
ROLE DESCRIPTION:**WIDJIITIWIN WATERFRONT CORE**

Term:	Seasonal: Spring & Summer
Reports to:	Widjiitiwin Activity Coordinator
Enrollment Level:	Core

Role Description:

Ensure water activities are managed safely and professionally to deliver an exceptional camper experience. Maintain the waterfront facility. Oversee and schedule lifeguards and create Lifesaving Society reports. Support Activity Coordinator with the scheduling and staffing of all activities and free time staff assignments.

Accountabilities:

- Serve on the Widjiitiwin leadership team
- Supervise and manage activity staff and volunteers in collaboration with the Activity Coordinator.
- Collaborate with the Activity Coordinator to support the daily camp schedule with waterfront activities
- Maintain the waterfront equipment and grounds (keeping the beach clean from lost and found, goose poop, and other waste)
- Assist campers and staff with waterfront equipment, including carrying gear to the water
- Supervise free swim time, including lifeguard rotations, buddy board operation, etc.
- Ensure equipment is all clean and in good condition
- Oversee and schedule lifeguards
- Create Lifesaving Society reports
- Assist SALT Coordinator with canoeing and swim times
- Assist in the spiritual leadership of the Widjiitiwin program
- Ensure that water activities are managed safely and professionally to deliver an exceptional camper experience
- Manage with excellence the day-to-day programming of the Widjiitiwin waterfront Provide Service with Excellence Every Time (S.W.E.E.T.)
- Comply with all relevant government regulations, the MBC Child and Youth Protection Policy and Staff Handbook policies and procedures
- Be aware of your responsibilities under the Occupational Health & Safety Policy and act accordingly.

Qualifications:

- Strong personal spiritual vitality and commitment to Jesus Christ
- Self-motivation, attention to detail, and a desire to lead others
- 18+ years of age
- NL Waterfront/First Aid CPR C is required by the start of summer
- ORCKA Canoeing is an asset
- Strong Collaborative Skills
- Strong Leadership Skills – planning, oversight of programming, etc.

Additional Requirements:

All MBC staff should:

- Be mature in conduct and professional in their communication and appearance.
- Consider themselves a problem solver, guest-focused, quick on their feet, and excited to make people's experience at MBC positive and Christ-centred.
- Be able to liaise effectively with ministry partners and guests and have a heart for leading others to be passionate followers of Jesus Christ.

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- Comply with the requirements of the Occupational Health and Safety Policy by being aware of responsibilities and act accordingly, working in the safest possible manner.
- Maintain a safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations.
- Adhere to the MBC Statement of Faith & Doctrine.

MBC staff may be required to:

- Complete training on MBC policies, regulations and procedures.
- Complete certifications (first aid, etc.) as required to be qualified for this role.
- Submit a police record check or vulnerable sector check, depending on interaction with young guests.
- Meet with a mentor of your choice on a weekly basis for prayer, encouragement and help.
- Complete other duties as required.

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 Widjiitwin 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
- Outside of regular work hours, Spring Crew may be tasked with additional opportunities to lead spiritual growth activities.

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 work in any or all of the following roles.

- **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 this year's ministry.
- **Kids & Youth Ministry:** Program Staff will largely support operational needs across various departments to serve our groups on site. Program staff will be given scheduled work time to plan for summer activities under the leadership of their department heads.
- **Housekeeping:** Helping the Housekeeping department prepare for and clean up after retreat groups, including 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 getting busy in May and June with retreat groups. Many of the students will serve alongside our full-time food service staff in the Dining Room and on Dish Crew. We are known for our food as well as our warm and 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 A/V Staff will spend part of their time in department assisting with retreat group A/V setup and needs, with remaining hours spent working in our Maintenance/Dining Room/Housekeeping departments.
- **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.

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- **Widjiitiwin:** Lead staff hired for these positions will spend most of their spring crew work hours in department, getting the camp ready for summer campers. Remaining hours will be spent working in our Maintenance/Dining Room/Housekeeping departments on MBC's conference side.

Outside of regular work hours, Spring Crew may be tasked with additional opportunities to lead spiritual growth activities.