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## POSITION DESCRIPTION

# LEAD 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.

**Learn to Lead from a God-centered life. Explore Biblical foundations to build a life focused on God, while gaining hands-on experience as a servant leader. Lead camps have been designed for emerging leaders in Grades 8-12 who are growing in their Christian faith and want to take their understanding and experience of that faith to the next level. Lead is for those that are willing to learn and grow in servant leadership!**

**Camp is not only a place of new experiences and adventures, but an incredible 'leadership classroom'. You will play a critical role as a staff member in our mission to foster first steps, next steps, and servant leadership in the lives of our Lead campers and participants. As the Lead Team Leader, you will be responsible to help provide unforgettable, high impact experiences and holistic camper care while creating a sense of wonder and adventure for each individual Lead camper.**

**Department:** Ministries

**Reports To:** Director of Lead

**Term:** 13 weeks

**Start Date:** May 26, 2025

**End Date:** August 26, 2025

**Compensation:** \$475 / 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 18 years of age
- 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 Staff Leadership:**

- Serve alongside the Director of Lead, Director of Summer Camps, 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 Lead Team
- Work with the Director of Lead regarding staff training and development
- Facilitate Lead programming and schedule
- Serve as Weekend Supervisor on select summer weekends as assigned

**Requirements for Camper Support:**

- Be in constant communication with Lead Staff team about the progress and state of lead campers
- Step into difficult situations to have talks with campers and coach the Lead Counselors
- In conjunction with Director of Lead, have conversations with difficult or struggling campers
- Engage with Director of Lead for any needed phone calls to parents, and participate as needed

**Requirements for Lead Camps:**

- Lead devotions in collaboration with other Lead staff
- Lead by example to motivate and encourage Lead campers to be involved in all activities
- Work together with other Lead staff to maintain a positive, impactful atmosphere at all sessions, activities, and events
- Report problems with Lead campers to the Director of Lead and Retreats
- Work alongside the Director of Lead to facilitate training, discipleship, leadership, and service opportunities to Lead campers
- Complete weekly Lead camper Christmas cards

**Time Management Expectation:**

- Directing and Supervising Lead Team Staff – 30%
- Scheduling, prep work and office work – 10%
- Conversations with campers (and their leaders) – 25%
- Lead Program Facilitation – 35%

**Key Working Relationships:**

- Director of Lead
- Lead Staff Team
- Director and Assistant Director of Summer Camps
- Summer Leadership Team
- Summer Staff
- Volunteer Staff