



Muskoka Bible Centre **Stepping Stones Job Descriptions**

Summer@MBC Service Roles

- Audio Visual/IT Team – Core+
- Audio Visual Team – Core, Frontline+, Frontline
- Bookstore Clerk - Core
- Campground Office/Nibble Nook – Core, Frontline+, Frontline
- Campground Park Ranger – Core, Frontline
- Community Life Leader – Core+, Core
- Foodservice; Prep Cook – Core, Frontline+, Frontline, Stand
- Foodservice; Bakeshop Team – Core, Frontline+, Frontline, Stand
- Foodservice; Dining Room Service Team – Core, Frontline+, Frontline, Stand
- Front Office Team – Core
- Housekeeping Team – Core, Frontline+, Frontline, Stand
- Hub Team – Core+, Core, Frontline+, Frontline, Stand
- Kids Ministry Assistant Director – Core+
- Kids Ministry Team – Core, Frontline+, Frontline, Stand
- Maintenance Team – Core+, Core, Frontline+, Frontline, Stand
- Marina Team – Core+, Core, Frontline+, Frontline, Stand
- Media Production Staff – Core+, Core
- Recreation Assistant – Core+
- Youth Ministry Assistant Director – Core+
- Youth Min Team – Core, Frontline+ - YAC, RIOT, XT

Title	Status	Roles	Reports to	Direct Reports
Audio Visual Team – CORE+, CORE	Seasonal Spring & Summer	<i>Providing support for various events in the chapel and around the MBC facility</i>	Audio Visual Manager Adult Ministry Director	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre through professional A/V services. The Audio Visual department plays an important role in helping various programs look and sound the best they can

Accountabilities	Performance Standards	Tasks (not limited to...)
Providing support for various events in the chapel and around the MBC facility	<ul style="list-style-type: none"> ● Providing support for various events in the chapel and around the MBC facility ● You will bring technical skill and leadership to this department, working alongside the AV Manager ● Service with excellence every time 	<ul style="list-style-type: none"> ● Staff supervision and management ● Developing and leading godly leaders ● Event set up of a/v equipment ● Audio mixing, video slides, live streaming, video recording and lighting ● Ready to meet the needs of all user groups – internal & external ● Gear on hand and in good repair, ready to go ● Dress and look professional ● Maintain all room A/V set-ups in good order ● Delivering a consistent, solid A/V experience in chapel and other areas
Qualifications	<ul style="list-style-type: none"> ● Strong organizational skills, a keen eye and strong ear to run and delegate the many A/V activities ● Overseeing the operation of AV in the absence of the AV Supervisor as well as operating the various AV Stations ● Teachable and humble ● Eager to learn ● Able to operate PC or Mac ● Audio and video mixing experience an asset ● Being a musician is helpful 	

Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
<p>Working Conditions (hours, environment, etc.)</p> <ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions include lifting and moving equipment. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> ● You can expect to work 6 days per week ● You can expect to work 40 total hours (on average) per week ● Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Audio Visual Team – FRONTLINE+, FRONTLINE	Seasonal Summer	<i>Providing support for various events in the chapel and around the MBC facility</i>	Head Audio Visual Technician Adult Ministry Director	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre through professional A/V services. The Audio Visual department plays an important role in helping various programs look and sound the best they can

Accountabilities	Performance Standards	Tasks (not limited to...)
Providing support for various events in the chapel and around the MBC facility	<ul style="list-style-type: none"> ● Providing support for various events in the chapel and around the MBC facility ● Service with excellence every time 	<ul style="list-style-type: none"> ● Event set up of a/v equipment ● Audio mixing, video slides, live streaming, video recording and lighting ● Ready to meet the needs of all user groups – internal/external ● Gear on hand and in good repair, ready to go ● Dress and look professional ● Maintain all room A/V set-ups in good order ● Delivering a consistent, solid A/V experience in chapel and other areas
Qualifications	<ul style="list-style-type: none"> ● Teachable and humble ● Eager to learn ● Able to operate PC or Mac ● Audio and video mixing experience an asset ● Being a musician is helpful 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
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Title	Status	Roles	Reports to	Direct Reports
IT / Audio Visual Team – CORE / CORE+	Seasonal Spring & Summer	<i>Providing AV and IT support</i>	AV and IT Managers	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre through professional Audio/Visual and Information Technology services. In May and June, your focus will be primarily in supporting MBC’s information technology infrastructure - networks, wifi, personal computers, etc. Projects may include optimizing our wifi infrastructure around the grounds, and setting up a new network-based security camera system around the grounds of MBC. In July and August, your emphasis will shift to supporting AV needs for chapel and other user groups at MBC

Accountabilities	Performance Standards	Tasks (not limited to...)
Providing AV and IT Support	<ul style="list-style-type: none"> ● Ensuring high quality sound, video and lighting for events in the chapel and other locations at MBC. ● Ensuring wifi infrastructure is functioning at peak levels ● Video camera system set up and tested, using existing network infrastructure ● Service with excellence every time 	<ul style="list-style-type: none"> ● Set up of AV equipment - chapel, various sites at MBC ● Audio, video, lighting and supporting network infrastructure ● Audio mixing, video slides, live streaming, video recording and lighting ● Optimize our wifi infrastructure - wired, point-to-point, networking ● Set up a new video camera system - cameras and supporting network infrastructure
Qualifications	<ul style="list-style-type: none"> ● Teachable and humble ● Eager to learn ● Knowledge of networking an asset ● Audio and video mixing experience an asset ● Being a musician is helpful 	

Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
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Title	Status	Roles	Reports to	Direct Reports
Campground Office & Nibble Nook – CORE, FRONTLINE+, FRONTLINE	Seasonal Spring &/or Summer	<i>Provide a high quality experience for our weekly and seasonal campground guests</i>	Campground Manager	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre. Our campground set on Mary Lake in the heart of Muskoka is home to 230 seasonal trailer sites and 50 nightly tent and trailer sites. At our camp store, the Nibble Nook, you will find everything you need to make your stay complete, including grocery items, fresh baked goods, delicious Kawartha Dairy ice cream, ice and firewood

Accountabilities	Performance Standards	Tasks (not limited to...)
Provide a high quality experience for our weekly and seasonal campground guests	<ul style="list-style-type: none"> ● Provide a high quality experience for our weekly and seasonal campground guests ● Service with excellence every time 	<ul style="list-style-type: none"> ● Booking campsites and meal reservations in the MBC reservation system including communication with families by phone and email, generate and send out invoices ● Warmly greet visitors to our facility ● Answer and direct phone calls and emails promptly, ● Maintain office efficiency and arrange necessary repairs ● Daily deposits for registrations ● General office processes, filing ● Retail store procedures ● Grounds and camp site inspections. ● Gate Procedures
Qualifications	<ul style="list-style-type: none"> ● Thrive in a busy environment, quick to learn new tasks, be a self-starter, be able to complete tasks in a timely manner and be prepared to interact with guests to handle and solve customer service concerns ● Experience using Microsoft Office, and good customer service skills 	

Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
<p>Working Conditions (hours, environment, etc.)</p> <ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General office environment and physical working conditions like lifting and moving firewood. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 7-9 hours per day • You can expect to work 40-42 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Campground Park Ranger – CORE, FRONTLINE	Seasonal Spring & Summer	<i>Provide a high quality experience for our weekly and seasonal campground guests Duty Manager/Security Staff</i>	Campground Manager	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre. Our campground set on Mary Lake in the heart of Muskoka is home to 230 seasonal trailer sites and 50 nightly tent and trailer sites. At our camp store, the Nibble Nook, you will find everything you need to make your stay complete, including grocery items, fresh baked goods, delicious Kawartha Dairy ice cream, ice and firewood.

Accountabilities	Performance Standards	Tasks (not limited to...)
Provide a high quality experience for our weekly and seasonal campground guests	<ul style="list-style-type: none"> ● Provide a high quality experience for our weekly and seasonal campground guests ● Service with excellence every time 	<ul style="list-style-type: none"> ● Warmly greet visitors to our facility ● Assisting guests upon arrival and departure ● Making sure sites and common areas are clean and tidy and ready for use ● Patrolling the Campground and observing by-law compliance and safety ● Answering any questions or concerns directly ● Referring guests to the Campground Office as needed ● Assist with golf cart rentals ● Grounds and camp site inspections
Qualifications	<ul style="list-style-type: none"> ● Self-motivated and like being in the outdoors ● Good organizational and communication skills are necessary for this role ● This role may meet internship requirements for your college program 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General outdoor and physical working conditions including lifting and moving firewood. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 7-9 hours per day • You can expect to work 40-42 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Community Life Leader – CORE+, CORE	Seasonal Spring & Summer	<i>Creating a safe/fun staff community environment with an emphasis on spiritual growth Leader/Mentor Duty Manager</i>	Director of Youth Discipleship	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by developing its youth in three areas:

- **Spiritual Formation** (Bible studies, teaching sessions, spiritual disciplines and more)
- **Community Life** (fellowship with a healthy community of believers and implementing accountability)
- **Work Excellence** (liaising with various departments to achieve servanthood hearts and mindsets at MBC)

Accountabilities	Performance Standards	Tasks (not limited to...)
Creating a safe/fun staff community environment with an emphasis on spiritual growth Leader/Mentor Duty Manager	<ul style="list-style-type: none"> ● The role of Community Life Leaders is to build a great staff community and intentionally disciple/minister/mentor summer staff students ● S.W.E.E.T. Service with Excellence Every Time ● Servanthood 	<ul style="list-style-type: none"> ● Staff supervision and management ● Developing and leading godly leaders by example ● Promoting, planning & executing staff events/activities ● Creating and leading Bible studies and devotionals ● Training and supporting Cores to lead those in their dorm rooms in a godly manner ● Ensuring the cleanliness of staff accommodation facilities ● Weekly one-on-ones with students ● Leading weekly small group Bible studies ● Continually praying for, encouraging and mentoring students and helping them grow spiritually ● Conflict resolution in community ● Assisting departments when necessary ● Strives to build and maintain strong team relationships ● Attend regular meetings with Director of Youth Discipleship ● Run/assist in Staff Chapel and Praise & Prayer events ● Complete weekly Duty Manager shift ● H.O.W. Honest, Open and Willing to grow spiritually and in leadership through regular meetings, prayer/devo times and constructive feedback

Qualifications	<ul style="list-style-type: none"> ● 18+ years of age ● G2 license with personal vehicle or a G license with or without a personal vehicle ● A passion for student ministry, a leader, able to exhort and correct students ● Creative, energetic, responsible and fun ● Organized, disciplined, compassionate and approachable ● Standard First Aid training is an asset
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly ● Ensure curfews are followed <p>Other Duties as required</p>
Other Requirements	<ul style="list-style-type: none"> ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Mature in Conduct; professional in communication, conduct and appearance, problem solver, guest focused ● Quick on feet, quick responding and can handle crises ● Able to liaise effectively with guests, various departments and program participants ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General office environment and physical working conditions. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work a minimum of 8 hours per day • You can expect to work a minimum 40 total hours per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Foodservice; Prep Cook – CORE, FRONTLINE+, FRONTLINE, STAND	Seasonal Spring &/or Summer	<i>Ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food</i>	Head Chef	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre through outstanding dining experiences.

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food	<ul style="list-style-type: none"> • The Foodservice department works to ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food • Maintain food quality and appearance as per the MBC Guest Foodservice Standards including fresh baking, salad bar, soups, main buffet, & staff meals • Service with excellence every time 	<ul style="list-style-type: none"> • Cooking breakfast, baking homemade bread, preparing soups and salads • Maintain a clean and tidy kitchen including all cook/baking equipment and dishes • Assisting the chef in preparing the legendary meals that MBC is known for • Ensure creative and attractive presentations of all food in the dining room • Maintain food safety • Handling of food in a safe manner with the health of all guests and staff in mind • Follow MBC recipes in the preparation of food • Everything done with a special touch
Qualifications	<ul style="list-style-type: none"> • A person who loves to cook, has some food service experience and is ready to learn from the best • Completion of food handler’s course preferred • Willingness to learn in a fast paced environment 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> • All relevant government regulations • The MBC Child and Youth Protection Policy (Working with children) • Staff Handbook policies and procedure • Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
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Title	Status	Roles	Reports to	Direct Reports
Foodservice; Bakeshop Team – CORE, FRONTLINE+, FRONTLINE, STAND	Seasonal Spring &/or Summer	<i>Ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food</i>	Head Chef	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre through outstanding dining experiences.

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food	<ul style="list-style-type: none"> • The Foodservice department works to ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food • Maintain food quality and appearance as per the MBC Guest Foodservice Standards including fresh baking, salad bar, soups, main buffet, & staff meals • Service with excellence every time 	<ul style="list-style-type: none"> • Creating desserts and fresh-baked breads, homemade pies, breads, cakes, cinnamon buns, etc • Maintain a clean and tidy bakeshop including all baking equipment and dishes • Assisting the chef in preparing the legendary meals that MBC is known for • Ensure creative and attractive presentations of all food in the dining room • Maintain food safety • Handling of food in a safe manner with the health of all guests and staff in mind • Follow MBC recipes in the preparation of food • To clean, store, and handle pots, utensils, dishes and cutlery in accordance with the Health Department regulations and kitchen standards
Qualifications	<ul style="list-style-type: none"> • Self-motivated, dedicated to quality and having a passion for desserts that make people happy • Completion of food handler's course preferred • Willingness to learn in a fast paced environment 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> • All relevant government regulations • The MBC Child and Youth Protection Policy (Working with children) • Staff Handbook policies and procedure • Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands - physical working conditions including lifting and moving bags of flour. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Foodservice; Dining Room Service Team – CORE	Seasonal Spring & Summer	<i>Ensuring the Dining Room service continues to live up to its reputation</i>	Head Chef Guest Services Director	Dining Room Staff & Volunteers
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre through outstanding dining experiences.

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensuring the Dining Room service continues to live up to its reputation	<ul style="list-style-type: none"> ● Ensuring the Dining Room service continues to live up to its reputation ● Service with excellence every time 	<ul style="list-style-type: none"> ● Staff supervision and management ● Developing and leading godly leaders. ● Maintaining high standards of cleanliness and guest service ● Serving food to our guests ● Assisting our kitchen crew with dishes ● Anticipate guest needs and ensure that service meets/exceeds expectations to ensure a memorable and pleasant dining experience ● Maintain communication with and support the Guest Services Director ● Inspect dining room, table settings, chairs, floors, proper maintenance, cleanliness and safety. Take immediate action to correct any issues ● Receive and greets members and guests; assist with seating ● Check tables throughout service times for guest satisfaction, and resolve guest complaints ● Maintain uniform service standards ● Ensure side work is completed every day and dining room supplies are stocked. Reports any supply shortages to the Chef ● Train new-hires in service standards ● Coordinates food service between kitchen and service staff ● To clean, store, and handle pots, utensils, dishes and cutlery in accordance with the Health Department regulations and kitchen standards ● Review daily and weekly functions with Guest Services Director

Qualifications	Have a contagious positive personality that will minister to our guests and staff alike
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other Duties as required</p>
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands - physical working conditions including lifting and moving bags of flour. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Foodservice; Dining Room Team – FRONTLINE+, FRONTLINE, STAND	Seasonal Summer	<i>Add special touches that have made our MBC meals served a memorable part of a guests' stay</i>	Dining Room Supervisor	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre through outstanding dining experiences.

Accountabilities	Performance Standards	Tasks (not limited to...)
Add special touches that have made our MBC meals served a memorable part of a guests' stay	<ul style="list-style-type: none"> ● Add special touches that have made our MBC meals served a memorable part of a guests' stay ● Service with excellence every time 	<ul style="list-style-type: none"> ● Maintaining high standards of cleanliness and guest service ● Serving food to our guests ● Assisting our kitchen crew with dishes ● Anticipate guest needs and ensure that service meets & exceeds expectations to ensure a memorable and pleasant dining experience ● Inspect dining room, table settings, chairs, floors, proper maintenance, cleanliness and safety. Take immediate action to correct any issues ● Receive and greets members and guests; assist with seating as needed ● Check tables throughout service times for guest satisfaction and resolve guest complaints ● Service with excellence every time
Qualifications	Have a contagious positive personality that will minister to our guests and staff, a willing heart to serve people	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands - physical working conditions including lifting and moving bags of flour. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Front Office Team – CORE	Seasonal Spring & Summer	<i>Office team member – Front Desk Services</i>	Office Manager	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministries of Muskoka Bible Centre in the areas of Front Office administrative support (reservations, information, guest services), Kids and Youth Skills registrations and Group Bookings support.

Accountabilities	Performance Standards	Tasks (not limited to...)
Office team member – Front Desk Services	<ul style="list-style-type: none"> ● To serve our guests in a friendly, professional manner providing them with the highest level of customer service ● Service with excellence every time 	<ul style="list-style-type: none"> ● Reception services – office staff are the first point of contact for MBC providing information regarding activities and events as well as accommodation and meals and other general inquiries. Serve the guests by being knowledgeable and linking guests to the appropriate departments as needed. Answer all incoming calls, respond to voicemails, emails and in-person inquiries ● Reservations – help customers with planning and booking reservations (accommodation/meals). Send out booking confirmations and process payments ● Customer service support – for payment issues, cancellations, reservation alterations or other guest concerns ● Maintain records – responsible to update guest information in database ● Prepare reports – daily payment reports, cash logs, and deposit books
Qualifications	<ul style="list-style-type: none"> ● Excellent customer service and communication skills – in person, on the phone and online ● Organization skills (need to be able to manage large amounts of customer information) ● Detail oriented ● Problem solving skills and ability to respond with patience in stressful situations ● Technological proficiency – Google Suite, Microsoft Office ● Thrive in a busy, team-centric environment. 	

Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week. • Early, late and split shifts to be expected 	

Title	Status	Roles	Reports to	Direct Reports
Housekeeping Team – CORE	Seasonal Spring & Summer	<i>Ensure that our guests enjoy clean and comfortable surroundings.</i>	Housekeeping Manager	Summer Staff
Benefits	Meal and program benefits as per the staff handbook. See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by providing the confidence for all guests that they will get the same clean, comfortable rooms they have come to expect

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that guests enjoy clean & comfortable surroundings	<ul style="list-style-type: none"> • The Housekeeping team ensures that guests enjoy clean and comfortable surroundings • Provide superior customer service as defined in the housekeeping SWEET service plan • Service with excellence every time 	<ul style="list-style-type: none"> • Staff supervision and management. • Developing and leading godly leaders • Setting up meeting rooms • Daily room refreshes, packing laundry bags, etc • Ensure proper implementation of operational standards • Ensure safety of employees and guests through compliance with safety provisions and regulations • Maintain a clean and hygienic environment with a high standard of housekeeping • Provide clean laundry for accommodations & kitchen • Checking rooms and common areas, including stairways and lounge areas, for cleanliness • Support office with cleaning supplies, extra towels, etc so they can serve guests well • Operate Towel Depot, daily during posted hours
Qualifications	A solid work ethic, an eye for the big picture and being willing and ready to serve others describes the candidates that will be selected to serve on this team	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> • All relevant government regulations • The MBC Child and Youth Protection Policy (Working with children) • Staff Handbook policies and procedure • Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions including lifting. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Housekeeping Team – FRONTLINE+, FRONTLINE, STAND	Seasonal Summer	<i>Ensure that guests enjoy clean & comfortable surroundings.</i>	Housekeeping Manager Housekeeping Core Lead	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by providing the confidence for all guests that they will get the same clean, comfortable rooms they have come to expect

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that guests enjoy clean & comfortable surroundings	<ul style="list-style-type: none"> ● The Housekeeping team ensures that guests enjoy clean and comfortable surroundings ● Provide superior customer service as defined in the housekeeping SWEET service plan ● Service with excellence every time 	<ul style="list-style-type: none"> ● Staff supervision and management. ● Developing and leading godly leaders ● Setting up meeting rooms ● Daily room refreshes, packing laundry bags, etc. ● Ensure proper implementation of operational standards ● Ensure safety of employees and guests through compliance with safety provisions and regulations ● Maintain a clean and hygienic environment with a high standard of housekeeping ● Provide clean laundry for accommodations & kitchen ● Checking rooms and common areas, including stairways and lounge areas, for cleanliness ● Support office with cleaning supplies, extra towels, etc. in order that they can serve guests well ● Operate Towel Depot, daily during posted hours
Qualifications	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	
Additional	Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies	

Responsibilities	and procedures
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions including lifting. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Hub Team – CORE+, CORE	Seasonal Spring & Summer	Help to lead summer staff, while operating the Hub	Hub Supervisor Guest Services Director	Summer Staff
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by providing a safe and efficient environment for guests to fellowship around food.

Accountabilities	Performance Standards	Tasks (not limited to...)
Oversight of Hub and Summer Staff	<ul style="list-style-type: none"> ● Service with excellence every time ● Operate the Hub as per our MBC standards, open on time, fast customer service ● Oversee the Summer staff, scheduling, and mentoring 	<ul style="list-style-type: none"> ● Staff supervision and management. ● Developing and leading godly leaders. ● Complete a weekly Duty Manager shift (Core+) ● Cooking up French fries, onion rings and funnel fries ● Serving fresh made sandwiches and salads ● Scooping ice cream ● Cleaning tables ● Running a cash register ● Being a friendly, smiling face
Qualifications	<ul style="list-style-type: none"> ● Friendly, courteous and needs to foster a clean and enjoyable environment for staff and guests ● Adaptable, cheerful and ready to serve a variety of people in a variety of ways ● Short order cooking experience is beneficial 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions lifting and moving equipment. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week. • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Hub Team – FRONTLINE+, FRONTLINE, STAND	Seasonal Summer	Serve guests under the direction of the Hub supervisor	Hub Supervisor	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by providing a safe and efficient environment for guests to fellowship around food

Accountabilities	Performance Standards	Tasks (not limited to...)
Serving Guests, efficiently and safely	<ul style="list-style-type: none"> • Service with excellence every time • Operate the Hub as per our MBC standards, open on time, fast customer service. 	<ul style="list-style-type: none"> • Cooking up French fries, onion rings, funnel fries and other meal options • Serving fresh made sandwiches and salads • Scooping ice cream • Cleaning tables • Running a cash register • Being a friendly, smiling face
Qualifications	<ul style="list-style-type: none"> • Friendly, courteous and needs to foster a clean and enjoyable environment for staff and guests • Adaptable, cheerful and ready to serve a variety of people in a variety of ways • Short order cooking experience is beneficial 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> • All relevant government regulations • The MBC Child and Youth Protection Policy (Working with children) • Staff Handbook policies and procedure • Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused <ul style="list-style-type: none"> ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions lifting and moving equipment. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Kids Ministry Assistant Director – CORE+	Seasonal Spring & Summer	<i>Create an engaging and robust program for children. Managing and overseeing the Kids' Ministry program Duty Manager</i>	Family Ministry Director	Kids Ministry Team
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by making a positive and lasting impact on children through Bible centred teaching and being an example of a good Christian

Accountabilities	Performance Standards	Tasks (not limited to...)
Managing and overseeing the Kids' Ministry program Duty Manager	<ul style="list-style-type: none"> ● Managing the day to day programming of Kids Ministry with the assistance of the Family Ministry Director ● Oversee the registration for all children who attend Kids Ministry program ● Oversee the four age groups of ministry: Little Steps, Hoppers, Jumpers and Skippers ● Managing staff productivity and schedule - university and high school aged students ● Provide oversight for Self Serve Nursery ● Service with Excellence Everytime (S.W.E.E.T.) ● Spiritual leadership within the Kids Ministry Department ● MBC Team player ● Duty Manager duties 	<ul style="list-style-type: none"> ● Staff supervision and management ● Developing and leading godly leaders ● This role will include administration, teaching, planning and execution of our summer Kids Ministry Program ● Interacting and directing parental requests/concerns; special needs experience and managing any emergency or crisis within the Kids Ministry context ● Developing and implementing solid, Bible-based curriculum ● Provide instruction and guidance in programs designed for children ● Lead, be efficient and organized, compassionate and professional at all times ● They must act with responsibility and be knowledgeable in all areas of Kids Ministry at MBC ● Help children in understanding what it means to have a relationship with Jesus Christ ● Complete a weekly Duty Manager shift as assigned
Qualifications	<ul style="list-style-type: none"> ● Education: Post-secondary – Early Childhood Education or Child & Youth Care ● Experience: Leading children in outdoor and indoor settings, classroom, church, camp or sports ● Leading Bible studies, teaching, activities, evangelism, missions ● Working in a team setting – complement one another and assist as needed 	

	<ul style="list-style-type: none"> • An applicant studying childhood education and development would be recommended • Standard First Aid training is an asset • Must be an example of Christ • Must be passionate about sharing Christ's love with young children • Must be energetic, self-driven, creative and sensitive to children • Supervisory experience, organization skills and flexibility are essential
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> • All relevant government regulations • The MBC Child and Youth Protection Policy • Staff Handbook policies and procedure • Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other duties as assigned</p>
Other Requirements	<ul style="list-style-type: none"> • Mature in Conduct • Professional in communication, conduct and appearance • Problem Solver; Guest Focused • Quick responding and able to handle crises • Able to liaison effectively with guests and program participants • A heart for influencing kids & young people to be passionate followers of Jesus Christ • Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations • Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> • Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position • Weekend and evening work will be required from all staff • Physical Demands General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons • Work hours: <ul style="list-style-type: none"> • You can expect to work 6 days per week • You can expect to work 6-8 hours per day • You can expect to work 40 total hours (on average) per week. • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Kids Ministry Team – CORE	Seasonal Spring & Summer	<i>Overseeing an age group in the Kids Ministry Department</i> <i>Manage a team of 3-8 University, Highschool aged Youth</i>	Kids Min Assistant Director Family Ministry Director	Summer Staff
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by making a positive and lasting impact on children through Bible centred teaching and being an example of a good Christian.

Accountabilities	Performance Standards	Tasks (not limited to...)
Overseeing an age group in the Kids Ministry Department Manage 3-8 University Highschool aged youth	<ul style="list-style-type: none"> ● Managing the day to day programming of Kids Ministry within the assigned age group ● Oversee the registration of the children in the assigned age group ● Managing staff productivity and schedule within the assigned age group ● Service with Excellence Everytime (S.W.E.E.T.) ● Spiritual leadership within the assigned age group ● MBC Team player 	<ul style="list-style-type: none"> ● Staff supervision and management ● Developing and leading godly leaders ● This role will include administration, teaching, planning and execution of our summer Kids Ministry Program ● Interacting and directing parental requests/concerns; special needs experience and managing any emergency or crisis within the Kids Ministry context ● Developing and implementing solid, Bible-based curriculum ● Lead, be efficient and organized, compassionate and professional at all times ● Must act with responsibility and be knowledgeable in all areas of Kids Ministry at MBC ● Be a positive Christian role model with competence to teach the Bible and prepare relevant lessons ● Be prepared to lead small groups within the three age groups of Youth ministry ● Preparing and leading youth events (worship, prayer, Bible teaching, activities, hangouts) that engage students ● Working alongside and develop a Frontline assistant

Qualifications	<ul style="list-style-type: none"> ● Must be an example of Christ ● Must be passionate about sharing Christ's love with young children ● Must be energetic, self-driven, creative and sensitive to youth's needs ● Supervisory experience, organization skills and flexibility are essential
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other duties as assigned</p>
Other Requirements	<ul style="list-style-type: none"> ● Mature in conduct ● Professional in communication, conduct and appearance ● Problem Solver; Guest Focused ● Quick responding and able to handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing kids & young people to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 6 days per week • You can expect to work 6-8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Kids Ministry Team – FRONTLINE+, FRONTLINE, STAND	Seasonal Summer	<i>Team member of a designed age group within the Kids Ministry Department</i>	Kids Ministry Team CORE Kids Min Assistant Director Family Ministry Director	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by making a positive and lasting impact on children through Bible centred teaching and being an example of a good Christian

Accountabilities	Performance Standards	Tasks (not limited to...)
Team member of a designed age group within the Kids Ministry Department	<ul style="list-style-type: none"> Assist with the day to day programming of Kids Ministry within the assigned age group. Service with Excellence Everytime (S.W.E.E.T.) MBC Team player 	<ul style="list-style-type: none"> Assist in implementing the Kids Ministry program Assist in teaching a Bible-based program for our guests. Assist with greeting and registering the children who are enrolled in the Kids Ministry Program
Qualifications	<ul style="list-style-type: none"> Must be an example of Christ Must be passionate about sharing Christ's love with young children Must be energetic, self-driven, creative and sensitive to children's unique personalities and is willing to plant seeds of faith in the lives of young children Organization and flexibility is essential 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> All relevant government regulations The MBC Child and Youth Protection Policy (Working with children) Staff Handbook policies and procedure Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in conduct ● Professional in communication, conduct and appearance ● Problem Solver; Guest Focused ● Quick responding and able to handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing kids to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 6 days per week • You can expect to work 6-8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Maintenance Team – CORE+, CORE	Seasonal Spring & Summer	<i>Ensure that the facility is safe, well maintained and aesthetically pleasing Duty Manager</i>	Maintenance Manager	Summer Staff
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre, the maintenance department works as part of the MBC team to ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives	<ul style="list-style-type: none"> ● Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives ● Service with excellence every time 	<ul style="list-style-type: none"> ● Staff supervision and management ● Developing and leading godly leaders. ● Complete a weekly Duty Manager shift (Core+) ● Lawn cutting, weed eating, leaf clearing ● Garbage collection ● Wood splitting ● Equipment & furniture moving ● Painting ● Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls ● Sweeping walkway of debris ● Install lawn furniture ● Rake, mulch, and prune the grounds as needed ● Water plants and grass as needed and apply fertilizer ● Routine maintenance – roads, grounds, firewood, etc

Qualifications	<ul style="list-style-type: none"> ● A solid work ethic, ability for strenuous physical labour (pushing, lifting, etc.) ● Experience in handy work, landscaping and lawn mowing are important ● Enjoy the value of a hard day's work ● Being responsible for a small crew ● G2/G driver's license is required ● Must be at least 18 years old ● The ability to work independently and with a team is important
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other Duties as required</p>
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulation ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week. • Early and late shifts should be expected. • Some evening shifts are required (2:00-10:00 pm) 	

Title	Status	Roles	Reports to	Direct Reports
Maintenance Team – FRONTLINE+, FRONTLINE, STAND	Seasonal Summer	<i>Ensure that the facility is safe, well maintained and aesthetically pleasing</i>	Maintenance Manager Maintenance Lead-Core+	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre, the maintenance department works as part of the MBC team to ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives	<ul style="list-style-type: none"> ● Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives ● Service with excellence every time 	<ul style="list-style-type: none"> ● Lawn cutting, weed eating, leaf clearing ● Garbage collection ● Wood splitting ● Equipment & furniture moving ● Painting ● Occasional carpentry ● Lawn cutting, weed eating, leaf clearing ● Garbage collection ● Wood splitting ● Equipment & furniture moving ● Painting ● Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls ● Sweep walkway of debris ● Install lawn furniture ● Rake, mulch, and prune the grounds as needed ● Water plants and grass as needed and apply fertilizer ● Routine maintenance – roads, grounds, firewood, etc

Qualifications	<ul style="list-style-type: none"> ● A solid work ethic, ability for strenuous physical labour (pushing, lifting, etc.) ● Experience in handy work, landscaping, lawn mowing are all great assets ● A valid driver's license (G1, G2, G) is preferred ● 16+ years of age
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other Duties as required</p>
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week. • Early and late shifts should be expected. • Some evening shifts are required (2:00-10:00pm) 	

Title	Status	Roles	Reports to	Direct Reports
Marina Team – CORE+, CORE	Seasonal Spring & Summer	<i>Ensure that marina activities are managed safely and professionally to deliver an exceptional guest experience.</i>	Marina Supervisor	Summer Staff
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by creating a guests' experience at the beach, marina, and recreation areas where our guests can relax, have fun and enjoy being in Muskoka! The MBC Marina is your summer water sports headquarters

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that marina activities are managed safely and professionally to deliver an exceptional guest experience	<ul style="list-style-type: none"> ● Ensure that marina activities are managed safely and professionally to deliver an exceptional guest experience ● S.W.E.E.T. Service with Excellence Every Time 	<ul style="list-style-type: none"> ● Staff supervision and management ● Developing and leading godly leaders ● Boat driving - Aluminum boat with outboard ● Guest service with excellence every time ● Administrative responsibilities ● Boat slip monitoring ● Rental and sign-out of marina equipment ● Maintenance of the marina equipment and grounds ● Clearing the beach including goose poop ● Maintaining marina and sports venues, including litter pick up ● Assist guests with equipment rentals including carrying gear to the water ● Sell novelties and treats ● Monitoring wristband compliance ● Helping guests in and out of canoes/kayaks ● Sports Zone and shuffleboard area always fully stocked, organized, clean ● Able to answer guest questions and respond to any guest questions ● Opening on time ● Equipment all clean and in good repair ● Knowledgeable of all MBC programming

Qualifications	<ul style="list-style-type: none"> ● Self-motivated, detail-oriented, have the desire to lead others ● 18+ years of age ● A boating License and First Aid CPR C is required by the start of summer ● Knowledge of guest bookings systems and other programs required ● ORCKA Canoeing/Kayaking experience and Bronze Cross/NLS an asset
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other Duties as required</p>
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5-6 days per week • You can expect to work 8 hours per day • You can expect to work 40-44 total hours (on average) per week 	

Title	Status	Roles	Reports to	Direct Reports
Marina Team – FRONTLINE+, FRONTLINE, STAND	Seasonal Summer	<i>Ensure that marina activities are managed safely & professionally to deliver an exceptional guest experience</i>	Marina Supervisor Marina Summer Core	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by creating a guests' experience at the beach, marina, and recreation areas where our guests can relax, have fun and enjoy being in Muskoka! The MBC Marina is your summer water sports headquarters

Accountabilities	Performance Standards	Tasks (not limited to...)
Ensure that marina activities are managed safely and professionally to deliver an exceptional guest experience	<ul style="list-style-type: none"> • Ensure that marina activities are managed safely and professionally to deliver an exceptional guest experience • Service with excellence every time 	<ul style="list-style-type: none"> • Staff supervision and management • Developing and leading godly leaders • Boat driving - Aluminum boat with outboard • Guest service with excellence every time • Administrative responsibilities • Boat slip monitoring • Rental and sign-out of marina equipment • Maintenance of the marina equipment and grounds • Clearing the beach including goose poop • Maintaining marina and sports venues, including litter pick up • Assist guests with equipment rentals including carrying gear to the water • Sell novelties and treats • Monitoring wristband compliance • Helping guests in and out of canoes/kayaks • Sports Zone and shuffleboard area always fully stocked, organized, clean • Able to answer guest questions and respond to any guest questions • Opening on time • Equipment all clean and in good repair • Knowledgeable of all MBC programming

Qualifications	Canoeing/Kayaking experience, boating license, and First Aid/CPR C are all assets, but not required
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other Duties as required</p>
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5-6 days per week • You can expect to work 8 hours per day • You can expect to work 40-44 total hours (on average) per week 	

Title	Status	Roles	Reports to	Direct Reports
Media Production Staff – CORE+, CORE	Seasonal Spring & Summer	<i>To plan and execute the filming, compiling, editing and production of multimedia</i>	Marketing Manager	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by capturing the experience at MBC in photos and videos. Help the Marketing Manager promote upcoming events and gather a strong inventory of media for future retreats and experiences. Additional responsibilities could be included based on ability

Accountabilities	Performance Standards	Tasks (not limited to...)
To plan & execute the filming, compiling, editing & production of multimedia to promote MBC	<ul style="list-style-type: none"> ● To plan and execute the filming, compiling, editing and production of multimedia (video and photo) with the purpose of promoting MBC (ministries and programming) ● Service with excellence every time ● Good interpersonal and professional skills while interacting with our guests ● Self driven and able to work independently with minimal direction ● Ability to work with deadlines 	<ul style="list-style-type: none"> ● Daily upload of pictures and videos to the MBC server (in an organized and useful manner) ● Covering as many activities as possible and creating a weekly video ● Collect the list of pictures as laid out by the Marketing Manager. ● Complete a weekly Duty Manager shift ● Film and take photos for weekly program events, promotional videos; promotional signs for around the grounds, weekly highlights and summer videos
Qualifications	<ul style="list-style-type: none"> ● Must be organized, gifted, passionate, teachable servant heart, helpful, friendly, hardworking, positive attitude, reliable and able to work independently ● A wide skill set in photography, video creation and editing ● Must own a modern DSLR or mirrorless camera with the ability to shoot photos and videos. More media equipment to accompany, the better. Some MBC equipment is available ● All eligible applicants will be required to submit copies of videos they have edited and produced 	

Additional Responsibilities	Compliance with: All relevant government regulations The MBC Child and Youth Protection Policy (Working with children) Staff Handbook policies and procedure Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General outdoor and physical working conditions including lifting and moving equipment ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week. • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Recreation Director – CORE+	Seasonal Spring & Summer	<i>Create and Deliver an excellent Guest experience, manage recreation registrations, oversee the day to day recreation program.</i> <i>Duty Manager</i>	Ministry Director Family Ministry Director	Summer Staff
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by creating a safe family friendly, robust Recreation Program for all guests

Accountabilities	Performance Standards	Tasks (not limited to...)
<p>Create and Deliver an excellent Guest experience, manage recreation registrations, oversee the day to day recreation program. Duty Manager</p>	<ul style="list-style-type: none"> ● Create and Deliver an Excellent Guest Experience through the Recreation Programming ● Managing the day to day programming of the Recreation program with the assistance of the Ministry Director ● Oversee the registration of participants within the recreation program ● Managing staff productivity and schedule - university and high school aged students ● Service with Excellence Everytime (S.W.E.E.T.) ● MBC Team player ● Duty Manager duties 	<ul style="list-style-type: none"> ● Staff supervision and management ● Interacts and respond to guests requests and concerns ● Managing any emergency or crisis that may arise in the departments ● Maintain communication with other MBC departments. ● Maintain an ongoing system of evaluation and record keeping for all programs ● Maintain a resource file for activities and ideas ● Maintain a clean and orderly work area at all times. ● Order and maintain all materials and supplies for the recreation department(with the Ministry Director ● Ensure all activities are well planned in advance. ● Development of programs, new activities, games, safety, instructional aids, etc ● Ensure coordination with other staff who are helping to run various program activity areas and events ● Complete a weekly Duty Manager shift

Qualifications	<ul style="list-style-type: none"> ● High energy and ability to work with guests of ALL ages. ● Enjoy teaching and facilitating fun learning experiences for all ages. ● Detail-oriented and self-directed. ● Comfortable following operating procedures and creating lesson plans. ● Disciplined to work alone ● Excellent Time Management skills ● Comfortable coordinating activities of other students/teams who volunteer to support rec events ● A demonstration of spiritual maturity
Additional Responsibilities	<p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly ● Other duties as assigned
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons ● Work hours: <ul style="list-style-type: none"> ● You can expect to work 6 days per week ● You can expect to work 6-8 hours per day ● You can expect to work 40 total hours (on average) per week ● Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Youth Ministry Assistant Director – CORE+	Seasonal Spring & Summer	<i>Create a compelling, engaging, energetic Youth Min program at MBC</i> <i>Manage and oversee the day-to-day programming in Youth Min</i> <i>Duty Manager</i>	Family Ministry Director	Summer Staff
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by making a positive and lasting impact on youth through Bible centred teaching and being an example of what it means to live your life for Christ

Accountabilities	Performance Standards	Tasks (not limited to...)
Create a compelling, engaging, energetic Youth Min program at MBC. Manage and oversee the day-to-day programming in Youth Min Duty Manager	<ul style="list-style-type: none"> ● Managing the day to day programming of Youth Ministry with the assistance of the Family Ministry Director ● Oversee the registration for all youth who attend Youth Ministry program ● Oversee the three age groups of ministry:YAC (completed Gr 8-12), RIOT (completed Gr 6 & 7), and XT (completed Gr 4-5). ● Managing staff productivity and schedule - university and high school aged students ● Service with Excellence Everytime (S.W.E.E.T.) ● Spiritual leadership within the Youth Ministry Department ● MBC Team player ● Duty Manager duties 	<ul style="list-style-type: none"> ● Staff supervision and management. ● Developing and leading godly leaders ● This role will include administration, teaching, planning and execution of our summer Youth Ministry Program ● Interacting and directing parental requests/concerns; special needs experience and managing any emergency or crisis within the Youth Ministry context ● Liaison with the pastors who come to teach ● Lead other staff members ● Be efficient with time management, organized, compassionate and professional at all times. ● Must act with responsibility and be knowledgeable in all areas of the Youth Ministry at MBC ● Assist young people in understanding what it means to have a relationship with Jesus Christ
Qualifications	<ul style="list-style-type: none"> ● Post-secondary youth ministry training ● Experience leading youth in outdoor and indoor settings, classroom, church, camp or sports ● An applicant studying at a seminary with a major in Youth Ministry would be an asset 	

Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 6 days per week • You can expect to work 6-8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Youth Min Team - CORE	Seasonal Spring & Summer	<i>To help create a compelling, engaging, energetic Youth Min program at MBC</i>	Youth Ministry Assistant Director Family Ministry Director	Summer Staff
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by making a positive and lasting impact on youth through Bible centred teaching and being an example of what it means to live your life for Christ

Accountabilities	Performance Standards	Tasks (not limited to...)
To help create a compelling, engaging, energetic Youth Min program at MBC	<ul style="list-style-type: none"> ● Running the day to day programming of Youth Ministry ● Assist in creating and executing a compelling, engaging program for the youth ● Oversee the three age groups of ministry: YAC (completed Gr 8-12), RIOT (completed Gr 6 & 7), and XT (completed Gr 4-5). ● Managing staff productivity and schedule ● Service with Excellence Everytime (S.W.E.E.T.) ● Spiritual leadership within the Youth Ministry Department ● MBC Team player 	<ul style="list-style-type: none"> ● Be an energetic, positive Christian role model with competence to teach the Bible and prepare relevant lesson plans for the appropriate age ● Preparing and leading morning Bible studies and program ● Preparing and leading youth events (worship, prayer, Bible teaching, activities, hangouts) that engage students ● Each leader is expected to minister in both a group and one-on-one setting, as they seek to be a Christ-like witness and encouragement to the youth they serve ● Working alongside of and training Frontline staff
Qualifications	<ul style="list-style-type: none"> ● A demonstrated spiritual maturity is absolutely needed ● Must have a passion for encouraging youth to have a deeper walk with God 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	

Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect
Working Conditions (hours, environment, etc.)	
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons ● Work hours: <ul style="list-style-type: none"> • You can expect to work 6 days per week • You can expect to work 6-8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 	

Title	Status	Roles	Reports to	Direct Reports
Youth Ministry Team – FRONTLINE+	Seasonal Summer	<i>Assist in all areas of Youth programming and support the Recreation teams</i>	Youth Min Team Lead – CORE Youth Ministry Assistant Director Recreation Director	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by making a positive and lasting impact on youth through Bible centred teaching and being an example of what it means to live your life for Christ

Accountabilities	Performance Standards	Tasks (not limited to...)
Assist in all areas of Youth programming and support the Kids Min/Rec teams	<ul style="list-style-type: none"> ● Assist in all areas of Youth programming and support the Kids Min/Rec teams ● YAC (completed Gr 8-12), RIOT (completed Gr 6 & 7), and XT (completed Gr 4-5) ● Service with excellence every time 	<ul style="list-style-type: none"> ● Help plan and execute Bible teaching, worship and group activities ● Each team member is expected to minister in both a group and one-on-one setting, as they seek to be a Christ-like witness and encouragement to the youth they serve
Qualifications	<ul style="list-style-type: none"> ● Interest and aptitude for teaching others is important ● A demonstrated spiritual maturity is absolutely needed, accompanied by a strong desire to work in the lives of youth 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing youth & young adults to be passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect ● Flexibility to adapt to changing environments 	

Working Conditions (hours, environment, etc.)

- Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position
- **Weekend and evening work** will be required from all staff
- **Physical Demands** General physical working conditions. High stress conditions are likely to exist during peak program seasons
- **Work hours:**
 - You can expect to work 6 days per week
 - You can expect to work 6-8 hours per day
 - You can expect to work 40 total hours (on average) per week
 - Early, late and split shifts should be expected

Title	Status	Roles	Reports to	Direct Reports
Health & Wellness Coordinator - CORE+	Seasonal Spring & Summer	<i>Provide support for Health and Safety and medical care of everyone at MBC Duty Manager</i>	Human Resources Administrator in conjunction with Community Life	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by providing high level of general health and wellness for staff and guests

Accountabilities	Performance Standards	Tasks (not limited to...)
First Aid Supplies & Readiness	Ensure: <ul style="list-style-type: none"> ● all First Aid stations and kits are adequately stocked and accessible ● all required signage for First Aid equipment is in place ● all relevant staff are trained on First Aid procedures ● S.W.E.E.T Service with Excellence Every Time 	<ul style="list-style-type: none"> ● Identify First Aid requirements and map out all locations for First Aid kits on property ● Conduct a starting inventory of all First Aid stations and kits (in May) ● Order supplies and stock First Aid kits ● Closing inventory at end of summer to ensure First Aid kits are stocked for fall/winter retreats ● Storage of any supplies ie: epi pens etc ● Design and prepare a training plan for First Aid at MBC
Student Community Care	Ensure students feel well cared for from a health and wellness perspective	Design and implement: <ul style="list-style-type: none"> ● a student care program addressing health concerns including dietary needs, cleanliness and hygiene ● a plan for safe disbursement of student medication for students over and under 18 years of age ● a plan to prevent and manage community health concerns such as lice, bed bugs and other ● a Covid-19 plan within the larger MBC Covid-19 protocol ● prepare and implement a plan for student care in the event of illness, quarantines, clinic/hospital visits as well as follow up with students upon return to site ● Report any staff sickness to Department Managers

Guests First Aid Care	<ul style="list-style-type: none"> ● Guests are assured of a proactive plan to respond to First Aid situations 	<ul style="list-style-type: none"> ● Develop a First Aid protocol for MBC guests ● Train MBC staff on First Aid protocol ● Prepare and maintain a schedule to ensure coverage for First Aid calls ● Respond to First Aid calls, document any incidents requiring First Aid and submit reports to Human Resources
Additional Responsibilities	<ul style="list-style-type: none"> ● To fulfill Duty Manager shifts scheduled for 1 or 2 shifts per week ● Assist in other departments as scheduled (May & June) <p>Compliance with:</p> <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly <p>Other Duties as required</p>	
Education	Fully First Aid and certified with Ontario standards	
Other Requirements	<ul style="list-style-type: none"> ● Mature in conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● A heart for influencing staff and guests to be passionate followers of Jesus Christ ● Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly ● Adhere to the MBC Statement of Faith & Doctrine 	
Working Conditions (hours, environment, etc.)		
<ul style="list-style-type: none"> ● Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position ● Weekend and evening work will be required from all staff ● Physical Demands General office environment and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak program season ● Work hours: <ul style="list-style-type: none"> • You can expect to work 5 days per week • You can expect to work 8 hours per day • You can expect to work 40 total hours (on average) per week • Early, late and split shifts should be expected 		

Title	Status	Roles	Reports to	Direct Reports
Bookstore Clerk - CORE	Seasonal Spring & Summer	<i>Support the clean, efficient operation of the MBC bookstore</i>	Bookstore Manager	N/A
Benefits	Meal and program benefits as per the staff handbook See Stepping Stones application website for pay details			

Summary of Responsibilities

To support the ministry of Muskoka Bible Centre by supporting a clean, well-stocked bookstore where guests can learn more about how to love God.

Accountabilities	Performance Standards	Tasks (not limited to...)
Support the clean, efficient operation of the MBC Bookstore	<ul style="list-style-type: none"> ● An organized, well-presented bookstore with stock that meets the needs of MBC guests ● Guests are satisfied with the level of care they receive from bookstore staff when they have questions or concerns ● Volunteers and summer students are able to adequately help keep the bookstore in good working order. 	<ul style="list-style-type: none"> ● Operate the Point of Sales system during Bookstore operating hours ● Receive inventory, label products, stock shelves ● Recommending orders for purchase to the Bookstore Manager
Qualifications	<ul style="list-style-type: none"> ● A good working knowledge of computer systems, including a competency learning the Bookstore Manager POS system. ● Able to lift 25 pounds at a time ● A willingness to train and support summer students and volunteers working in the Bookstore 	
Additional Responsibilities	Compliance with: <ul style="list-style-type: none"> ● All relevant government regulations ● The MBC Child and Youth Protection Policy (Working with children) ● Staff Handbook policies and procedure ● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required	
Other Requirements	<ul style="list-style-type: none"> ● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused ● Quick on feet, quick responding and can handle crises ● Able to liaison effectively with guests and program participants ● Passionate followers of Jesus Christ ● Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations ● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect 	

Working Conditions (hours, environment, etc.)

- Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position
- **Weekend and evening work** will be required from all staff
- **Physical Demands** General physical working conditions include lifting and moving equipment. High stress conditions are likely to exist during peak seasons
- **Work hours:**
 - You can expect to work 6 days per week
 - You can expect to work 40 total hours (on average) per week
 - Early, late and split shifts should be expected