



ROLE DESCRIPTION:

WIDJIITWIN WATERFRONT COORDINATOR

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

Role Description:

Ensure water activities are managed safely and professionally to deliver an exceptional camper experience. Maintain waterfront activities and sports venues. Oversee and schedule lifeguards and create Lifesaving Society reports. Lead staff prayer weekly and lead and develop godly leaders.

Accountabilities:

- Serve on the Widjiitiwin leadership team
- Staff supervision and management
- Collaborating with the Activity Coordinators to support the daily camp schedule with waterfront activities
- Camper service with excellence every time
- Administrative responsibilities
- Maintenance of the waterfront equipment and grounds
- Clearing the beach including making sure it is goose poop free each day
- Maintaining waterfront and sports venues, including litter pick up
- Assist campers and staff with waterfront equipment including carrying gear to the water
- Helping guests in and out of canoes
- Opening free swims on time
- Ensure equipment is all clean and in good repair
- Oversee and schedule lifeguards
- Create Lifesaving Society reports
- Assist Activity Coordinator with program
- Assist SALT Coordinator with program
- Manage all rec activities and rec resources
- 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.)
- 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.

Qualifications:

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

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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.
- Active participation in a local church body
- 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 Widjiitiwin 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.

Widjiitiwin: 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.