

# CAMP ARNES

## Position Overview: Resource Coordinator

Ad Number: CA 1002



**Purpose:** The Resource Coordinator is a year around position responsible for overseeing the overall operations of outdoor camping education.

**Responsible to:** Director of Operations

**Compensation:** This position is salaried with benefits (housing also available)

**Start Date:** Immediate

**SUMMARY** Develops, evaluates and manages the resource staff in carrying out the organization's outdoor education, retreat centre and summer camping programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

- Schedule and oversee resource staff in training, developing programs, chores, hosting, daily checklists, performance reviews, and growth in accordance with the organization's vision, philosophy, mission and code of conduct.
- Identify and preventatively manage the risks possible in activity areas on a consistent basis.
- Provide leadership and mentoring to resource staff being a model of respectful work place practices.
- Act as an advisor to staffing areas to purchasing program equipment and program development.
- Advise the directors of operations and summer ministries in monitoring the program budget.
- Maintain equipment in activity areas ensuring a quality working condition, take periodic stock of all equipment and maintain the resource centre in a clean, safe, efficient and professional manner.
- Ensuring that new employees and volunteers receive detailed safety instructions before they're permitted to participate in leading skill areas and mechanical equipment.
- Exhibit passion in educating kids in a creative, fun and informative manner.
- Have a mature, personal commitment to Jesus Christ as evidenced in their daily life being able to lead and inspire individuals (small or large) with the Gospel.
- Able to model & motivate an environment championed by attitudes of service, peace & justice, and the importance of Christian community to working environment.
- Computer proficiency in MS Office 2003.
- The incumbent must display the following core competencies: interpersonal communication, being a team player, customer service, valuing diversity, building trust, managing change, organizing & follow-up, lifelong learning, and managing stress.

### SUPERVISORY RESPONSIBILITIES

Oversee a staff in daily scheduling, evaluating and program development.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. The following experiences and skills would be considered an asset.

- At least two to seven years of post secondary education or equivalent life experiences.
- At least two years of previous experience in a camping environment.
- Completed courses in Christian education; outdoor leadership; recreation or sports management or religious studies.
- Proficiency in the application of MS Word, Outlook, Excel, and PowerPoint.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Manitoba Driver's License – Class 5 required; Class 4 - an asset  
Certification in CPR; First Aid – an asset

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to prolonged sitting or standing and requires flexibility in work hours to fulfill role and responsibilities.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions; high precarious places and outside weather conditions.

### **COMMUNITY ENVIRONMENT**

Camp Arnes is an inter-denominational Christian year around camp providing outdoor education and summer camp to students from across Manitoba. Employees should have a mature, personal commitment to Jesus Christ as evidenced in their daily life. The modeling and communication of safe practices is of utmost importance to our guests at all times.

The successful applicant must submit a Criminal Record Check and Child Abuse Registry check prior to assuming the position.

Your cover letter and résumé must clearly demonstrate how you meet the qualifications.

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CANADA

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"We thank all who apply and advise that only those selected for further consideration will be contacted."