

CAMP ARNES: Summer Ministry Volunteer Team
Position Overview: Explorer Camp Leader
Ad Number: CA 1007



Purpose: The Explorer Camp Leader(s) assist in facilitating the day to day operations of the Explorer Camp program (ages 8-10) as well as Day Camp (ages 7-10) and Teddy Bear Camp (ages 6-7).

Responsible to: Summer Program Director(s) & Director of Summer Ministries

Member: Summer Leadership Team

Compensation: Honorarium of \$250 (weekly), room & board (taxable benefit), Share a Day's Wage (up to an additional \$5,000 – for the summer)

Start Date: 17 June, 2010 {may be eligible for Spring Staff}

Finish Date: 30 August, 2010

Summary:

The Explorer Camp Leaders organize and plan the variety of programming necessary for the Explorer Program. Both a male and female are hired in this position and work together in leading the explorer camp which consists of 350 plus campers for the entire summer program. They are there to encourage and challenge cabin leaders to talk about God in their lives and to help them find tools to effectively communicate to the campers.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- Hold the camp leaders accountable to their job descriptions.
- Provide guidance with camper & staffing issues.
- Be in regular communication with the Summer Program Director(s) or designate.
- Uphold the Staff Handbook & all camp policies and procedures.
- Communicate with parents' of campers when necessary.
- Inspire hard work, creative programming, and to promote an encouraging environment.
- Promote and demonstrate effective communication amongst staff.
- Ensure safety of all activities & programming.
- Promote & demonstrate a well balanced Christian life.

SUPERVISORY RESPONSIBILITIES

- Multiple area unit of staff
- Conflict & resolution of staff and guests
- Reporting & scheduling of staff

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. Computer proficiency in MS Office 2003 would be an asset.

EDUCATION and/or EXPERIENCE

A student in University preferred, at least 2 years in camping environment, a minimum of 1 year of responsible experience in leading people and experience in program development. Superior organizational skills and excellent communication are essential to the success of this position. Understanding of teenage culture and trends an asset.

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.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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 considered an asset)
Conflict & Resolution Training
First Aid Training (an asset) {camp will certify}
CPR (an asset) {camp will certify}

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. While performing the duties of this job, the individual 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 individual is occasionally required to prolonged sitting or standing and may frequently lift and/or move up to 40 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. The individual is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; 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. Staff 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 to a Criminal Record Check and Child Abuse Registry check prior to assuming the position.

Your application and resume 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."