

## POSITION DESCRIPTION

# VOLUNTEER TEAM LEADER

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies, we are one of Alberta's premier year-round Christian camp and retreat centers.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Camp Caroline staff are recruited not only for their ability to perform their duties, but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

**While the setting, programs, and facilities of Camp Caroline play an important role in encouraging a life-changing experience for campers and guests, God often chooses to work through people to extend His love and compassion to others. Therefore, hiring the right staff is critical to the success of any ministry. The Volunteer Team Leader will serve as a part of the Summer Leadership Team and is responsible for the ongoing recruitment and care of the summer staff and volunteers of Camp Caroline, equipping them to serve campers and guests with an exceptional standard of care.**

**Department:** Ministries

**Reports To:** Director of Summer Camps

**Term:** 17 weeks

**Start Date:** April 30, 2019

**End Date:** August 27, 2019

**Compensation:** \$450/week

### Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, core values, and core commitments of Camp Caroline
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated ability to organize and plan well
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills and an outgoing personality
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Availability to work regular and irregular hours
- Ability to work in adverse weather conditions
- Good health and stamina
- Minimum 21 years of age (preferred)
- General computer knowledge and ability to use Microsoft Office and other basic software
- Completion of reference and background checks

**General Responsibilities:**

- Uphold the mission, vision, core values, and core commitments of Camp Caroline with the highest standard of excellence
- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care as established by recognized authorities
- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs

**Requirements for Volunteer Recruitment:**

- Work with senior leadership and ministry staff to promote summer staff positions and recruit and select summer staff and volunteers that support the vision and values of Camp Caroline
- Conduct interviews and reference calls for volunteer applicants
- Collect and organize volunteer records

**Requirements for Staff Care:**

- Serve alongside the senior leadership and ministry staff to lead the summer staff team
- Create the weekly staffing plan for each week of summer camp, in coordination with the senior leadership and ministry staff
- Provide leadership, coaching, and supervision to summer staff and volunteers
- Work with senior leadership and ministry staff regarding staff training and discipline
- Coordinate weekly volunteer training and support during summer programs
- Follow up with summer volunteers to provide encouragement and receive feedback
- Serve as Weekend Supervisor on select summer weekends as assigned

**Time Management Expectation:**

- Volunteer recruitment – 40%
- Staff care (paid and volunteer) – 40%
- Maintain staff records – 5%
- Ministry involvement – 10%
- Other camp duties – 5%

**Key Working Relationships:**

- Senior Director of Ministries
- Director of Summer Camps
- Ministries Assistant
- Finance Manager
- Associate Directors
- Summer Staff
- Volunteer Staff