



**Job Title: Program Instructor**  
**Pioneer Lodge, Sundre**  
**(4 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

**Program Duties:**

- Assist in program implementation and evaluation:
  - Learn each area of program in order to instruct 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 instruct in
  - 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.)

**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)

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Program Instructor Job Description, Pioneer Lodge, 4 month position, 2020



**General Duties (related to being part of the Spring and Summer Program Teams):**

- 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
- Assist with the leadership and care of volunteer cabin leaders and summer camp campers throughout the summer
- 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:** April 28 – August 30, 2020