

CAMP ARNES

Position Overview: Resource Staff

Ad Number: CA 1002a



Purpose: The Resource Staff position is a full time, year around position who works alongside the resource staff team, who instruct, teach and host in the **Christian camping**, outdoor education and retreat centre programs.

Responsible to: Resource Coordinator

Compensation: This position is salaried with an annual **salary of \$18720**, group insurance and housing.

Start Date: **August 30th, 2010**

SUMMARY As a primary role, provide **resource duties** to all guests. In a secondary role, resource staff work in the kitchen, dining room corrals, maintenance and conduct care taking duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

- Proven ability to lead and inspire individuals, small & large groups.
- Exhibit a passion for teaching (people of all ages).
- Ability to communicate effectively, efficiently and concisely.
- Ensure accommodations and meeting areas are ready for guests.
- Assist in training spring & summer staff and to other camps when necessary.
- **Lifeguard to required guests.**
- Communicate and model safe practices in all camp activities and areas of camp.
- Present yourself in a fun, energetic and professional nature to all guests.
- Host guest groups – provide clear orientation instructions and announcements
- Provide exceptional hospitality services in following through with a guest group's individual needs.
- Assist in secondary duties when needed (kitchen, dining room, corrals, and maintenance).
- Share their Christian life and character with guests when they can.

SUPERVISORY RESPONSIBILITIES

- Volunteers from time to time.

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 five 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

NLS certified – 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** (more details, hot cold, etc...); 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."