

POSITION DESCRIPTION

Camp Crew 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.

Summer Camps have always been a critical piece of the ministry at Camp Caroline. Something significant happens in the lives of children and adults when they have the chance to step away for a week and have a life-giving experience in an exciting new setting. 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 campers and guests. As a Camp Crew 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 camper.

Department: Ministries

Reports To: Admin Team Leader, Assistant Director of Summer Camps and the Director of Summer Camps

Term: 10 weeks

Start Date: June 15, 2026

End Date: August 24, 2026

Compensation: \$340 / 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
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Preferred minimum 18 years of age
- Availability to work regular and irregular hours
- Good health and stamina
- 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

Support Counselor Responsibilities:

- **Main Purpose:** To lead campers in the faith journey of becoming a disciple of Jesus Christ, accepting each one at whatever place they may be at spiritually, and helping them grow closer to Jesus Christ through encouraging them in:
 - First Steps – Beginning a life-long journey with Jesus
 - Next Steps – Following Jesus faithfully
 - Servant Leadership – Exemplifying Jesus' love and concern for others
- **Camp Crew Leading:**
 - Become an area expert of the areas pertaining to Camp Crew, including:
 - How to clean and maintain the dishwasher and surrounding area
 - Cleaning guidelines and expectations for Dishwashing station
 - How to re-set the Dining Hall after meals
 - How to clean camp facilities
 - Work with the Admin Team Leader to train and schedule Camp Crew volunteers
 - Provide care and support for Camp Crew volunteers
 - Work with the kitchen and housekeeping teams to create a fun and welcoming environment; as well as support camp by leading the team to serve with excellence.

Summer Camp Responsibilities:

- Participate fully in summer staff training, events, and chapels
- Regularly look for ways to extend hospitality and care to campers and guests
- Work consistently to keep Camp Caroline clean and guest ready
- Participate in all summer camp events, and assist with them as required
- Participate in the "Adopt a Family" program during family camps
- Assist with drama and worship teams as desired
- Assist in Sunday camper registration and Friday camper pick-up as assigned
- Attend and participate in all Worship Times, Evening Events, and Campfires, unless involved in other camp duties
- Work with other staff to foster an effective atmosphere at all summer events and activities

Time Management Expectation:

- Working alongside volunteers – 70%
- Extra volunteer Support and encouragement – 15%
- General Summer Camp support – 10%
- Staff meetings – 5%



Key Working Relationships:

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