



ROLE DESCRIPTION:

IMMERSE SECTION HEAD

Term:	Seasonal: Spring and Summer
Reports to:	Student Discipleship Coordinator
Enrollment Level:	Lead

Role Description:

MBC's Immerse Section Head exists to create an engaging, fun, biblically focused staff community environment with an emphasis on leading others in spiritual growth and leadership development. Reporting to the Student Discipleship Coordinators, Section Heads are trained mentors who disciple and support the other Immerse students with a primary focus on Core level staff members. They are the first line of support for Immerse staff and desire to provide spiritual growth opportunities, encouragement and validation. The Immerse Section Heads thrive in a fast-paced environment where fun and Jesus are frequently experienced together. Section Heads will support the emotional and spiritual well-being of spring and summer staff, backed up by the Student Discipleship Coordinators, Dorm Family and other MBC year-round staff.

Accountabilities:

- Create a fun, safe, encouraging environment for the summer staff
- Create safe times for deep discussions and prayer time among the Cores and Leads
- Lead alongside Godly leaders and set an example for others you encounter
- Cultivate spiritual growth within the Immerse community
- Resolve conflicts, maintaining communication of conflicts with Student Discipleship Team (SDT)
- Promote staff activities and/or planning and executing staff events
- Promote and/or create spontaneous events for Immerse staff, such as campfires, beach volleyball, worship times etc.
- Create and leading Bible studies and room devotionals
- Meet regularly with Core level staff members for one-on-one check-ins and group contexts
- Build and maintain strong team relationships
- Report any injuries of Immerse staff to SDT
- Report any high-level problems with Student Discipleship Coordinators
- Work with the Student Discipleship Team to make the summer a safe and amazing experience for all staff

Qualifications:

- Experience working with youth and/or young adults (especially in ministry setting) is an asset
- Experience working in a summer camp position is an asset but not required
- Valid G or G-2 level license may be a requirement (some exceptions may be made)
- Experience with conflict resolution is an asset
- Experience in church ministry and/or leading Bible Studies and/or in Biblical teaching is an asset
- Fluency in English reading, writing, and speaking is required

Additional Requirements:

- Training on MBC policies, regulations and procedures will be provided
- First Aid certification is an asset but not required.
- Vulnerable Sector Police Check is required.
- Ensure curfews are followed on select days
- Check in with Core level staff on a semi-regular basis

ROLE DESCRIPTION:

IMMERSE SECTION HEAD

- Attend Student Discipleship Team meetings once a week
- Meet with a mentor of your choice on a weekly basis for prayer, encouragement and help
- Read and abide by the MBC Child and Youth Protection Policy (working with children)
- Read and abide by Staff Handbook policies and procedure
- Be aware of and abide by Occupational Health and Safety Policy
- Other duties as required

Characteristics of a Solid Section Head May Include:

- Humble in attitude, good at listening and problem solving when necessary
- A fierce passion to feed into the younger generation for the glory of God
- Compassionate, caring, cooperative and understanding
- Approachable by peers and leaders
- Focused on growing his/her personal relationship with Christ
- A passion to see youth thrive in Christ and grow in their understanding of His character
- A desire to lead well, and lead by example, according to Biblical principles
- Adaptability, flexibility, and spontaneity are requirements of camp life
- Confidence to guide others gently towards Christ-like behaviour
- Ability to be honest and vulnerable and build solid Christ centered friendships
- Willingness to “get it wrong” and learn from mistakes, and encourage others to learn from their own mistakes
- Organized and disciplined
- Problem solver, good listener, gentle and kind in speech
- Capable of handling stressful situations or handling people under stress
- Mature in conduct, with a growing relationship with Jesus Christ

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. Please remember this and plan accordingly. Times of work are subject to change based on the needs of the Immerse staff members.
- MBC will provide you with adequate time off and will adjust weekly scheduled days off, to ensure you receive adequate rest and recovery time.
- Physical Demands: some physical working conditions such as walking or engaging in staff activities (Volleyball, dodgeball) would be beneficial. High stress conditions are likely to exist during peak seasons. Some late nights and early mornings will exist.
- Emotional/Mental Demands: Working with youth and young adults can require a lot from your emotional and mental reserves, especially during peak camp seasons. Immerse offers discounted counseling sessions throughout the summer weeks for those working in our Immerse program. Counseling will always be confidential, and we will provide you a way to seek this confidently and anonymously, if you see fit.
- Work hours: Section Heads will be expected to work no more than 44 hours per week

ROLE DESCRIPTION:

IMMERSE SECTION HEAD

Spring Crew Service Roles – LEAD & CORE

During the Spring (May & June) all Lead and CORE Spring Crew staff will assist in other departments to help prepare MBC for the arrival of our summer guests. Lead & Core staff may be asked to do any or all of the following roles. Program staff will be given scheduled work time to plan for summer activities under the leadership of their department heads.

- **Maintenance:** 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.
- **A/V:** CORE Staff will spend part of their time in their departments assisting retreat groups with A/V needs, and other hours will be in Maintenance/Dining Room/Housekeeping.
- **Recreation:** CORE Recreation staff will spend most of their spring crew work in their department preparing for the summer and assisting with retreat group needs.
- **Widjiitiwin:** Lead 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 opportunities to lead spiritual growth activities.