



ROLE DESCRIPTION:

RECREATION TEAM LEAD

Term: Seasonal: Spring & Summer
Reports to: Emily Jolly, Recreation Coordinator
Enrollment Level: SLT

Role Description:

Teach and lead Ranch and other Recreation activities as required. Ensure all activities are well planned in advance. Assist in the development of programs, activities, games, and safety & instructional aids. Ensure coordination with other staff who are helping run various program activities and events. Provide exceptional guest service.

Accountabilities:

- Managing the day to day programming of the Recreation program with the assistance of the Recreation Coordinator
- Oversee the registration of participants within the recreation program
- Assisting in management of staff productivity and schedule - university and high school aged students
- Running programming related to any recreation and marina activities including but not limited to: Archery, Axe Throwing, RC cars, Escape Rooms, Paddle Craft Rentals, Pontoon Rides, Tin Boats, Tennis/Pickleball, Mini Putt, Disc Golf, Basketball, Tetherball and other Recreation events
- Assist the Recreation Team Lead in registering, welcoming and hosting guests.
- Maintain recreation facilities and equipment
- Report damages and safety concerns to Recreation Team Lead or Recreation Coordinator
- Assist/Lead in Recreation Events such as the Welcome BBQ and RiverSide Live
- Day to Day supervision and management.
- Administrative responsibilities and registrations
- Perform all duties of a Marina Team Member as required to fill gaps in scheduling.
- Knowledgeable of all MBC programming.
- Boat slip monitoring
- Monitoring wristband compliance.
- Teach and lead Ranch and other recreation activities as required (to other staff or guests)
- Ensure all activities are well planned in advance.
- Assist in the development of programs, new activities, games, safety, instructional aids, etc.
- Staff supervision and management. Developing and leading godly leaders.
- Compliance with all relevant government regulations: The MBC Child and Youth Protection Policy (Working with children), Staff Handbook policies and procedure, Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly
- Other Duties as required
- Student Leadership Team expectations and Responsibilities for those who are SLT

Qualifications:

- Self-motivated, detail-oriented, have the desire to lead others.
- Must be at least 18 years of age.
- A boating License and First Aid CPR C is required by the start of summer
- Knowledge of guest bookings systems and other programs required
- ORCKA Canoeing/Kayaking experience and Bronze Cross/NL an asset.
- A demonstrated spiritual maturity

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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.
- 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:

- 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 40 total hours (on average) per week.
- Minimum 1 full day off
- Split shifts are expected

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.



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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.