity area and the equipment and will work with the maintenance supervisor for the repair of any structures in the activity areas. The Activity Leader is responsible to the Summer Program Director. The Activity Leader is also a member of our Summer Leadership Team which together oversees the entire summer ministry program. This position reports to the Summer Program Director.

Responsibilities:

- Responsible for the clean up and set up on Monday's and Saturdays
- Responsible for organization of all campers to their assigned activities
- Responsible for scheduling all staff for each week.
- Facilitate and organize with other leaders the wide games in the evening
 - Assign all non-cabin leading staff to roles for the wide games
 - Encourage and inspire participation in wide games
- Responsible for each activity areas (Archery, Arts&Crafts, Wall/High Ropes/ Zip line, Photography, Wood Working, Safari, Paper Chase, Initiative Tasks, Canoe and Kayak)
 - Responsible to unlock all activity areas at the designated times
 - Must inspect equipment to make sure it is up to par
 - Ensure staff assigned to areas are trained in teaching and facilitating the skill time effectively
 - Monitor and evaluate all instructors on a daily basis in all activities – ask how they are doing and if they need anything to help them run their area – ensure they are focused on the campers and building relationships
 - High Ropes / Zipline
 - Do and log each time that an inspection of these elements are completed
- Camper Activity Rotation
 - Ensure campers and cabin leaders know their camper rotation schedule
 - Ensure 1:8 ratio is complied with at all activity areas
 - Be able to access information to inform campers of their location for activities if needed at all times
 - Be organized and easily accessible to locate necessary information for campers and staff
- Connecting with Staff
 - Deal with Issues with campers that pertain to the activity are – lost campers or showing up to wrong activities
 - Report and record all incidents with staff and campers on the appropriate forms – knows what has happened in all areas
 - Communicate decisions about programming and other issues
 - Facilitate focus on prayer and reflection on scripture
 - Facilitate a safe environment for them to share challenges and victories
 - Encourage and care for your staff
- Report **all** incidents / issues to the Summer Program Director
- Work Projects
 - Set up and take down for Monday's and Saturday special programming
 - Work with Summer Program Director(s) to delegate work projects to activity staff who are not assigned an activity for a block of time
- Ensure proper instruction and safety of each activity area
- Ensure and encourage a fun environment through the activity
- Ensure focus on the instruction and care of the camper during the activity
- Maintain equipment in all activity areas
- Properly care for designated accommodations and the facility
- Report to the Summer Program director regularly

General Responsibility:

- Share your Christian life and character with the campers as you can
- Promote an encouraging and fun environment
- Encourage, honour and respect fellow staff and leaders

- Be on time for all scheduled programming and meals
- Be able to participate with enthusiasm in various weather conditions
- Properly care for your designated accommodations
- Uphold all Camp Arnes policies
- Participate in the Saturday Staff Meeting once the campers have left
- Attend and participate in the Tuesday and Thursday morning Staff devotions
- Attend and participate in Sunday night Journey Groups
- Attend and participate in Sunday night wigwams / worship
- Try to attend church on Sundays (when possible)

Leadership Team Responsibilities

- Facilitate, organize, and encourage safe and fun program activities
- Come up with creative programming, for issues that prevent the regular programming, on the fly
- Record **all** phone calls to parents / guardians
- Ensure that the witnessing staff fill out an incident report no less the 24 hours after the incident / issue occurred
- Participate in the assigning of cabin leaders to cabins each week with other camp
- Attend and participate in the Wednesday morning Summer Leadership Team Meetings
- Inspire and promote a healthy communicative atmosphere among the Summer Leadership Team and staff
- Promote a healthy community atmosphere
- Connect with individual or group members for issues/incidents
- Confront members when issues arise
- Keep members accountable
- Be open and accepting of other members accountable for your role
- Organize with the other necessary members for needed decisions

Attributes:

- Strong Christian foundation and relationship with Christ
- High Passion for ministry and fun!
- Strong background in outdoor activities; canoeing, kayaking, archery, climbing, etc.
- Strong ability to lead and delegate
- Strong simple communicator
- Ability to encourage and motivate staff
- Passion for organization and care of the activities
- Passion for communicating the Gospel Message
- High energy personality
- Hard work ethic