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**ROLE DESCRIPTION:****WIDJIITWIN ACTIVITY COORDINATOR**

Term:	Seasonal: Spring & Summer
Reports to:	Widjiitiwin Assistant Program Director
Enrollment Level:	SLT

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**Role Description:**

Collaborate to provide enriching activities for campers. Organize, schedule and implement a weekly camp program, including all activities, scheduling, chapel and games. Supervisor various programs and activities as well as program volunteers.

**Accountabilities:**

- Serve on the summer leadership team
- Organize, schedule and implement a weekly camp program including all activities, scheduling, chapel, games, etc.
- Oversee morning, afternoon and evening activities
- Coordinate chapel
- Supervise program volunteers
- Coordinate camper t-shirt distribution on Fridays with Assistant Program Director
- 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.)
- 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.
- Student Leadership Team expectations and Responsibilities for those who are SLT

**Qualifications:**

- Strong personal spiritual vitality and commitment to Jesus Christ
- Self-motivated, creative, detail-oriented
- Strong at large group leadership
- 18+ years of age
- First Aid CPR C is required by the start of summer
- Bronze Cross/NLS is an asset
- ORCKA Canoeing is an asset
- Team player with strong initiative
- Leadership – planning, oversight of programming, etc.

**Additional Requirements:**

- Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver; Guest Focused;
- Quick on feet, quick responding and can handle crises.
- Able to liaison effectively with guests and program participants;
- A heart for influencing youth & young adults to be passionate followers of Jesus Christ.
- Active participation in a local church body

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ROLE DESCRIPTION:

## WIDJIITWIN ACTIVITY COORDINATOR

- 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.
- Adherence to the MBC Statement of Faith

## Working Conditions:

- 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.
- 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

## Spring Crew Service Roles – SLT & CORE

During the Spring (May & June) all SLT and CORE Spring Crew staff will assist in other departments to help prepare MBC for the arrival of our summer guests. SLT & Core staff may be asked to do any or all of the following roles. Program staff will be given a minimum of one day a week to plan for the summer.

**Maintenance/Building Projects:** A major part of Muskoka Bible Centre's responsibilities is to maintain our God given property and facilities, ensuring readiness for the spring and summer seasons. Expect hard work and fulfillment as you prepare the grounds and facilities for ministry.

**Housekeeping:** Helping the Housekeeping department prepare for and clean up after retreat groups includes tasks such as cleaning guest accommodations, setting up meeting rooms, cleaning washrooms and taking out the trash! Housekeeping plays an integral role in the delivery of great ministry.

**Food Services:** Our kitchen will be hopping in May and June with retreat groups during this busy season. Many of the students will serve in the Dining Room and on the Dish Crew alongside our full-time food service staff. We are known for our food and our warm & hospitable Dining Room service.

**Front Office and Campground Office:** CORE staff hired for these positions will spend most of their spring crew work hours in their department.

**Widjiitwin:** CORE and SLT staff hired for these positions will spend most of their spring crew work hours in their department.

Outside of regular work hours, Spring Crew may be tasked with additional leadership opportunities. These may include organizing worship events, leading a small group, acting as Duty Manager for weekend groups, or similar tasks.