



PINE LAKE CAMP

OUR POSITIONS

PROGRAM COORDINATOR {1 POSITION}

This **senior staff** 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. Works within summer budget to ensure that all program resources and materials for the summer are planned for and purchased. This position provides direction and supervision to the program team and camp staff and is a part of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| May 27-August 23 |



SPIRITUAL LIFE COORDINATOR {1 POSITION}

This **senior staff** 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 a part 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.

| May 27-August 23 |



RECREATION COORDINATOR {1 POSITION}

This **senior staff** 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 a part of the Senior Program Leadership team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| May 27-August 23 |



HEAD CABIN LEADER/ L.I.T COORDINATOR {1 POSITION}

This **senior staff** 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. In addition, this position will also be responsible for carrying out the Leaders In Training (L.I.T.) programming and will provide guidance and direction to the L.I.T.'s. This position is a part of the Senior Staff team who will develop and implement a quality Christian summer camping program (ex: evening programs, etc.).

| May 27-August 23 |



HEAD CABIN LEADER {1 POSITION}

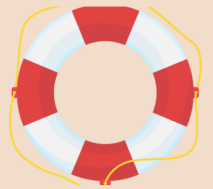
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| May 27-August 23 |

HEAD LIFEGUARD {1 POSITION}

This **senior staff** 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 a part 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 2- August 23 |

LIFEGUARD {1 POSITION}

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 2-August 23 |



PROGRAM ASSISTANT {1 POSITION}

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 2- August 23 |



MAINTENANCE LEAD {1 POSITION}

This **senior staff** position will assist the Operations Manager with regular maintenance of grounds and facilities upkeep. Duties include, but are not limited to, lawn maintenance, minor repairs to equipment and buildings, operating equipment in a safe and responsible manner, 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. This position will also provide direction and supervision of summer maintenance staff.

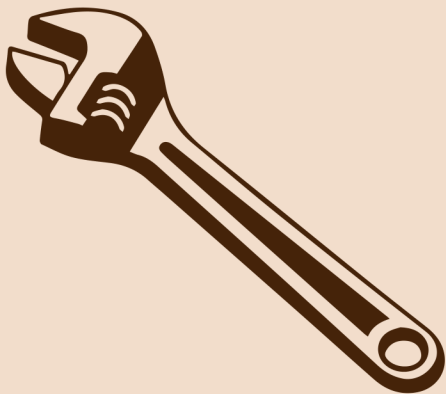


| July 2-August 23 |

MAINTENANCE {2 POSITIONS}

This position will assist the Maintenance Lead 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 2-August 23 |



HOUSEKEEPING {2 POSITIONS}

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 2-August 23 |



HEAD COOK

{1 POSITION}

This position is responsible for the timely preparation of all meals. Responsible for general functioning of the kitchen and staff. Ensure compliance with the Canada Food Guide, Food Safe, and all other applicable health regulations. Responsible for receiving, checking and storing food orders. Encourage, mentor and supervise the work of support staff in the kitchen. Develop and implement staff training and work schedules in conjunction with the Hospitality Coordinator. Assist in the constant cleanliness and sanitation of freezers, walk-in fridge, stoves and food preparation surfaces. Maintain an inventory of supplies and food. At the end of the summer camping season, assist the Hospitality Coordinator in making an inventory of supplies and food. Prepare all food supplies for storage. Place considerable emphasis on maintaining the cleanliness of kitchen at all times.



| July 2-August 23 |

KITCHEN SUPPORT

{5 POSITIONS}

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 2-August 23 |



GENERALIST

{3 POSITIONS}

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 2-August 23 |

CABIN LEADER

{16 POSITIONS}

This position is responsible for the 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 2-August 23 |

FIRST AID (CAMP NURSE) { 1 POSITION }



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 2-August 23 |

SPRING WORK CREW {4 POSITIONS}



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 to apply for a Summer position also

| May 6- June 21 |