



**Job Description: Out-Trip Shack Manager**  
**Pioneer Ranch**  
**Rocky Mountain House**  
**(2 month position)**

**Purpose:**

The Out-Trip Shack Manager will ensure that the Ranch OT program runs smoothly in terms of logistics; curriculum and standards reflect appropriate and best practice in the backcountry; and that OT skills teaching is consistent and of high quality.

The mission of out-trips is changing the lives of campers for the sake of the Kingdom of God.

**Supervision and Reporting**

- Supervised by the Summer Program Director
- Evaluations will be on an informal basis, weekly, with a formal evaluation monthly

**Responsibilities:**

- Be a team player, taking part in Team devotions, Bible studies, and events
- Along with Summer Ministry Director, work with volunteer summer camp directors to enable their vision for OTs
- Support summer camp implementation as a member of staff teams & OT resource as able

**Specific Areas of Responsibility:**

**1) Out-Trip Shack**

- Inventory of all OT equipment
- Assess all OT equipment to determine what needs to be purchased & replaced
- Ensure equipment that can be repaired is
- Oversee the OT distribution & packing of equipment during summer camps
- Oversee OT clean up and gear put away during summer camps
- Keep the OT shack clean, stocked and ready for volunteer packers
- Work with each summer camp specific OT directors to ensure the appropriate equipment is ready, available and taken on each trip
- Working with Food Services Manager to
  - Set the menu for all summer camps OTs
  - Oversee the packing and gathering of food for OTs
  - Oversee & enable the volunteer OT packers



## 2) Curriculum & Standards

- Review current Pioneer Camp Alberta Out-Trip curriculum and update to current industry best practice
- Ensure ease of understanding in PCA curriculum for volunteer teachers
- Ensure consistency in documented curriculum across all summer camps
- Ensure alignment with OCC standards in PCA curriculum

## 3) Teaching of Out-Trip Skills

- Bring high quality teaching of OT skills to the summer
- Ensure consistency in teaching to campers, cabin leaders and OT resource people
- Implement appropriate OCC standards as possible in teaching

### Responsibilities related to being part of the on-site Team:

- Clean up what you use: kitchen, dish-room, laundry, common areas, and personal living space.
- Ask Supervisor about having visitors.
- Attend meetings, devotions, and weekly Bible study.
- 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 willing to help in another program area as needed.

### 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
- Completion of food handlers' (ie. Food Safe) course considered an asset
- Standard First Aid and CPR considered an asset
- Must provide own transportation

**Length of Position:** June 28 – August 28, 2019