



**Job Title: Program Instructor and Photographer
Pioneer Lodge, Sundre
(2 month position)**

Purpose: To provide high quality programming and photography for summer camps.

Overview: The Program Instructor will work with a team of program instructors and rotate through various program, maintenance, administrative, and cabin leading (summer only) responsibilities. Depending on interests and strengths of each program instructor, they may focus on a certain area of responsibility.

Reports to: Team Leader and Lodge Summer Director

Responsibilities:

Program Duties:

- Assist in program implementation and evaluation:
 - Learn each area of program in order to lead safely in that area
 - Excel in an area of focus and develop your skill and creativity in leading that area
 - Take initiative in the learning process, ask questions, and understand own limits
 - Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting
- Assist in care and maintenance of program materials, equipment and supplies:
 - Ensure that equipment is in good working order in each area you lead
 - Repair or report any equipment that is damaged or needing replacement
 - Ensure that all equipment is returned to its storage space and secure
 - Ensure that keys are returned to their storage place
 - Learn to repair various program equipment as needed

Cabin Leading/Group Leader (Summer Only) Duties:

- Providing care and supervision for child ages 5-12 for the duration of a camp session when staffing needs require

Photography Duties:

- During each camp session ensure that a portion of your day is spent taking photos of the various activities
- At the end of each camp session compile a slideshow that represents the week at camp
- During each camp session, ensure that cabin (or in the case of Day Camp group) photos are taken and labelled according to the camp session and cabin (i.e. H1C4)

Pioneer Camp Alberta – Pioneer Lodge
Box 660, Sundre, AB, T0M 1X0
P: (403)638-2660 / F: (403)638-4041

lodgeinfo@pioneer camps.ab.ca / www.pioneer camps.ab.ca

Program Instructor and Photographer Job Description, Pioneer Lodge, 2020



- Ensure all photography guidelines are adhered to (See Camp Photography Handbook)
- Label and upload all photos onto OneDrive weekly

Maintenance Duties:

- Assist the Site Manager with basic site maintenance and seasonal projects:
 - Routine housekeeping of buildings and group use areas
 - Routine landscaping
 - Season Specific Projects (example: lawn mowing, clearing deadfall, etc.)

Administrative Duties:

- Assist the Office Registrar with basic administrative tasks:
 - Assist in the registration and sign in/sign out process during summer camps
 - Assist in basic office tasks (data entry, answering phone calls, etc.)
 - Assist in the running of the Tuck Shop (example: restocking candy bags)

General Duties (related to being part of the Summer Program Team):

- Clean up what you use: kitchen, dish-room, laundry, common areas, and personal living space
- Ask Supervisor or Team Leader about having visitors
- Attend team prayer times and Bible studies
- Return tools or equipment you use to the place you got it
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Be prepared and on time for duties, group activities and meetings
- To be an active participant in leadership and skill development opportunities
- Be willing and able to step in serving at meal times and doing dishes on a rotational basis throughout the season
- Be willing and able to participate in various areas of camp site/facility area clean-up as assigned/needed on a rotational basis
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season
- Be willing and able to lead evening program and campfires

Requirements:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Teachable, helpful, friendly, hard-working, maintain a positive attitude, reliable, flexible, and a team player
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

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Job Specific Qualifications:

- Must be a minimum of 16 years of age
- Standard First Aid and CPR
- Other relevant certifications (CUI, WFA, NLS, OCC, etc.) an asset

Length of Position: June 26 – August 30, 2020

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