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

Term:	Seasonal: Summer
Reports to:	Widjiitiwin Assistant Program Director (WPD) and Activity Coordinator
Enrollment Level:	Summer CORE

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**Role Description:**

To support the ministry of Muskoka Bible Centre by assisting the Activity Coordinator in providing oversight of the Widjiitiwin daily schedule of activities and creating a program that is an exceptional and transformative camper experience

**Accountabilities:**

- Create and oversee a camp with an activity schedule that builds towards an exceptional camper experience.
- Night Security
- Spiritual leadership within the Widjiitiwin program
- Assisting in management with excellence the day to day programming of the Widjiitiwin program activities
- Assisting in management of 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.)
- Serve on the summer Widjiitiwin team
- Assist the Activity Coordinator in organizing, scheduling and implementing a weekly camp program including all activities, scheduling, chapel, games, etc.
- Assist the Activity Coordinator in overseeing morning, afternoon and evening activities
- Coordinate chapel
- Supervise program volunteers
- Coordinate camper t-shirt distribution on Fridays with Assistant Program Director
- 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, 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.

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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

**Summer CORE**

\*This is a Summer CORE position working 10 weeks of the summer, as opposed to full Core positions which are 17 weeks.