

## POSITION DESCRIPTION

# PROGRAM 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.

**Our programming plays an important role here at Camp Caroline. We believe that our activities and events exist not just for fun (although that is important) but that they provide opportunities for campers to draw near to Jesus, face their fears, and build significant relationships. The Program Team Leader works closely with the other Program Team Leader and the Director of Summer Camps to lead all of our onsite Events and Activities. This includes preparing areas for summer, leading and directing staff, and ensuring all our areas have the highest standard of safety and quality.**

**Department:** Ministries

**Reports To:** Director of Summer Camps

**Term:** 13.5 weeks

**Start Date:** May 27, 2024

**End Date:** August 27, 2024

**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
- Preferred Minimum 21 years of age
- General computer knowledge and ability to use Microsoft Office and other basic software
- 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
- 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 Programming:**

- Oversee our onsite Activities and Events (in Cooperation with the Director of Summer Camps). This includes gaining an understanding of how they run, managing what they need, and helping create guidelines for implementation.
- Managing and tracking the Program budget
- Work with the Director and Assistant Director of Summer Camps to prepare all activity areas
- Conduct interviews for staff and volunteer applicants as requested

**Requirements for Staff Leadership:**

- Serve alongside the Director and Assistant Director of Summer Camps and Summer Leadership Team to lead the summer staff team
- Provide direct leadership, coaching, and supervision to summer staff and volunteers on the Activity Team
- Work with the Director and Assistant Director of Summer Camps and Summer Leadership Team regarding staff training and discipline
- Manage Activity Team responsibilities and schedules
- Move around and fill in for the Activity Team as needed
- Serve as Weekend Supervisor on select summer weekends as assigned

**Time Management Expectation:**

- Directing and Supervising Activity Staff (paid and volunteer) – 40%
- Scheduling, Prep work and Misc. Office work – 30%
- Leading/Co-leading Activities/Events – 20%
- Other camp duties – 10%

**Key Working Relationships:**

- Other Program Team Leader
- Director of Summer Camps
- Assistant Director of Summer Camps
- Director of Finance
- Summer Leadership Team
- Summer Staff
- Volunteer Staff