
POSITION DESCRIPTION

OUTTRIPPING 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.

Out-trips have always been a critical piece of the summer camps ministry at Camp Caroline. Something significant happens in the lives of children and adults when they have the chance to venture into the outdoors and have a life-giving experience in a new setting. The Out-tripping Team Leader will serve as a part of the Summer Leadership Team and is responsible to deliver high impact summer camp outtripping experiences that uphold the mission, vision, and values of the ministry of Camp Caroline. It is expected that the Out-tripping Team Leader will give direct leadership to the weekly outtrips of the summer camps programs of Camp Caroline, will support these summer camps programs, and will commit to serving campers, guests, and staff with an exceptional standard of care.

Department: Ministries

Reports To: Director of Summer Camps and Assistant Director of Summer Camps

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 camp or equivalent experience (2 years)
- Demonstrated ability to organize and plan well
- 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 adverse weather conditions
- Good health and stamina
- Minimum 21 years of age
- First Aid certification
- 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 Out-tripping:

- Coordinate weekly outtrips during summer programs, including canoeing, powertubing, lasertag, paintball and Rocketry
- Coordinate contracted white-water rafting out-trips during summer programs
- Lead weekly outtrips during summer programs as needed
- Ensure out-trips meet recognized risk management standards, both internal and external

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 Outtripping Team
- Work with the Director and Assistant Director of Summer Camps and Summer Leadership Team regarding staff training and discipline
- Manage Outtripping team responsibilities and schedules
- Serve as Weekend Supervisor on select summer weekends as assigned
- Step into other summer camps roles as assigned

Time Management Expectation:

- Coordination and leadership of outtrips – 65%
- Staff coaching and care – 20%
- Ministry involvement – 10%
- Other camp duties – 5%

Key Working Relationships:

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