



Job Title: Program Specialist
Pioneer Lodge, Sundre
(2 month position)

Purpose: To provide high quality programming for rental groups and summer camps while also investing in personal leadership and faith development. The Program Specialist works closely with 1-4 other people specializing in program areas in order to ensure all program areas are covered and operating well. He/she will be expected to be involved in other programming areas to help ensure all facets of camp are functioning well. Collaboration and teamwork are key to the success of the program positions.

Reports to: Team Leader, Lodge Summer Director, and Lodge Site Manager

Responsibilities:

Assist in program implementation and evaluation.

- Learn each area of program in order to lead safely in that area.
- Excel in an area that you are interested 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 an activity block.

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.



Responsibilities 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
- Assist with the leadership and care of volunteer cabin leaders and summer camp campers
- Be willing and able to step in as a cabin leader throughout the summer

Requirements:

- Current full-time student and returning if receiving Canada Summer Jobs grant
- 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

Job Specific Qualifications:

- Must be a minimum of 18 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, 2019