



**Job Title: Head Cabin Leader**  
**Pioneer Lodge, Sundre**  
**(2 month position)**

**Purpose:** To provide high quality programming and support to cabin leaders and campers.

**Overview:** The Head Cabin Leader will work directly with the Lodge Summer Director to oversee cabin-leading teams, care of campers, and implementation of summer programming. The Head Cabin Leader will act as sectional, cabin leader, or program instructor pending staffing needs. The Head Cabin Leaders will not cabin lead more than 2 sessions in a row and not exceed 6 weeks of cabin leading for the summer.

**Reports to:** PCA Lodge Summer Director, Weekly Camp Directors

**Responsibilities:**

**Program Duties:**

- Assist in program implementation and evaluation:
  - 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 the 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 program equipment as needed

**Cabin Leading/Group Leader/Section Leader Duties:**

- Providing care and supervision for child ages 5-12 for the duration of a camp session when staffing needs require
- Checking in with other cabin leaders to ensure their needs are being met and to pray with them
- Assisting the Weekly Camp Directors with discipline and care for campers

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

#### **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

#### **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, 2020

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