

SUMMER 2023 APPLICATION

a quick note

We are so excited by your desire to join our 2023 Summer Staff team. Camp has the capacity to *change your life*. We know this because it has certainly changed ours! As we think about this upcoming summer we are so excited for what God has in store. We imagine lives changed through Jesus. We imagine a team filled with passionate, mature, optimistic, flexible and kind staff. Join us this summer as we: grow closer to God; grow closer to one-another and learn how to live in community, well; pour into the lives of children, teens, young adults and even, adults! We are excited by what you bring to our team. We are excited by God's movement in your life. With joyful anticipation,

Andrew and Olivia

Lt. Andrew Sweet & Lt. Olivia Campbell-Sweet
Divisional Youth Secretaries
Directors of Pine Lake Camp



QUICK FACTS

Positions Available: 40+

The "Discipleship Team" has been replaced with Spring Work Crew & "Coordinator" positions

6 new position: generalist, spiritual life coordinator, camper support worker, admin. assistant/registrar, dining hall coordinator, program assistant

SENIOR STAFF

Program Coordinator

{POSITION FILLED}

This position is responsible for planning and implementing a quality summer camping program for children (ages 7-12 yrs; 13-17 yrs; 0-6 yrs). The program includes daily options, evening programs, camp wide games and campfires. This position is apart of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| June 5 - August 30 |

Leaders-In Training (LIT) Program Coordinator {1 position available}

This position is responsible for planning and implementing a quality leadership and discipleship development program (students Gr. 8-10) that includes daily group teaching, team building activities/challenges and integration into the regular camping program for hands on leadership and work experience. This position is apart of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| June 5 - August 30 |

Spiritual Life Coordinator (SLC) {1 position available}

This position is responsible for implementing a quality Bible program, developing aspects of communal worship and directing campfire times. The Spiritual Life Coordinator will use ORANGE curriculum to implement program aspects. The SLC should be knowledgeable of able to articulate (and utilize) the Salvation Army doctrines in their provisions. They will hold some level of religious education. This position is apart of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.). They will work closely with the DCYS' to support staff spiritual life.

| June 5 - August 30 |

Recreation (REC) Coordinator {1 position available}

This position is responsible for the creation and implementation of an innovative summer recreation program including daily recreation options (ex: low ropes, wall climb, archery, bikes, sports, etc.), camp wide games, crafts, tenting program and evening programs. Applicants should have knowledge of a wide range of sports and recreation activities and be able to successfully teach skills and games to groups of children. This position is apart of the Senior Program Leadership team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| June 5 - August 30 |

Head Cabin Leader {1-2 positions available}

This position is responsible for ensuring quality care of our campers by providing effective supervision of the Cabin Leaders. Head Cabin Leaders will participate in all areas of camp in an effort to encourage Cabin Leaders, model appropriate Cabin Leader techniques and provide constructive feedback. Duties include assisting Cabin Leaders with camper discipline, collecting and approving weekly documentation, staff motivation, monitoring staff breaks/relief, assisting with formal evaluations, conflict management and encouraging spiritual growth among staff. This position is apart of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| June 5 - August 30 |

Dining Hall Coordinator

{1 position available}

This position will be responsible for the coordination of all dining hall meal times and activities. Duties will include oversight of the Kitchen Staff team to ensure all duties are being completed, liaise daily with the Program Team to determine any dining hall support needed, facilitate meal times and activities (ex: plan and execute theme dinners, table award, lost & found, etc.) and provide support to the Cooks & Hospitality Manager as needed (ex: food ordering, staff scheduling, etc.). This position is apart of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| July 5 - August 30 |

Head Lifeguard

{1 position available}

This position is responsible for general oversight of the Waterfront Team. This includes supervision of the safe operation and maintenance of the pool and all associated equipment and activities (includes daily water samples, chemical management, testing life jackets, etc.). Duties include, but are not limited to, training/coaching/direct supervision of the Waterfront Team, performing lifeguard duties at the pool/waterfront, conducting swimming proficiency testing, facilitating canoe trips, enforcing pool/waterfront procedures, planning and carrying out general program activities as required. On "rain days" all lifeguards will assist with the alternative programming that takes place during their regular shift. This position is apart of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

- National Lifeguard Service (NLS) certification - Lifesaving Society required
- Alberta Boating License (can be obtained online)

| July 5 - August 30 |

Camper Support Worker

{1-2 positions available}

This position will provide support to staff who are struggling to navigate camper behaviour challenges, liaise with the Program Director/DCYS'/parents or guardians regarding camper behaviour challenges. The duties of this position will include responding to staff requests for support, enforcing the PLC camper discipline policies, regular documentation of all camper interactions, conversations with parents/guardians and making recommendations regarding camper behaviour response to the Program Director/DCYS'.

This position will provide support to staff as they navigate camper behaviour and/or diverse needs. They will work with the Program Director/DCYS'/parents or guardians regarding challenges. This position is apart of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| July 5 - August 30 |

OTHER STAFF POSITIONS:

Program Assistant

{1 position available}

This position is a general support role for the Senior Program Lead team and the summer camping program. Duties may include administrative support in the camp office, assisting with the set up and facilitation of camp activities (ex: evening programs, camp wide games, etc.), provide additional support to Cabin Leaders as needed, and any other duties as required.

| July 5 - August 30 |

Cabin Leaders

{16 positions available}

This position is responsible for the direct supervision of campers in groups of 6-10 (ages: 7-12, 13-10, toddlers). The top priorities of this role include the health, safety, happiness and personal development of campers. Duties include, but are not limited to, leading campers throughout daily routines (i.e. meals, personal hygiene, sleep, etc.), encouraging the participation of each camper in all activities, broadening the interests of campers through various activities, actively participating in program options and evening program, guiding the spiritual growth of campers, ensuring camper safety and wellbeing, developing positive relationships with campers, fostering positive community experience, enforcing camper discipline policies as needed, and any other duties as required.

| July 5 - August 30 |

Childcare Support (Babysitter)

{1 position available}

This position provides daily childcare for children of full-time staff members (ex: DCYS) who are not eligible to participate in the regular summer camping program. Duties will include ensuring the children are safe and healthy, providing the child with meals/snacks, regular diaper changes (if needed), enforcing naps and other rhythms throughout the day, engaging in creative age appropriate activities that provide variety throughout the day, reporting to parents regarding any behaviour challenges, injuries or illnesses, being on call for duties outside of scheduled hours, and any other duties as required.

| July 5 - August 30 |

Lifeguard

{2+ positions available}

This position is responsible for the safe operation and maintenance of all waterfront activities and associated equipment (includes daily water samples, chemical management, testing life jackets, etc.). Duties include, but are not limited to, training/coaching/direct supervision of the Waterfront Team, performing lifeguard duties at the pool/waterfront, conducting swimming proficiency testing, facilitating canoe trips, enforcing pool/waterfront procedures, planning and carrying out general program activities as required. On "rain days" all lifeguards will assist with the alternative programming that takes place during their regular shift.

- National Lifeguard Service (NLS) certification - *Lifesaving Society required*
- Alberta Boating License (can be obtained online)

| July 5 - August 30 |

Kitchen Support

{5+ positions available}

This position is responsible for the efficient running of the camp kitchen by completing kitchen/dining hall jobs as assigned by the Cooks and/or Dining Hall Coordinator. Duties include food preparation, set up of tables and chairs, serving meals and snacks efficiently and courteously, waste removal, dish pit, wash tables/chairs/floors and sweep kitchen/pantry/serving areas as assigned, assist with receiving food order deliveries, and any other duties as required.

| July 5 - August 30 |

Housekeeping

{2 positions available}

This position is responsible for the daily cleanliness and organization of camp facilities. Duties include cleaning and restocking of washrooms and janitorial rooms, assisting with the operation of the canteen, receiving canteen and janitorial supply orders, daily cabin inspections, camp laundry, cleaning guests room after departure, regular facility cleaning and sanitization routines, and any other duties as required.

| July 5 - August 30 |

Maintenance

{2 positions available}

This position will assist the Operations Manager with general facilities upkeep and project work. Duties include, but are not limited to, lawn maintenance, minor repairs to equipment and buildings, preparing campfires, painting, developing and maintaining bike/hiking trails, pest control/removal, occasional housekeeping duties (clean floors, sinks, toilets, etc.) and garbage/recycle disposal. Other duties will be assigned as required.

| July 5 - August 30 |

Generalist

{2+ positions available}

This is a floating position that requires flexibility. Duties will be determined on a weekly (sometimes daily) basis. The role may include, but it not limited to, filling in as a Cabin Leader, covering staff breaks/absences, assisting the Senior Program Lead team with the implementation of program elements, assisting with maintenance/housekeeping/kitchen duties, and any other duties as required.

| July 5 - August 30 |

Camp Administrative Assistant/Register

{1 position available}

This position will caretake CampBrain ensuring that camper files are completed. They will share relevant information with other team members (ie. medications with the First Aid Coordinator). This position may also support in the organization of staff files, completion of payroll and the filling out of documents (ie. Canada Summer Jobs). This position will oversee the camp accreditation process, remedying and implementing any necessary changes to the program/facilities. They will complete documentation and meetings with the Alberta Camping Association. This position will work closely with management team (DCYS', Operations Manager, Hospitality Manager).

**Depending on the experience of the applicant, this position may become a Senior Staff position*

| July 5 - August 30 |

First Aid Coordinator ("Camp Nurse")

{1 position available}

This position is responsible for the health and safety of all campers, staff, volunteers and visitors on the camp property. Duties include administering medication to campers & staff/volunteers, establishing a plan of health care with campers & staff/volunteers, accurate record keeping and reports, safe storage of all medical supplies, purchase/re-stock of supplies as needed, help broaden campers' understanding of health related issues, give insight into matters concerning health & safety and make recommendations to Camp Leadership Staff, assist with staff training, equip staff with appropriately stocked First Aid kits, assist with camper check-in and provide on-site triage for general illness and injuries.

- Certification as a licensed physician, RN, LPN or Advanced First Aid (EMT-A level) required
- Must be in good standing with CARNA

| July 5 - August 30 |

Spring Work Crew * Pre Camping Season

{4+ positions available}

This position will include daily maintenance and housekeeping of the camp, special projects to prepare for the summer, assisting with any spring rental groups (ex: kitchen/dishpit, housekeeping, etc.) and other duties as required.

NOTE: This is a spring position only – if you want to continue working at camp throughout July–August you will need apply for a Summer position also.

| May 1 - July 4 |