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**ROLE DESCRIPTION:****RECREATION TEAM MEMBER**

Term:	Seasonal: Spring and/or Summer
Reports to:	Emily Jolly, Recreation Coordinator
Enrollment Level:	Frontline / CORE

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**Role Description:**

Run programming in the Recreation department, including Ranch Activities for families. Assist recreation team lead in registering, welcoming and hosting guests as they participate in activities. Help guests rent out marina equipment and ensure safe operation of all equipment.

**Accountabilities:**

- 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 Coordinator and Recreation Team Lead in registering, welcoming and hosting guests.
- Assist in maintain recreation facilities and equipment
- Report damages and safety concerns to Recreation Team Lead or Recreation Coordinator
- Assist in Recreation Events such as the Welcome BBQ and RiverSide Live
- Day to Day tasks
- Administrative responsibilities and registrations
- Monitoring wristband compliance.
- 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

**Qualifications:**

- Ideal candidates for this position will be positive, self-directed, quick to take initiative;
- Comfortable at following operating procedures and lesson plans.
- They will enjoy teaching and facilitating fun learning experiences for others.

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

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**RECREATION TEAM MEMBER**

**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 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 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.