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## ROLE DESCRIPTION:

### RECREATION TEAM MEMBER – LEAD

Term:	Seasonal: Spring & Summer, 17 Weeks
Reports to:	Emily Jolly, Recreation Coordinator
Enrollment Level:	Lead

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## Role Description:

Recreation Team Lead will oversee the preparation of the the department facilities and planning programming during spring-crew. During summer months Recreation Team Lead will oversee other workers within the department and lead younger staff members in service to the guests at MBC. Recreation Team Lead will operate under the supervision of the Recreation Coordinator and will be delegated management of different areas of the Recreation Department.

Recreation Team Lead is expected to be educated in the activities being run and assist the Recreation Coordinator in training other staff members while maintaining a standard of excellence in the staff they oversee.

## Accountabilities:

- Overseeing, running, and training staff for Recreation Programs including, but not limited to archery, axe throwing, escape rooms, paddle craft rentals, pontoon rides, tennis, disc golf, mini putt and other activities.
- Running events such as the Welcome Barbeque, Riverside Live, Drive-In Movie Night and others.
- Administration related to activity registration, cash handling, and boat slip registrations
- Help maintain recreation facilities and equipment
- Report damages and safety concerns to Recreation Coordinator
- Appear on stage at events, representing the Recreation Team
- Day to Day supervision and management.
- 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:

- Obtain a valid Pleasure Craft Operator Card prior to the start of contract
- Experience in Recreation activities provided at MBC is an asset
- Comfortable at following operating procedures and lesson plans.
- They will enjoy teaching and facilitating fun learning experiences for others.
- A demonstrated spiritual maturity is absolutely needed.

## Additional Requirements:

- Mature in conduct; professional in communication, conduct and appearance; problem solver; guest focused; positive and self-directed
- 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

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- 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 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 – 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 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.