

CAMP ARNES: Summer Ministry Volunteer Team

Position Overview: Integrations Coordinator



Ad Number: CA 1005

- Purpose:** To help facilitate the integrations program into the summer program.
- 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:** 1 May, 2010
- Finish Date:** 30 August, 2010

SUMMARY

The integrations coordinator is responsible for the Camp Arnes' 7 week integrations ministry. The integrations coordinator works closely with administrative and front line staff from SMD (Society of Manitobans with Disabilities) and other agencies to successfully integrate guests with disabilities into the rhythm of summer programming at Camp Arnes.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- Interview all potential Integration campers prior to their acceptance to Camp Arnes
- Encourages and advocates for the integration campers & the camper's aide.
- Provide guidance with camper & staffing issues as it relates to integration campers.
- 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 integration campers when necessary.
- Inspire hard work, creative programming, and to promote an encouraging environment.
- Promote and demonstrate effective communication amongst staff, parents, agencies and aides.
- Ensure safety of all activities & programming for integrations campers.
- Promote & demonstrate a well balanced Christian life.

SUPERVISORY RESPONSIBILITIES

- Conflict & resolution of staff and guests when necessary.
- Reporting & scheduling of staff that provide respite.

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 as well as at least 2 years experience as an aide or respite worker.

EDUCATION and/or EXPERIENCE

Senior (3rd or 4th year) student in University preferred, at least 2 years in camping environment, a minimum of 2 years 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. Experience in working with people with disabilities and other integration programs would be considered 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 a must (class 4 considered an asset)

Conflict & Resolution Training

Training with SMD (an asset) {camp will certify}

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; human excrement, 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 résumé must clearly demonstrate how you meet the qualifications.

Mail: Steve Sutherland

Email: Steve Sutherland

Camp Arnes

ssutherland@camparnes.com

Box 29009 RPO NK

Winnipeg, MB R2G 4E9

CANADA

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