

# Muskoka Bible Centre

## Stepping Stones Job Descriptions



### Summer@MBC Service Roles

- Accounting Assistant - CORE
- Audio Visual Team Lead – SLT, CORE
- Audio Visual Team – Frontline
- Audio Visual/IT Team Lead – CORE
- Campground Office/Nibble Nook – SLT, CORE ,Frontline
- Campground Park Ranger – CORE
- Community Life Leader – SLT, CORE
- Foodservice; Cook/Prep Cook – CORE, Frontline
- Foodservice; Bakeshop Team – CORE, Frontline
- Foodservice; Dining Room Service Team Lead – CORE
- Foodservice; Dining Room Team – Frontline
- Front Office Team – CORE
- Housekeeping Team Lead – SLT, CORE
- Housekeeping Team – Frontline
- Hub Team Lead – SLT, CORE
- Hub Team –Frontline
- Kids Ministry Assistant Director – SLT
- Kids Ministry Team Lead – CORE
- Kids Ministry Team – Frontline
- Maintenance Team Lead – SLT, CORE
- Maintenance Team – Frontline
- Recreation Activities Team Lead – SLT
- Recreation Team Member – Frontline, CORE
- Youth Ministry Assistant Director – SLT
- Youth Min Team Lead – CORE – YAC, RIOT, XT
- Youth Ministry Team – Frontline - YAC, RIOT, XT
- Assistant to the Widjiitiwin Program Director- SLT
- Widjiitiwin Activity Coordinator- SLT
- Widjiitiwin- Asst. to the Activity Coordinator- Frontline
- Widjiitiwin Waterfront Coordinator- CORE
- Widjiitiwin Section Heads- SLT
- Widjiitiwin SALT Coordinator- SLT
- Widjiitiwin SALT Cabin Leader- CORE
- Widjiitiwin- Maintenance- CORE
- Widjiitiwin Cabin Leaders- CORE

Title	Status	Roles	Reports to	Direct Reports
<b>Accounting Assistant</b>	Seasonal Spring & Summer	<i>Providing support Financial Resource Management</i>	Jacqueline Amosow Accounting Manager	Summer Staff
<b>Benefits</b>	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 thorough and accurate accounting practices.

Accountabilities	Performance Standards	Tasks (not limited to...)
<b>Financial Resource Management</b>	<ul style="list-style-type: none"> <li>The accounting office keeps track of the money and makes sure our suppliers and staff are paid.</li> </ul>	<ul style="list-style-type: none"> <li>Manage Accounts Payable &amp; Accounts Receivable</li> <li>General bookkeeping</li> <li>Timely payment of vendors, Visa, expense reports, cheque requests, etc.</li> <li>Work with cash counters for offerings.</li> <li>Processing supplier invoices, entering daily revenue transactions, reconciling accounts</li> <li>Cash counting</li> <li>Bank deposit preparation</li> <li>Assist the Accounting Manager with other duties as needed</li> </ul>
<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures</li> <li>Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc.</li> </ul>	

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Some exposure to accounting theory and QuickBooks software recommended</li> <li>• Some knowledge of various computer programs and registration software</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Adherence to the MBC Statement of Faith &amp; Doctrine</li> </ul>
<b>Physical Demands</b>	
General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)	
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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 and ministry of MBC and Camp Widjiitiwin regardless of their role or position.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Audio Visual Team Lead – SLT, CORE</b>	Seasonal Spring & Summer	<i>Providing support for various events in the chapel and around the MBC facility</i>	Audio Visual Manager Adult Ministry Director	Summer Staff
<b>Benefits</b>	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..)
<b>Providing support for various events in the chapel and around the MBC facility</b>	<ul style="list-style-type: none"> <li>• Providing support for various events in the chapel and around the MBC facility</li> <li>• You will bring technical skill and leadership to this department, working alongside the AV Manager.</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision and management.</li> <li>• Developing and leading godly leaders.</li> <li>• Event set up of a/v equipment</li> <li>• Audio mixing, video slides, live streaming, video recording and lighting.</li> <li>• Ready to meet the needs of all user groups – internal &amp; external</li> <li>• Gear on hand and in good repair, ready to go.</li> <li>• Dress and look professional</li> <li>• Maintain all room A/V set ups in good order</li> <li>• Delivering a consistent, solid A/V experience in chapel and other areas.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong organizational skills, a keen eye and strong ear to run and delegate the many A/V activities</li> <li>• Overseeing the operation of AV in the absence of the AV Supervisor as well as operating the various AV Stations</li> <li>• Teachable and humble</li> <li>• Eager to learn</li> <li>• Able to operate PC or Mac</li> <li>• Audio and video mixing experience an asset</li> <li>• Being a musician is helpful</li> </ul>	

<b>Additional Responsibilities</b>	Compliance with <ul style="list-style-type: none"> <li>● All relevant government regulations</li> <li>● The MBC Child and Youth Protection Policy (Working with children)</li> <li>● Staff Handbook policies and procedure</li> <li>● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> <li>● <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>● Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>● Quick on feet, quick responding and can handle crises.</li> <li>● Able to liaison effectively with guests and program participants;</li> <li>● A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>● Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>● Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>● Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>● 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.</li> <li>● <b>Weekend and evening work</b> will be required from all staff.</li> <li>● <b>Physical Demands</b> General physical working conditions include lifting and moving equipment. High stress conditions are likely to exist during peak seasons</li> <li>● <b>Work hours:</b> <ul style="list-style-type: none"> <li>● You can expect to work 5 days per week</li> <li>● You can expect to work 8 hours per day</li> <li>● You can expect to work 40 total hours (on average) per week.</li> <li>● Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Audio Visual Team – Frontline</b>	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
<b>Benefits</b>	Meal and program benefits as per the staff handbook. See Stepping Stones application website for pay details			

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

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions include lifting and moving equipment. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Audio Visual/IT Team Lead – CORE</b>	Seasonal Summer	<i>Providing support for various events in the chapel and around the MBC facility</i>	Head Audio Visual Technician IT Manager or Electrician	Summer Staff
<b>Benefits</b>	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...)
<b>Providing support for various events in the chapel and around the MBC facility</b>	<ul style="list-style-type: none"> <li>Ensuring high quality sound, video and lighting for events in the chapel and other locations at MBC.</li> <li>Ensuring wifi infrastructure is functioning at peak levels</li> <li>Video camera system set up and tested, using existing network infrastructure</li> <li>Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>Set up of AV equipment - chapel, various sites at MBC</li> <li>Audio, video, lighting and supporting network infrastructure</li> <li>Audio mixing, video slides, live streaming, video recording and lighting</li> <li>Optimize our wifi infrastructure - wired, point-to-point, networking</li> <li>Set up a new video camera system - cameras and supporting network infrastructure</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Teachable and humble</li> <li>Eager to learn</li> <li>Knowledge of networking an asset</li> <li>Audio and video mixing experience an asset</li> <li>Being a musician is helpful</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>All relevant government regulations</li> <li>The MBC Child and Youth Protection Policy (Working with children)</li> <li>Staff Handbook policies and procedure</li> <li>Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> </ul> Other Duties as required	



<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions include lifting and moving equipment. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Campground Office &amp; Nibble Nook – SLT, CORE, Frontline</b>	Seasonal Spring &/or Summer	<i>Provide a high quality experience for our weekly and seasonal campground guests</i>	Campground Manager	N/A
<b>Benefits</b>	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...)
<b>Provide a high quality experience for our weekly and seasonal campground guests</b>	<ul style="list-style-type: none"> <li>• Provide a high quality experience for our weekly and seasonal campground guests</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Booking campsites and meal reservations in the MBC reservation system including communication with families by phone and email, generate and send out invoices</li> <li>• Warmly greet visitors to our facility</li> <li>• Answer and direct phone calls and emails promptly,</li> <li>• Maintain office efficiency and arrange necessary repairs</li> <li>• Daily deposits for registrations</li> <li>• General office processes, filing</li> <li>• Retail store procedures</li> <li>• Grounds and camp site inspections.</li> <li>• Gate Procedures</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Experience using Microsoft Office, and good customer service skills.</li> </ul>	
<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures <ul style="list-style-type: none"> <li>• <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul> </li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> </ul>	

	<ul style="list-style-type: none"> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
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**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 office environment and physical working conditions like lifting and moving firewood. High stress conditions are likely to exist during peak seasons
- **Work hours:**
  - 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 total hours (on average) per week.
  - Early, late and split shifts should be expected.

Title	Status	Roles	Reports to	Direct Reports
<b>Campground Park Ranger – CORE, Frontline</b>	Seasonal Spring & Summer	<i>Provide a high quality experience for our weekly and seasonal campground guests</i> <i>Duty Manager/Security Staff</i>	Campground Manager	N/A
<b>Benefits</b>	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...)
<b>Provide a high quality experience for our weekly and seasonal campground guests</b>	<ul style="list-style-type: none"> <li>• Provide a high quality experience for our weekly and seasonal campground guests</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Warmly greet visitors to our facility</li> <li>• Assisting guests upon arrival and departure</li> <li>• Making sure sites and common areas are clean and tidy and ready for use</li> <li>• Patrolling the Campground and observing by-law compliance and safety</li> <li>• Answering any questions or concerns directly</li> <li>• Referring guests to the Campground Office as needed</li> <li>• Assist with golf cart rentals</li> <li>• Grounds and camp site inspections</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Self-motivated and like being in the outdoors</li> <li>• Good organizational and communication skills are necessary for this role.</li> <li>• This role may meet internship requirements for your college program.</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> </ul>	

- 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.
- Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintain safe and clean facilities environment by developing, enforcing and complying with 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 outdoor and physical working conditions including lifting and moving firewood. High stress conditions are likely to exist during peak seasons
- **Work hours:**
  - 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 total hours (on average) per week.
  - Early, late and split shifts should be expected.

Title	Status	Roles	Reports to	Direct Reports
<b>Community Life Leader – SLT/Core</b>	Seasonal Spring & Summer	<i>Creating a safe/fun staff community environment with an emphasis on spiritual growth Leader/Mentor Duty Manager</i>	Stepping Stones Coordinator	N/A
<b>Benefits</b>	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)
- **Work Excellence** (summer positions with Muskoka Bible Centre)

Accountabilities	Performance Standards	Tasks (not limited to...)
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"> <li>• The role of Community Life Leaders is to build a great staff community</li> <li>• S.W.E.E.T. Service with Excellence Every Time</li> <li>• Servanthood</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision and management.</li> <li>• Developing and leading godly leaders by example</li> <li>• Promoting inter-staff activities, planning &amp; executing staff events,</li> <li>• Creating and leading Bible studies and devotionals</li> <li>• Ensuring the cleanliness of the dorm building,</li> <li>• supporting regular CORES with the students in their rooms.</li> <li>• Weekly/ Bi-weekly one-on-ones with Students</li> <li>• Continually spiritually encouraging and mentoring students.</li> <li>• Help resolve conflicts between staff members within reason</li> <li>• Responsible for holding the staff up in prayer and committing your time and energy to helping each of them grow as they experience new things throughout the summer.</li> <li>• Strives to build and maintain strong team relationships</li> </ul>

		<ul style="list-style-type: none"> <li>• Cultivate spiritual growth within the staff through a continual lifestyle example.</li> <li>• Collect staff medications and make available to them as indicated (as per parent or guardian if under 18).</li> <li>• Record and file times and doses of taken medications.</li> <li>• Record and file all injuries of staff with HR</li> <li>• Report staff sickness to department managers</li> <li>• Complete a weekly Duty Manager shift</li> <li>• Work with the Stepping Stones Coordinators to make the summer a safe &amp; awesome one for all the students.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Be at least 19 years of age</li> <li>• G2 license with personal vehicle or a G license with or without a personal vehicle</li> <li>• A passion for student ministry, a willingness to be a leader (sometimes the bad guy), and to exhort and correct students, while fostering and developing trusting and caring relationships. Creative, energetic, responsible and fun!</li> <li>• Organized, disciplined, compassionate and approachable.</li> <li>• Standard First Aid training is an asset.</li> </ul>	
<b>Additional Responsibilities</b>	<p>Compliance with:</p> <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> <li>• Ensure curfews are followed Other Duties as required</li> <li>• <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>	
<b>Working Conditions</b> (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 office environment and physical working conditions. High stress conditions are likely to exist during peak seasons
- **Work hours:**
  - 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.
  - Summer hours could be greater than 40 per week
  - Early, late and split shifts should be expected.



Title	Status	Roles	Reports to	Direct Reports
<b>Foodservice; Cook/Prep Cook – CORE, Frontline</b>	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
<b>Benefits</b>	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...)
<b>Ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food</b>	<ul style="list-style-type: none"> <li>The Foodservice department works to ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food</li> <li>Maintain food quality and appearance as per the MBC Guest Foodservice Standards including fresh baking, salad bar, soups, main buffet, &amp; staff meals.</li> <li>Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>Cooking breakfast, baking homemade bread, preparing soups and salads</li> <li>Maintain a clean and tidy kitchen including all cook/baking equipment and dishes</li> <li>Assisting the chef in preparing the legendary meals that MBC is known for.</li> <li>Ensure creative and attractive presentations of all food in the dining room.</li> <li>Maintain food safety</li> <li>Handling of food in a safe manner with the health of all guests and staff in mind</li> <li>Follow MBC recipes in the preparation of food</li> <li>Everything done with a special touch.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Loves to cook, have some food service experience, and be ready to learn from the best!</li> <li>Completion of food handler's course preferred</li> <li>Willingness to learn in a fast paced environment</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>All relevant government regulations</li> <li>The MBC Child and Youth Protection Policy (Working with children)</li> <li>Staff Handbook policies and procedure</li> <li>Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> </ul>	

<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<p><b>Working Conditions</b> (hours, environment, etc.)</p>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> - physical working conditions including lifting and moving bags of flour. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Foodservice; Bakeshop Team – CORE, Frontline</b>	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
<b>Benefits</b>	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...)
<i>Ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food</i>	<ul style="list-style-type: none"> <li>The Foodservice department works to ensure that guests are provided with outstanding dining experiences: hot, fresh, delicious, and well-presented food</li> <li>Maintain food quality and appearance as per the MBC Guest Foodservice Standards including fresh baking, salad bar, soups, main buffet, &amp; staff meals.</li> <li>Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>Creating desserts and fresh-baked breads, homemade pies, breads, cakes, cinnamon buns, etc.</li> <li>Maintain a clean and tidy bakeshop including all baking equipment and dishes</li> <li>Assisting the chef in preparing the legendary meals that MBC is known for.</li> <li>Ensure creative and attractive presentations of all food in the dining room.</li> <li>Maintain food safety</li> <li>Handling of food in a safe manner with the health of all guests and staff in mind</li> <li>Follow MBC recipes in the preparation of food</li> <li>To clean, store, and handle pots, utensils, dishes and cutlery in accordance with the Health Department regulations and kitchen standards.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Self-motivated, dedicated to quality and having a passion for desserts that make people happy.</li> <li>Completion of food handler’s course preferred</li> <li>Willingness to learn in a fast paced environment</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>All relevant government regulations</li> </ul>	

	<ul style="list-style-type: none"> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> - physical working conditions including lifting and moving bags of flour. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Foodservice; Dining Room Service Team Lead – CORE</b>	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
<b>Benefits</b>	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...)
<b>Ensuring the Dining Room service continues to live up to its reputation</b>	<ul style="list-style-type: none"> <li>Ensuring the Dining Room service continues to live up to its reputation</li> <li>Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>Staff supervision and management.</li> <li>Developing and leading godly leaders.</li> <li>Maintaining high standards of cleanliness and guest service</li> <li>Serving food to our guests</li> <li>Assisting our kitchen crew with dishes</li> <li>Anticipate guest needs and ensure that service meets/exceeds expectations to ensure a memorable and pleasant dining experience.</li> <li>Maintain communication with and supports the Guest Services Director.</li> <li>Inspect dining room, table settings, chairs, floors, proper maintenance, cleanliness and safety. Takes immediate action to correct any issues.</li> <li>Receive and greets members and guests; assist with seating.</li> <li>Check tables throughout service times for guest satisfaction, resolve guest complaints.</li> <li>Maintain uniform service standards.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure side work is completed every day and dining room supplies are stocked. Reports any supply shortages to the Chef.</li> <li>• Train new-hires in service standards</li> <li>• Coordinates food service between kitchen and service staff.</li> <li>• To clean, store, and handle pots, utensils, dishes and cutlery in accordance with the Health Department regulations and kitchen standards.</li> <li>• Review daily and weekly functions with Guest Services Director</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Have a contagious positive personality that will minister to our guests and staff alike</li> </ul>	
<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused</li> <li>• Quick on feet, quick responding and can handle crises</li> <li>• Able to liaison effectively with guests and program participants</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ</li> <li>• Maintain a safe and clean environment by developing, enforcing procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>	
<b>Working Conditions</b> (hours, environment, etc.)		
<ul style="list-style-type: none"> <li>• 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.</li> </ul>		

- **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:**
  - 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
<b>Foodservice; Dining Room Team – Frontline</b>	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
<b>Benefits</b>	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...)
<b>Add special touches that have made our MBC meals served a memorable part of a guests' stay.</b>	<ul style="list-style-type: none"> <li>• Add special touches that have made our MBC meals served a memorable part of a guests' stay.</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining high standards of cleanliness and guest service</li> <li>• Serving food to our guests</li> <li>• Assisting our kitchen crew with dishes</li> <li>• Anticipate guest needs and ensure that service meets &amp; exceeds expectations to ensure a memorable and pleasant dining experience.</li> <li>• Inspect dining room, table settings, chairs, floors, proper maintenance, cleanliness and safety. Take immediate action to correct any issues.</li> <li>• Receive and greets members and guests; assist with seating as needed.</li> <li>• Check tables throughout service times for guest satisfaction, resolve guest complaints.</li> </ul>
<b>Qualifications</b>	Have a contagious positive personality that will minister to our guests and staff, a willing heart to serve people	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> </ul>	



<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> - physical working conditions including lifting and moving bags of flour. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Front Office Team – CORE</b>	Seasonal Spring & Summer	<i>Office team member – Front Desk Services</i>	Office Supervisor	N/A
<b>Benefits</b>	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 Kids and Youth Skills registrations, Front Office support, and Group Bookings support.

Accountabilities	Performance Standards	Tasks (not limited to...)
Office team member – Front Desk Services	<ul style="list-style-type: none"> <li>● To serve our guests in a friendly, professional manner providing them with the highest level of customer service</li> <li>● Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> <li>● Reservations – help customers with planning and booking reservations (accommodation/meals). Send out booking confirmations and process payments</li> <li>● Customer service support – for payment issues, cancellations, reservation alterations or other guest concerns</li> <li>● Maintain records – responsible to update guest information in database</li> <li>● Prepare reports – daily payment reports, cash logs, and deposit books</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Excellent customer service and communication skills – in person, on the phone and online</li> <li>● Organization skills (need to be able to manage large amounts of customer information)</li> <li>● Detail oriented</li> <li>● Problem solving skills and ability to respond with patience in stressful situations</li> <li>● Technological proficiency – Google Suite, Microsoft Office</li> <li>● Thrive in a busy, team-centric environment.</li> </ul>	

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

Title	Status	Roles	Reports to	Direct Reports
<b>Housekeeping Team Lead – SLT, CORE</b>	Seasonal Spring & Summer	<i>Ensure that our guests enjoy clean and comfortable surroundings.</i>	Housekeeping Manager	Summer Staff
<b>Benefits</b>	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...)
<b>Ensure that guests enjoy clean &amp; comfortable surroundings.</b>	<ul style="list-style-type: none"> <li>• The Housekeeping team ensures that guests enjoy clean and comfortable surroundings.</li> <li>• Provide superior customer service as defined in the housekeeping SWEET service plan.</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision and management.</li> <li>• Developing and leading godly leaders.</li> <li>• Daily room refreshes, packing laundry bags, etc.</li> <li>• Ensure proper implementation of operational standards</li> <li>• Ensure safety of employees and guests through compliance with safety provisions and regulations</li> <li>• Maintain a clean and hygienic environment with a high standard of housekeeping</li> <li>• Checking rooms and common areas, including stairways and lounge areas, for cleanliness</li> <li>• Support office with cleaning supplies, extra towels, etc., so they can serve guests well.</li> <li>• Operate Towel Depot, daily during posted hours</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>Additional</b>	Compliance with:	

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>● All relevant government regulations</li> <li>● The MBC Child and Youth Protection Policy (Working with children)</li> <li>● Staff Handbook policies and procedure</li> <li>● Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required <ul style="list-style-type: none"> <li>● <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul> </li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions including lifting. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> <li>• Expected to work weekends</li> <li>• Will work every Saturday (Change over)</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
Housekeeping Team – Frontline	Seasonal Summer	<b><i>Ensure that guests enjoy clean &amp; comfortable surroundings.</i></b>	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...)
<b>Ensure that guests enjoy clean &amp; comfortable surroundings.</b>	<ul style="list-style-type: none"> <li>• The Housekeeping team ensures that guests enjoy clean and comfortable surroundings.</li> <li>• Provide superior customer service as defined in the housekeeping SWEET service plan.</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision and management.</li> <li>• Developing and leading godly leaders.</li> <li>• Daily room refreshes</li> <li>• Ensure proper implementation of operational standards</li> <li>• Ensure safety of employees and guests through compliance with safety provisions and regulations</li> <li>• Maintain a clean and hygienic environment with a high standard of housekeeping</li> <li>• Checking rooms and common areas, including stairways and lounge areas, for cleanliness</li> <li>• Support office with cleaning supplies, extra towels, etc., so they can serve guests well.</li> <li>• Operate Towel Depot, daily during posted hours</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>• All relevant government regulations</li> </ul>	

	<ul style="list-style-type: none"> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions including lifting. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> <li>• Expected to work weekends</li> <li>• Will work every Saturday (Change over)</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Hub Team Lead – SLT, CORE</b>	Seasonal Spring & Summer	Help to lead summer staff, while operating the hub	Hub Supervisor Guest Services Director	Summer Staff
<b>Benefits</b>	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 our guests to fellowship around food.

Accountabilities	Performance Standards	Tasks (not limited to...)
Oversight of Hub and Summer Staff	<ul style="list-style-type: none"> <li>Operate the HUB as per our MBC standards, open on time, fast customer service</li> <li>Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>Staff supervision and management.</li> <li>Developing and leading godly leaders.</li> <li>Complete a weekly Duty Manager shift (Core+)</li> <li>Cooking up French fries, onion rings and funnel fries</li> <li>Serving fresh made sandwiches and salads</li> <li>Scooping ice cream</li> <li>Cleaning tables</li> <li>Running a cash register</li> <li>Being a friendly, smiling face</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Friendly, courteous and needs to foster a clean and enjoyable environment for staff and guests.</li> <li>Adaptable, cheerful and ready to serve a variety of people in a variety of ways.</li> <li>Short order cooking experience is beneficial.</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>All relevant government regulations</li> <li>The MBC Child and Youth Protection Policy (Working with children)</li> <li>Staff Handbook policies and procedure</li> <li>Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> <li><b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>Quick on feet, quick responding and can handle crises.</li> <li>Able to liaison effectively with guests and program participants;</li> </ul>	



	<ul style="list-style-type: none"> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
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**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 lifting and moving equipment. High stress conditions are likely to exist during peak seasons
- **Work hours:**
  - 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	Seasonal Summer	<i>Serve guests under the direction of the Hub supervisor</i>	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...)
<b>Serving Guests, efficiently and safely</b>	<ul style="list-style-type: none"> <li>• Service with excellence every time</li> <li>• Operate the Hub as per our MBC standards, open on time, fast customer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Cooking up French fries, onion rings, funnel fries and other meal options</li> <li>• Serving fresh made sandwiches and salads</li> <li>• Scooping ice cream</li> <li>• Cleaning tables</li> <li>• Running a cash register</li> <li>• Being a friendly, smiling face</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Friendly, courteous and needs to foster a clean and enjoyable environment for staff and guests.</li> <li>• Adaptable, cheerful and ready to serve a variety of people in a variety of ways.</li> <li>• Short order cooking experience is beneficial.</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> </ul>	

- 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 lifting and moving equipment. High stress conditions are likely to exist during peak seasons
- **Work hours:**
  - 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
<b>Kids Ministry Assistant Director – SLT</b>	Seasonal Spring & Summer	<i>Managing and overseeing the Kids' Ministry program Duty Manager</i>	Program Director: Family Ministries	Kids Ministry Team
<b>Benefits</b>	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 by leading peers and children through Bible centered teaching and living a Christ centered life.

Accountabilities	Performance Standards	Tasks (not limited to...)
<b>Managing and overseeing the Kids' Ministry program</b>	<ul style="list-style-type: none"> <li>Managing the day to day programming of Kids Ministry with the assistance of the Program Director: Family Ministries</li> <li>Oversee the registration for all children who attend Kids Ministry program</li> <li>Oversee the four age groups of ministry: Little Steps, Hoppers, Jumpers and Skippers</li> <li>Managing staff productivity and schedule - university and high school aged students</li> <li>Provide oversight for Self Serve Nursery</li> <li>Service with Excellence Every Time (S.W.E.E.T.)</li> <li>Spiritual leadership within the Kids Ministry Department</li> <li>MBC Team player</li> <li>Duty Manager duties</li> </ul>	<ul style="list-style-type: none"> <li>Staff supervision and management</li> <li>During Spring Crew - May, June - effective use of time planning for CORE work days</li> <li>Developing and leading godly leaders</li> <li>This role will include administration, teaching, planning and execution of our summer Kids Ministry Program</li> <li>Interacting and directing parental requests/concerns; special needs experience and managing any emergency or crisis within the Kids Ministry context</li> <li>Developing and implementing solid, Bible-based curriculum</li> <li>Provide instruction and guidance in programs designed for children</li> <li>Lead, be efficient and organized, compassionate and professional at all times</li> <li>They must act with responsibility and be knowledgeable in all areas of Kids Ministry at MBC</li> <li>Help children in understanding what it means to have a relationship with Jesus Christ</li> <li>Complete a weekly Duty Manager shift as assigned</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Education: Post-secondary – Early Childhood Education or Child &amp; Youth Care</li> <li>• Experience: Leading children in outdoor and indoor settings, classroom, church, camp or sports;</li> <li>• Leading Bible studies, teaching, activities, evangelism, missions:</li> <li>• Working in a team setting – complement one another and assist as needed</li> </ul> <p><b>An applicant studying childhood education and development would be recommended.</b></p>
<b>Additional Responsibilities</b>	<p>Compliance with:</p> <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly Other Duties as required</li> <li>• <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 6 days per week</li> <li>• You can expect to work 6-8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Kids Ministry Team Lead – CORE</b>	Seasonal Spring & Summer	<i>Overseeing an age group in the Kids Ministry Department Manage a team of 3-8 University, High School aged Youth</i>	Kids Min Assistant Director Program Director: Family Ministries	Summer Staff
<b>Benefits</b>	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 centered teaching and being an example of a good Christian.

Accountabilities	Performance Standards	Tasks (not limited to...)
<b>Overseeing an age group in the Kids Ministry Department Manage 3-8 University High School aged youth while ministering to children ages 18 mos- completed grade 3</b>	<ul style="list-style-type: none"> <li>Managing the day to day programming of Kids Ministry within the assigned age group</li> <li>Oversee with accuracy the registration of the children in the assigned age group</li> <li>Managing staff productivity and schedule within the assigned age group</li> <li>Time management</li> <li>Service with Excellence Every Time (S.W.E.E.T.)</li> <li>Spiritual leadership within the assigned age group</li> <li>MBC Team player</li> </ul>	<ul style="list-style-type: none"> <li>Staff supervision and management</li> <li>Developing and leading godly leaders</li> <li>May-June - effective use of time on planning days</li> <li>This role will include administration, teaching, planning and execution of our summer Kids Ministry Program</li> <li>Interacting and directing parental requests/concerns</li> <li>Managing any special needs experience in assigned age group</li> <li>Managing any emergency or crisis within the Kids Ministry context</li> <li>Developing and implementing solid, Bible-based curriculum</li> <li>Lead, be efficient and organized, compassionate and professional at all times</li> <li>Must act with responsibility and be knowledgeable in all areas of Kids Ministry at MBC</li> <li>Be a positive Christian role model with competence to teach the Bible and prepare relevant lessons</li> <li>Working alongside and develop a Frontline assistant</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• These leaders must be energetic, self-driven, creative and sensitive individuals who love children’s unique personalities and are willing to plant seeds of faith in the lives of young children.</li> <li>• People who are passionate about and experienced working with children and sharing Christ's love with them through their daily interactions and Bible based programming.</li> <li>• Supervisory experience, organization skills and flexibility are essential!</li> </ul>
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> <li>• Other duties as assigned</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing children to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain a safe and clean facility environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions (hours, environment, etc.)</b>	
<ul style="list-style-type: none"> <li>• 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 Handbook. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 6 days per week</li> <li>• You can expect to work 6-8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Kids Ministry Team – Frontline</b>	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 Ministries Director	N/A
<b>Benefits</b>	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 centered teaching and being an example of a good Christian.

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



<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<p><b>Working Conditions</b> (hours, environment, etc.)</p>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 6 days per week</li> <li>• You can expect to work 6-8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Maintenance Team Lead – SLT, CORE</b>	Seasonal Spring & Summer	<i>Ensure that the facility is safe, well maintained and aesthetically pleasing</i> <i>Duty Manager</i>	Maintenance Manager	Summer Staff
<b>Benefits</b>	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...)
<b>Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives.</b>	<ul style="list-style-type: none"> <li>• Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives.</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision and management.</li> <li>• Developing and leading godly leaders.</li> <li>• Complete a weekly Duty Manager shift (Core+)</li> <li>• Lawn cutting, weed eating, leaf clearing</li> <li>• Garbage collection</li> <li>• Wood splitting</li> <li>• Equipment &amp; furniture moving</li> <li>• Painting</li> <li>• Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls.</li> <li>• Sweep walkway of debris.</li> <li>• Install lawn furniture.</li> <li>• Rake, mulch, and prune the grounds as needed.</li> <li>• Water plants and grass as needed and apply fertilizer.</li> <li>• Routine maintenance – roads, grounds, firewood, etc.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A solid work ethic, ability for strenuous physical labour (pushing, lifting, etc.)</li> <li>• Experience in handy work, landscaping and lawn mowing are important.</li> <li>• Enjoy the value of a hard day's work</li> <li>• Being responsible for a small crew</li> </ul>	

	<ul style="list-style-type: none"> <li>• G2/G driver's license is required</li> <li>• Must be at least 18 years old</li> <li>• The ability to work independently and with a team is important.</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with:</p> <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> </ul> <p>Other Duties as required</p> <ul style="list-style-type: none"> <li>• <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early and late shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Maintenance Team – Frontline</b>	Seasonal Summer	<i>Ensure that the facility is safe, well maintained and aesthetically pleasing</i>	Maintenance Manager Maintenance Lead-SLT	N/A
<b>Benefits</b>	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...)
<b>Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives.</b>	<ul style="list-style-type: none"> <li>• Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives.</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Lawn cutting, weed eating, leaf clearing</li> <li>• Garbage collection</li> <li>• Wood splitting</li> <li>• Equipment &amp; furniture moving</li> <li>• Painting</li> <li>• Occasional carpentry</li> <li>• Lawn cutting, weed eating, leaf clearing</li> <li>• Garbage collection</li> <li>• Wood splitting</li> <li>• Equipment &amp; furniture moving</li> <li>• Painting</li> <li>• Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls.</li> <li>• Sweep walkway of debris.</li> <li>• Install lawn furniture.</li> <li>• Rake, mulch, and prune the grounds as needed.</li> <li>• Water plants and grass as needed and apply fertilizer.</li> <li>• Routine maintenance – roads, grounds, firewood, etc.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A solid work ethic, ability for strenuous physical labour (pushing, lifting, etc.)</li> <li>• Experience in handy work, landscaping, lawn mowing are all great assets.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A valid driver's license (G1, G2, G) is preferred.</li> <li>• 16+ years of age</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with:</p> <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> </ul> <p>Other Duties as required</p>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early and late shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Recreation Activities Team Lead – SLT</b>	Seasonal Spring & Summer	<i>Ensure that marina and recreation activities are managed safely and professionally to deliver an exceptional guest experience.</i>	Recreation Supervisor, Marina Supervisor	Summer Staff
<b>Benefits</b>	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 guest experience at the beach, marina, and recreation areas where our guests can relax, have fun and enjoy being in Muskoka! The MBC Recreation Activities department is the place where MBC families go to build incredible family memories.

Accountabilities	Performance Standards	Tasks (not limited to...)
<b>Ensure that marina activities are managed safely and professionally to deliver an exceptional guest experience.</b>	<ul style="list-style-type: none"> <li>• Ensure that marina activities are managed safely and professionally to deliver an exceptional guest experience.</li> <li>• Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>• Boat driving</li> <li>• Guest service with excellence every time</li> <li>• Administrative responsibilities</li> <li>• Perform all duties of a Marina Team Member as required to fill gaps in scheduling.</li> <li>• Knowledgeable of all MBC programming.</li> </ul>
<b>Ensure that recreation activities are managed safely and professionally to deliver an exceptional guest experience.</b>	<ul style="list-style-type: none"> <li>• Create and Deliver an Excellent Guest Experience through the Recreation Programming</li> <li>• Managing the day to day programming of the Recreation program with the assistance of the Ministry Director</li> <li>• Oversee the registration of participants within the recreation program</li> <li>• Managing staff productivity and schedule - university and high school aged students</li> </ul>	<ul style="list-style-type: none"> <li>• Teach and lead Ranch and other recreation activities as required (to other staff or guests)</li> <li>• Ensure all activities are well planned in advance.</li> <li>• Assist in the development of programs, new activities, games, safety, instructional aids, etc.</li> <li>• Ensure coordination with other staff who are helping to run various program activity areas and events.</li> </ul>
<b>Lead Recreation Team Members effectively and lovingly</b>		<ul style="list-style-type: none"> <li>• Staff supervision and management.</li> <li>• Developing and leading godly leaders.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Self-motivated, detail-oriented, have the desire to lead others.</li> <li>• Must be at least 18 years of age.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A boating License and First Aid CPR C is required by the start of summer</li> <li>• Knowledge of guest bookings systems and other programs required</li> <li>• ORCKA Canoeing/Kayaking experience and Bronze Cross/NL an asset.</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with:</p> <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> </ul> <p>Other Duties as required</p> <ul style="list-style-type: none"> <li>• <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 5 days per week</li> <li>• You can expect to work 8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Recreation Team Member - CORE, Frontline</b>	Seasonal Summer	<i>To ensure excellent program delivery to guests</i>	Program Director: Family Ministries Recreation Director	N/A
<b>Benefits</b>	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 guest experience at the beach, marina, and recreation areas where our guests can relax, have fun and enjoy being in Muskoka! The MBC Recreation Activities department is the place where MBC families go to build incredible family memories.

Accountabilities	Performance Standards	Tasks (not limited to...)
<b>To ensure excellent program delivery to guests</b>	<ul style="list-style-type: none"> <li>To ensure excellent program delivery to guests</li> <li>Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>Run programming in the Recreation Activities department, including Ranch activities (archery, axe throwing, slingshot paintball, escape room, etc.) for families who register in advance or arrive on-site during scheduled hours</li> <li>Assist the Recreation Team Lead in registering, welcoming and hosting guests as they participate in recreation programming.</li> <li>Report any unsafe or damaged equipment promptly.</li> <li>Maintain, check and repair equipment, or else take out of use.</li> <li>Support the recreation team during the Saturday BBQ to welcome guests in a fun and engaging way.</li> <li>As required, check areas of MBC's recreation equipment for damage and equipment replacement</li> <li>Support the Program Director: Family Ministries during evening games and activities to ensure full complement of staffing.</li> <li>Staff supervision and management.</li> </ul>



		<ul style="list-style-type: none"> <li>• Developing and leading godly leaders.</li> <li>• Boat driving</li> <li>• Administrative responsibilities</li> <li>• Boat slip monitoring</li> <li>• Rental and sign-out of marina equipment</li> <li>• Maintenance of the marina equipment and grounds</li> <li>• Clearing the beach including of goose poop</li> <li>• Maintaining marina and sports venues, including litter pick up</li> <li>• Assist guests with equipment rentals including carrying gear to the water</li> <li>• Sell novelties and treats</li> <li>• Monitoring wristband compliance.</li> <li>• Assist guests with purchases,</li> <li>• Helping guests in and out of canoes / kayaks and launch craft</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ideal candidates for this position will be positive, self-directed, quick to take initiative;</li> <li>• Comfortable at following operating procedures and lesson plans.</li> <li>• They will enjoy teaching and facilitating fun learning experiences for others.</li> <li>• A demonstrated spiritual maturity is absolutely needed.</li> </ul>	
<b>Additional Responsibilities</b>	<p>Compliance with:</p> <ul style="list-style-type: none"> <li>• All relevant government regulations</li> <li>• The MBC Child and Youth Protection Policy (Working with children)</li> <li>• Staff Handbook policies and procedure</li> <li>• Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> </ul> <p>Other Duties as required</p>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and</li> </ul>	

	<p>regulations</p> <ul style="list-style-type: none"> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<p><b>Working Conditions</b> (hours, environment, etc.)</p>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 6 days per week</li> <li>• You can expect to work 6-8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Youth Ministry Assistant Director – SLT</b>	Seasonal Spring & Summer	<i>Manage and oversee the day-to-day programming in Youth Ministry</i> <i>Duty Manager</i>	Program Director: Family Ministries	Summer Staff
<b>Benefits</b>	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 centered teaching and being an example of what it means to live your life for Christ

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

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

Title	Status	Roles	Reports to	Direct Reports
<b>Youth Min Team – CORE – YAC, RIOT, XT</b>	Seasonal Spring & Summer	<i>To help create a compelling, engaging, energetic Youth Min program at MBC.</i>	Youth Ministry Assistant Director Program Director: Family Ministries	Summer Staff
<b>Benefits</b>	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 centered teaching and being an example of what it means to live your life for Christ

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

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> </ul>
<b>Working Conditions</b> (hours, environment, etc.)	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Weekend and evening work</b> will be required from all staff.</li> <li>• <b>Physical Demands</b> General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons</li> <li>• <b>Work hours:</b> <ul style="list-style-type: none"> <li>• You can expect to work 6 days per week</li> <li>• You can expect to work 6-8 hours per day</li> <li>• You can expect to work 40 total hours (on average) per week.</li> <li>• Early, late and split shifts should be expected.</li> </ul> </li> </ul>	

Title	Status	Roles	Reports to	Direct Reports
<b>Youth Ministry Team – Frontline - YAC, RIOT, XT</b>	Seasonal Summer	<i>Assist in all areas of Youth programming and support the Kids Min/Rec teams</i>	Youth Min Team Lead – CORE Youth Ministry Assistant Director	N/A
<b>Benefits</b>	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...)
<b>Assist in all areas of Youth programming and support the Kids Min/Rec teams</b>	<ul style="list-style-type: none"> <li>Assist in all areas of Youth programming and support the Kids Min/Rec teams</li> <li>YAC (completed Gr 8-12), RIOT (completed Gr 6 &amp; 7), and XT (completed Gr 4-5).</li> <li>Service with excellence every time</li> </ul>	<ul style="list-style-type: none"> <li>Help plan and execute Bible teaching, worship and group activities.</li> <li>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.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Interest and aptitude for teaching others is important.</li> <li>A demonstrated spiritual maturity is absolutely needed, accompanied by a strong desire to work in the lives of youth.</li> </ul>	
<b>Additional Responsibilities</b>	Compliance with: <ul style="list-style-type: none"> <li>All relevant government regulations</li> <li>The MBC Child and Youth Protection Policy (Working with children)</li> <li>Staff Handbook policies and procedure</li> <li>Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly</li> </ul> Other Duties as required	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>Quick on feet, quick responding and can handle crises.</li> <li>Able to liaison effectively with guests and program participants;</li> <li>A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</li> <li>Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> </ul>	

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|--|---|
|  | <ul style="list-style-type: none"><li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li></ul> |
|--|---|

**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 running and playing with kids and youth. 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.



### Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Assistant to the Widjiitiwin Program Director - SLT</b>	Seasonal Spring & Summer	<i>Managing and overseeing the Widjiitiwin program alongside the Widjiitiwin Program Director Duty Manager</i>	Widjiitiwin Program Director (WPD)	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 spiritual and practical leadership within the Widjiitiwin camp program.

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Managing and overseeing the Widjiitiwin program alongside the Widjiitiwin Program Director</i> <b>Duty Manager</b>	Spiritual leadership within the Widjiitiwin program Widjiitiwin staff feel equipped and supported in their roles and the daily activity schedules Managing with excellence the day to day programming of the Widjiitiwin Camp program MBC Team player All camper registration forms are well documented and organized Service with Excellence Every Time (S.W.E.E.T.)	<ul style="list-style-type: none"> <li>• Set an example of servant leadership amongst the Widjiitiwin staff team</li> <li>• Assist the WPD in managing staff productivity and schedule</li> <li>• Manage the day to day programming of the Widjiitiwin program with the assistance of the WPD</li> <li>• Communicate to all staff the importance of operating within the camp philosophies, rules, guidelines and policies.</li> <li>• Oversee registration for all children/youth who attend the Widjiitiwin program, including intake on Sundays for each partnership group</li> <li>• Assist nurse with Sunday's registration</li> <li>• Organize cabins with support of WPD and administrate all lists for each department</li> <li>• Assist the WPD in managing any financial deposits, donations, etc.</li> <li>• Administrate the Tuck Shop program (staff accounts, deposits, camper forms, ordering, inventory, cash returns, etc.)</li> </ul>

		<ul style="list-style-type: none"> <li>• Filing, phone calls and mail as needed</li> <li>• Assist with community partners, parent phone calls, collections, etc.</li> <li>• Acting Program Director on Program Director's day off and when Program Director is away from camp.</li> <li>• Run 1 staff prayer weekly</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures</p> <p>Occupational Health &amp; Safety Policy: be aware of your responsibilities and act accordingly.</p> <p>Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc.</p>	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• 2+ years of administrative experience</li> <li>• 2+ years working with youth, camp ministry, etc.</li> <li>• Excellent organizational skills</li> <li>• Adept at technology</li> <li>• Team player with strong initiative</li> <li>• Leadership – planning, oversight of programming, etc.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Active participation in a local church body</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith <ul style="list-style-type: none"> <li>• <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b></li> </ul> </li> </ul>
<b>Physical Demands</b>	
General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)	
<b>Working Conditions</b> (hours, environment, etc.)	
<p>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 and ministry of MBC and Camp Widjitiwin regardless of their role or position.</p> <p><b>You can expect to work 6 days per week</b></p> <p><b>You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks</b></p>	

## Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Activity Coordinator- SLT</b>	Seasonal Summer CORE	<i>Create and oversee an activity schedule that builds towards an exceptional and transformative camper experience.</i> <i>Duty Manager</i>	Widjiitiwin Program Director (WPD)	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 oversight of the Widjiitiwin daily schedule of activities and creating a program that is an exceptional and transformative camper experience

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Create and oversee a camp with an activity schedule that builds towards an exceptional camper experience.</i> <i>Duty Manager</i>	Spiritual leadership within the Widjiitiwin program Managing with excellence the day to day programming of the Widjiitiwin program activities Managing staff productivity and schedule Collaborating with Victory Valley Farm and other volunteer activity leaders to provide enriching activities for campers MBC Team player Service with Excellence Every Time (S.W.E.E.T.)	<ul style="list-style-type: none"> <li>• Serve on the summer leadership team</li> <li>• Organize, schedule and implement a weekly camp program including all activities, scheduling, chapel, games, etc.</li> <li>• Oversee morning, afternoon and evening activities</li> <li>• Coordinate chapel</li> <li>• Oversee staff assignments for Saturday and Sunday</li> <li>• Supervise ropes/sports area head</li> <li>• Supervise program volunteers</li> <li>• Coordinate camper t-shirt distribution on Fridays with Assistant Program Director</li> <li>• Lead 1 staff prayer weekly</li> </ul>
<b>Additional Responsibilities</b>	Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures Occupational Health & Safety Policy: be aware of your responsibilities and act accordingly. Assist with various MBC leadership roles such as duty	

	manager, promotion/PR opportunities, etc. <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b>	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• Self-motivated, creative, detail-oriented</li> <li>• Strong at large group leadership</li> <li>• 18+ years of age</li> <li>• First Aid CPR C is required by the start of summer</li> <li>• Bronze Cross/NLS is an asset</li> <li>• ORCKA Canoeing is an asset</li> <li>• Team player with strong initiative</li> <li>• Leadership – planning, oversight of programming, etc.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Active participation in a local church body</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith</li> </ul>	
<b>Physical Demands</b>		
General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)		
<b>Working Conditions</b> (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 and ministry of MBC and Camp Widjitiwin regardless of their role or position.		

You can expect to work 6 days per week

You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks

### Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Assistant to the Activity Coordinator-Frontline</b>	Seasonal Summer Frontlines	<i>Assist in creating camp with an activity schedule that builds towards an exceptional and transformative camper experience.</i>	Activity Coordinator	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 assisting the Activity Coordinator to create aWidjiitiwin daily schedule of activities that are exceptional and transformative

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Assist in creating camp with an activity schedule that builds towards an exceptional and transformative camper experience.</i>	Assisting the Activity Coordinator to create a schedule of activities that is exceptional and transformative for campers Assisting with staff productivity and schedule Collaborating with Victory Valley Farm and other volunteer activity leaders to provide enriching activities for campers MBC Team player Service with Excellence Every Time (S.W.E.E.T.)	<ul style="list-style-type: none"> <li>• Assist in coordinating chapel</li> <li>• Assist the Activity Coordinator with morning, afternoon and evening activities</li> <li>• Assist in organizing, scheduling and implementing a weekly camp program including all activities, scheduling, chapel, games, etc.</li> <li>• Assist with staff assignments for Saturday and Sunday</li> <li>• Assist the Activity Coordinator in supervising ropes/sports area head, program volunteers</li> <li>• Help coordinate camper t-shirt distribution on Fridays with Assistant Program Director</li> </ul>
<b>Additional Responsibilities</b>	Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures Occupational Health & Safety Policy: be aware of your	

	responsibilities and act accordingly.	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• Self-motivated, creative, detail-oriented</li> <li>• Strong at large group leadership</li> <li>• First Aid CPR C is required by the start of summer</li> <li>• Bronze Cross/NLS is an asset</li> <li>• ORCKA Canoeing is an asset</li> <li>• Team player with strong initiative</li> <li>• Leadership – planning, oversight of programming, etc.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Active participation in a local church body</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith</li> </ul>	
<b>Physical Demands</b>		
General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)		
<b>Working Conditions</b> (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 and ministry of MBC and Camp Widjiitiwin regardless of their role or position.		
<b>You can expect to work 6 days per week</b>		
<b>You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks</b>		

### Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Widjiitiwin Waterfront Coordinator - CORE</b>	Seasonal Summer	<i>Ensure that waterfront activities are managed safely and professionally to deliver an exceptional camper experience. Duty Manager</i>	Widjiitiwin Program Director (WPD)	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 oversight of the Widjiitiwin waterfront and water activities, ensuring safety and fun for all campers and staff

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Managing and overseeing the Widjiitiwin waterfront and all water activities Duty Manager</i>	Spiritual leadership within the Widjiitiwin program Ensure that water activities are managed safely and professionally to deliver an exceptional camper experience Managing with excellence the day to day programming of the Widjiitiwin waterfront MBC Team player Service with Excellence Every Time (S.W.E.E.T.)	<ul style="list-style-type: none"> <li>• Serve on the Widjiitiwin leadership team</li> <li>• Staff supervision and management</li> <li>• Developing and leading godly leaders</li> <li>• Camper service with excellence every time</li> <li>• Administrative responsibilities</li> <li>• Maintenance of the waterfront equipment and grounds</li> <li>• Clearing the beach including goose poop</li> <li>• Maintaining waterfront and sports venues, including litter pick up</li> <li>• Assist campers and staff with waterfront equipment including carrying gear to the water</li> <li>• Helping guests in and out of canoes</li> <li>• Opening free swims on time</li> <li>• Ensure equipment is all clean and in good repair</li> </ul>



		<ul style="list-style-type: none"> <li>• Oversee and schedule lifeguards</li> <li>• Create Lifesaving Society reports</li> <li>• Assist Activity Coordinator with program</li> <li>• Assist SALT Coordinator with program</li> <li>• Lead 1 staff prayer weekly</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures</p> <p>Occupational Health &amp; Safety Policy: be aware of your responsibilities and act accordingly.</p> <p>Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc.</p>	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• Self-motivated, detail-oriented, have the desire to lead others</li> <li>• 18+ years of age</li> <li>• Bronze Cross/NLS/First Aid CPR C is required by the start of summer</li> <li>• ORCKA Canoeing is an asset</li> <li>• Team player with strong initiative</li> <li>• Leadership – planning, oversight of programming, etc.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Active participation in a local church body</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith</li> </ul>	

**Physical Demands**

General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)

**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 and ministry of MBC and Camp Widjitiwin regardless of their role or position.

**You can expect to work 6 days per week**

**You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks**

### Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Section Heads-SLT</b>	Spring/Summer	<i>Supervise cabin leaders and assist with spiritual oversight of staff and campers</i>	Widjiitiwin Program Director (WPD) and Camp Shepherd	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 supervising cabin leaders and offering spiritual and emotional care and support to the Widjiitiwin program staff and campers

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Supervise cabin leaders and assist with spiritual oversight of staff and campers</i> <i>Duty Manager</i>	<ul style="list-style-type: none"> <li>• Spiritual leadership within the Widjiitiwin program</li> <li>• Widjiitiwin staff feel equipped and supported spiritually and emotionally in their roles</li> <li>• Widjiitiwin staff are unified as a team, serving with joy, and are encouraged by the fruit of their labour</li> <li>• MBC Team player</li> <li>• Staff team feels celebrated for their service</li> <li>• Widjiitiwin leadership team is kept up to date of transformation taking place in the lives of campers and staff</li> <li>• Service with Excellence Every Time (S.W.E.E.T.)</li> </ul>	<ul style="list-style-type: none"> <li>• Serve on the Summer Widjiitiwin leadership team</li> <li>• Supervise cabin leaders</li> <li>• Implement staff 1:1's for checking in with frontline staff and offering spiritual care</li> <li>• Assist the Camp Shepherd in their overseeing of staff morale</li> <li>• Lead staff bible studies</li> <li>• Organize staff events (parties, guy's/girl's nights, end of summer party)</li> <li>• Keep a pulse on the transformation happening within campers and groups by implementing data collecting surveys each week as well as surveying staff, campers and partners through conversation</li> <li>• Run 1 staff prayer weekly (separate guys/girls)</li> </ul>

<b>Additional Responsibilities</b>	Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b>	
<b>Job Specifications/Requirements</b>		
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post-Secondary: Bachelor of Religious Education +</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• 2+ years ministry experience</li> <li>• Working with youth, camp ministry, etc.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith</li> </ul>	
<b>Physical Demands</b>		
General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)		
<b>Working Conditions</b> (hours, environment, etc.)		
<p>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 and ministry of MBC and Camp Widjitiwin regardless of their role or position.</p> <p><b>You can expect to work 6 days per week</b></p> <p><b>You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks</b></p>		

## Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Widjiitiwin SALT Coordinator - SLT</b>	Seasonal Spring & Summer CORE	<i>Managing and overseeing the Widjiitiwin SALT program Duty Manager</i>	Widjiitiwin Program Director (WPD)	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 oversight of the Widjiitiwin Skills and leadership program, providing an exceptional and transformative experience that is formational for campers ministry leadership skills

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Managing and overseeing the Widjiitiwin SALT program Duty Manager</i>	Spiritual leadership within the Widjiitiwin program Widjiitiwin SALT staff feel equipped and supported in their roles and the daily activity schedules Managing with excellence the day to day programming of the Widjiitiwin SALT program MBC Team player SALT activities, Out trips and service opportunities are well organized and work towards building servant leadership skills within the campers Service with Excellence Every Time (S.W.E.E.T.)	<ul style="list-style-type: none"> <li>• Set an example of servant leadership amongst the Widjiitiwin staff team</li> <li>• Organize, schedule and implement a 4 week SALT program in partnership with the Stepping Stones leaders</li> <li>• Organize all out trips &amp; service days</li> <li>• Communicate to SALT staff the importance of operating within the camp philosophies, rules, guidelines and policies.</li> <li>• Lead and supervise SALT cabin leaders and SALT campers</li> <li>• Teach canoeing, swimming and rock climbing (ORCKA cert. required, lifeguard certification required, and climbing certification, will train)</li> <li>• Lead 1 staff prayer weekly</li> </ul>
<b>Additional Responsibilities</b>	Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures Occupational Health & Safety Policy: be aware of your	

	responsibilities and act accordingly. Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc. <b>Student Leadership Team expectations and Responsibilities for those who are SLT</b>	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• 2+ years working with youth, camp ministry, etc.</li> <li>• Excellent organizational skills</li> <li>• Adept at technology</li> <li>• Team player with strong initiative</li> <li>• Leadership – planning, oversight of programming, etc.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Active participation in a local church body</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith</li> </ul>	
<b>Physical Demands</b>		
General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)		
<b>Working Conditions</b> (hours, environment, etc.)		
<p>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 and ministry of MBC and Camp Widjiitwin regardless of their role or position.</p> <p><b>You can expect to work 6 days per week</b></p> <p><b>You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks</b></p>		

### Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Widjiitiwin SALT Cabin Leader - CORE</b>	Seasonal Summer CORE	<i>Oversee a cabin of campers enrolled in the Skills and Leadership Training program</i>	SALT Coordinator	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 assisting the SALT Coordinator in providing oversight of the Widjiitiwin Skills and leadership program, providing an exceptional and transformative experience that is formational for campers ministry leadership skills

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Oversee a cabin of campers enrolled in the Skills and Leadership Training program</i>	Spiritual leadership within the SALT program Widjiitiwin SALT campers feel equipped and supported in their roles and the daily activity schedules Assisting the SALT Coordinator in managing with excellence the day to day programming of the Widjiitiwin SALT program MBC Team player SALT activities, Out trips and service opportunities are well organized and work towards building servant leadership skills within the campers Service with Excellence Every Time (S.W.E.E.T.)	<ul style="list-style-type: none"> <li>• Set an example of servant leadership amongst the Widjiitiwin staff team</li> <li>• Cultivate spiritual growth within the cabin group through daily prayer, daily cabin devotions and continual lifestyle example</li> <li>• Attend all chapel sessions with your campers and be prepared to discuss the Biblical principals with campers and other staff</li> <li>• Attend all staff meetings and prayer times</li> <li>• Ensure safety, to the best of their ability, of every camper in their cabin group. This includes knowing where every camper is at all times.</li> </ul>

		<ul style="list-style-type: none"> <li>• Lead or assist in the implementing of SALT activities</li> <li>• Create cabin activities for use during cabin times or “down times” for their cabin group</li> <li>• Ensure cabin group is punctual for all camp activities</li> <li>• Keep cabin area clean at all times</li> <li>• Strive to build and maintain strong team relationships</li> <li>• Assist in canoeing, swimming and rock climbing activities, including supervising cabin on a 4-day outtrip</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures</p> <p>Occupational Health &amp; Safety Policy: be aware of your responsibilities and act accordingly.</p> <p>Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc.</p>	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• 1+ year working with youth, camp ministry, etc.</li> <li>• Excellent organizational skills</li> <li>• Adept at technology</li> <li>• Team player with strong initiative</li> <li>• Leadership – planning, oversight of programming, etc.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• A heart for influencing youth &amp; young adults to be passionate followers of Jesus Christ.</li> <li>• Active participation in a local church body</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> </ul>	



	<ul style="list-style-type: none"> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith</li> </ul>
<b>Physical Demands</b>	
General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)	
<b>Working Conditions</b> (hours, environment, etc.)	
<p>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 and ministry of MBC and Camp Widjiitiwin regardless of their role or position.</p> <p><b>You can expect to work 6 days per week</b></p> <p><b>You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks</b></p>	

### Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Maintenance Team Member- Widjiitiwin - CORE</b>	Seasonal Spring/Summer CORE	<i>Ensure that the Camp Widjiitiwin facility is safe, well maintained and aesthetically pleasing</i> <i>Duty Manager</i>	Maintenance Manager and Widjiitiwin Program Director (WPD)	Widjiitiwin Ministry Leadership Team
<b>Benefits</b>	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 camper and guest expectations and to support ministry objectives

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet guest expectations and to support ministry objectives</i>	Ensure that the facility is safe, proactively maintained, aesthetically pleasing and well equipped to meet camper and guest expectations and to support ministry objectives MBC Team player Service with Excellence Every Time (S.W.E.E.T.)	<ul style="list-style-type: none"> <li>• Staff supervision and management</li> <li>• Developing and leading godly leaders.</li> <li>• Oversee a volunteer team by scheduling and equipping them to do daily maintenance of longhouse, bathrooms and grounds as well as to work on maintenance projects as needed</li> <li>• Lawn cutting, weed eating, leaf clearing</li> <li>• Garbage collection</li> </ul>

		<ul style="list-style-type: none"> <li>• Wood splitting</li> <li>• Equipment &amp; furniture moving</li> <li>• Painting</li> <li>• Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls</li> <li>• Sweeping walkway of debris</li> <li>• Install lawn furniture</li> <li>• Rake, mulch, and prune the grounds as needed</li> <li>• Water plants and grass as needed and apply fertilizer</li> <li>• Routine maintenance – roads, grounds, firewood, etc</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures</p> <p>Occupational Health &amp; Safety Policy: be aware of your responsibilities and act accordingly.</p> <p>Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc.</p>	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A solid work ethic, ability for strenuous physical labour (pushing, lifting, etc.)</li> <li>• Experience in handy work, landscaping and lawn mowing are important</li> <li>• Enjoy the value of a hard day's work</li> <li>• Being responsible for a small crew</li> <li>• G2/G driver's license is required</li> <li>• Must be at least 18 years old</li> <li>• The ability to work independently and with a team is important</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> </ul>	

- Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.
- Adherence to the MBC Statement of Faith

**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 outdoor and physical working conditions including lifting and moving equipment. High stress conditions are likely to exist during peak seasons

Work hours:

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)

### Muskoka Bible Centre Job Description

Title	Status	Roles	Reports to	Direct Reports
<b>Widjiitiwin Cabin Leader</b> CORE	Seasonal Summer CORE	<i>Oversee a cabin of campers in the Widjiitiwin partnership weeks. Provide leadership to a volunteer co-cabin leader</i>	Section Head	Widjiitiwin Ministry Leadership
<b>Benefits</b>	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 oversight of a cabin of campers, caring for them and cultivating spiritual growth within the cabin group.

Accountabilities	Performance Standards	Tasks (not limited to...)
<i>Oversee a cabin of campers in the Widjiitiwin partnership weeks. Provide leadership to a volunteer co-cabin leader</i>	<ul style="list-style-type: none"> <li>Provides spiritual leadership of campers within the Widjiitiwin program</li> <li>Campers feel equipped and supported in their daily activity schedules and camp experience</li> <li>Campers are safe, cared for and enjoy their camp experience resulting in a transformative experience</li> <li>Widjiitiwin Ministry Leadership team is well supported in creating a camp program that helps youth attending camp to grow in a relationship with Christ, grow in confidence in who God created them to be and to experience belonging</li> </ul>	<ul style="list-style-type: none"> <li>Set an example of servant leadership amongst the Widjiitiwin staff team</li> <li>Cultivate spiritual growth within the cabin group through daily prayer, daily cabin devotions and continual lifestyle example</li> <li>Attend all chapel sessions with your campers and be prepared to discuss the Biblical principals with campers and other staff</li> <li>Attend all staff meetings and prayer times</li> </ul>

	<p>Volunteer Co-cabin leader will feel equipped and supported in their role with campers  MBC Team player  Service with Excellence Every Time (S.W.E.E.T.)</p>	<ul style="list-style-type: none"> <li>• Ensure safety, to the best of their ability, of every camper in their cabin group. This includes knowing where every camper is at all times.</li> <li>• Lead or assist in the implementing of morning activities</li> <li>• Create cabin activities for use during cabin times or “down times” for their cabin group</li> <li>• Ensure cabin group is punctual for all camp activities</li> <li>• Keep cabin area clean at all times</li> <li>• Strive to build and maintain strong team relationships</li> </ul>
<b>Additional Responsibilities</b>	<p>Compliance with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures  Occupational Health &amp; Safety Policy: be aware of your responsibilities and act accordingly.  Assist with various MBC leadership roles such as duty manager, promotion/PR opportunities, etc.</p>	
<b>Job Specifications/Requirements</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong personal spiritual vitality and commitment to Jesus Christ</li> <li>• Must be passionate about sharing Christ's love with children and youth</li> <li>• Must be energetic, self-driven, creative and sensitive to youth's needs</li> <li>• Supervisory experience, organization skills and flexibility are essential</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;</li> <li>• Quick on feet, quick responding and can handle crises.</li> <li>• Able to liaison effectively with guests and program participants;</li> <li>• Active participation in a local church body</li> </ul> <p>Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,</p> <ul style="list-style-type: none"> <li>• Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations</li> <li>• Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect.</li> <li>• Adherence to the MBC Statement of Faith</li> </ul>	

**Physical Demands**

General office environment and physical working conditions. High stress conditions are likely to exist during peak program seasons (e.g. Summer Season)

**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 and ministry of MBC and Camp Widjitiwin regardless of their role or position.

**You can expect to work 6 days per week**

**You can expect to work 12+ hour days during camp weeks and to be on call 24/7 days a week for camp partnership weeks**