

POSITION DESCRIPTION

CAMP CREW

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.

Camp ministry requires a high level of teamwork and service to effectively create the right environments and experiences that will provide meaningful impact for campers, guests, supporters, and staff. The Camp Caroline Camp Crew is responsible for assisting in this ministry by providing teamwork and service to the various ministry areas of Camp Caroline. These areas include the upkeep and maintenance of our site and facilities, and hospitality extended through the food services and program areas of the camp. The Camp Crew will be a part of the year-round Camp Caroline staff team and will serve campers, guests, and staff with excellence, often behind the scenes.

Departments: Ministries and Operations

Reports To: Senior Director of Ministries and Senior Director of Operations

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 initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills
- Availability to work regular and irregular hours
- Ability to work in warm temperatures
- Ability to sit or stand for prolonged periods of time
- Ability to work in adverse weather conditions
- Good health and stamina
- Ability to lift 25kg without assistance
- Valid driver's license
- 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
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs

Site and Facilities Responsibilities:

- Perform grounds keeping tasks as assigned, including lawn maintenance, weed control, snow removal, fencing, tree removal, and plant watering
- Perform housekeeping tasks as assigned, including vacuuming and cleaning guest rooms and washrooms
- Perform basic building maintenance and repairs as instructed
- Work alongside Site and Facilities staff in larger maintenance and repair projects

Food Services Responsibilities:

- Assist cooks and kitchen staff in preparing meals, snacks, and desserts with the utmost care and quality ingredients
- Serve prepared meals to guest groups
- Wash dishes
- Clean and tidy food services areas including kitchen, dining hall, and coffee nook
- Setup and take down dining hall tables and chairs as needed for guest groups

Group Hosting Responsibilities:

- Serve as host for guest groups as assigned by a rotating schedule
- Serve as weekend host for weekend guest groups as assigned by a rotating schedule
- Work with Bookings Manager and other staff to ensure guest services are planned properly and prepare for delivery

Ministry Program Responsibilities:

- Assist with ministry program organization, cleanup, and setup
- Organize and run program activities for various guest groups as assigned

Time Management Expectation:

- Site and facilities work – 40%
- Food services work – 30%
- Hosting and serving guests – 20%
- Ministry program work – 10%

Key Working Relationships:

- Executive Director
- Senior Director of Ministries
- Senior Director of Operations
- Director of Site and Facilities
- Site and Facilities Staff
- Food Services Supervisor
- Food Services Staff
- Bookings Manager
- Director of Summer Camps

To apply, please email a resume to chris@campcaroline.ab.ca with the subject heading, Camp Crew.