



Job Title: Program Instructor and Maintenance Assistant
Pioneer Lodge
Sundre
(2 month position)

Purpose: To provide high quality programming and support for rental groups and 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, Lodge Summer Director, and Lodge Site Manager

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 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 (Summer Only) Duties:

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

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.)

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

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Administrative Duties:

- Assist the Office Registrar with basic administrative tasks:
 - Assist in the registration and sign in/sign out process during summer camps (summer only)
 - 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 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 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

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: April 28 – June 30, 2020

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