



Job Description: Full-Time Volunteer

Responsible to

Executive Director

Job Purpose

Full-Time Volunteers operate in support of the program personnel of camp in 4 primary capacities: program, maintenance, kitchen, and childcare. Full-Time volunteers live at camp throughout the summer camping season and are considered part of the core-staff team.

Duties and Responsibilities

Before the Camping Season:

- Attend all training sessions and pre-camp orientation meetings
- Be fully acquainted with the policies and procedures of Malagash Bible Camp

During Camp:

- Be a Christian model for the campers and volunteer staff in behaviour, attitude and participation in the camp program
- Be flexible in all situations, recognizing that you may be called on at any time to do just about anything
- Be an example in cleanliness and tidiness
- Uphold the highest Christian principles in each difficult situation that arises (this principle also applies to relationships with your fellow worker)
- Read and follow our camper protection policy, reporting any difficulties to senior leadership
- Attendance and participation are required at staff devotions
- Co-operate with all staff, assisting as requested by the senior leadership
- Encourage Christian growth through prayer, Bible study habits, relationships, and fervent witness
- Take time for daily prayer and devotions (there is time allotted for this); you need strength beyond your own for this effective ministry
- When a camp ends, assist in the cleaning of the cabins and general tidying up of camp, preparing the entire property for the next week

After the Camping Season:

- Help with the deep cleaning of camp and preparing the property for the fall retreat season
- Complete all evaluation reports that are provided by the Director
- Evaluate yourself as a leader and take note of the things you will do differently the next camp or on your return another year, aiming to grow from your experience

Program Assistant

The Program Assistant will serve in support of the weekly Program Director(s) to ensure the schedule and activities of each camp session function efficiently.

- Reports to the weekly Program Director(s) and Executive Director
- Maintain close communication with the weekly Program Director(s) in regard to the schedule of daily activities

- Set up for games and activities as directed by the Program Director
- Build campfires for evening campfires on the beach
- Run the tuck shop, keeping track of inventory and submitting clothing and food orders to the Executive Director
- Manage tuck shop merchandise (e.g. clothing), setting aside preorders prior to the start of each camp session.
- Oversee the weekly program volunteers, training them where necessary, and making sure they are on task and doing their jobs well and in good time
- Spend time mentoring weekly program volunteers, praying with and for them, and leading them in Bible studies/devotions where time permits

Maintenance Assistant

The Maintenance Assistant will serve in support of the Property Manager and Camp Cook to ensure that camp is safe, well-functioning, and presentable throughout the summer camp season.

- Reports to the Property Manager
- Maintain close communication with the Property Manager, receiving direction as to daily duties
- Keep cleaning closet areas clean at all times (always cleaning up after yourself)
- Wear appropriate footwear and modest clothing appropriate to your assigned tasks, as outlined by the Property Manager
- Ensure all regular daily maintenance jobs are completed well and in good time, including: cleaning washrooms; emptying trash cans and compost bin, being sure contents are taken to the dumpsters; refilling empty supplies; sweeping and mopping dining hall and kitchen floors; vacuuming lounge and chapel; weeding flower beds; mowing and trimming lawns; cutting/thinning trees; clearing paths; all other duties as assigned by the Property Manager
- Oversee the weekly maintenance volunteers, training them where necessary, and making sure they are on task and doing their jobs well and in good time
- Spend time mentoring weekly maintenance volunteers, praying with and for them, and leading them in Bible studies/devotions where time permits
- After completion of your maintenance duties, be involved in the camp program as much as possible, getting to know and build relationships with the campers; you are a valuable role model

Kitchen Assistant

The Kitchen Assistant will serve in support of the Camp Cook to insure that the kitchen is clean, safe and well-functioning, and that food is prepared and served on time.

- Reports to the Camp Cook(s)
- Maintain communication with the Camp Cook(s), receiving direction as to assigned duties
- Support the Camp Cook(s) in overseeing the weekly kitchen volunteers, training them where necessary, and making sure they are on task and doing their jobs well and in good time
- Prepare and clean up after all meals and snacks, including: kitchen prep, cooking, setting tables, serving food, cleaning dishes and utensils in the sanitizer, washing pots and pans in the sink, cleaning appliances and cooking surfaces, wiping and sanitizing countertop; maintain a clean and orderly kitchen, pantry, fridge, and freezer; communicate any inventory shortage to Camp Cook(s) for ordering; all other duties as assigned by the Camp Cook(s)
- Wear appropriate footwear and modest clothing as outlined in the Kitchen Policy

- Spend time mentoring weekly kitchen volunteers, praying with and for them, and leading them in Bible studies/devotions where time permits
- After completion of your kitchen duties, be involved in the camp program as much as possible, getting to know and build relationships with the campers; you are a valuable role model

Childcare Assistant

The Childcare Assistant will serve in support of the camp staff (paid and volunteer) who have young children with them at camp by making sure the children are safe and having fun.

- Reports to the Executive Director
- Provide oversight of all young children on the camp property by ensuring their safety while parents are serving in designated roles at camp (ex. camp nurse)
- Create age appropriate games and activities to keep kids entertained throughout the day
- Create age appropriate spiritual lessons aimed at teaching children about God's love in Jesus
- Responsible for kids during meal times
- Take kids to camp rotations, and participate in adapted programming where possible
- Offer bedtime supervision as assigned on a case by case basis
- All other duties as assigned by the Executive Director
- When not watching children, be involved in the camp program as much as possible, getting to know and build relationships with the campers; you are a valuable role model

Qualifications:

- *Christian Testimony:* have a clear testimony of faith in Jesus Christ and display appropriate evidence of continued and passionate spiritual growth; be willing to submit to and teach when necessary the items included in the Statement of Faith and the Statement of Values of Malagash Bible Camp
- *Moral Purity:* have a verifiable history of commitment to living a holy life, practicing Christian discipline, and where continued struggles may be evident, be willing to be subject to accountability from godly leadership; be willing to abide by the Code of Conduct of Malagash Bible Camp
- *Passion for Camping Ministry:* recognize the importance and value of Christian camping, be able and willing to present the Gospel message in a clear and relevant manner, and view camping ministry as an opportunity to serve the Lord and the campers
- *Work Ethic:* be honest, responsible, willing to follow directions, organized, and a hard worker
- *Outlook:* be a visionary and a pioneer, always looking for new ways of expanding the effectiveness of Malagash Bible Camp's ministry
- *Leadership:* possess leadership qualities, take initiative and display decision-making abilities with minimal supervision
- *Team Player:* be teachable, willing to be held accountable, and ready to work with others Possess and live out of a personal relationship with the Lord Jesus Christ and be a testimony for Him at home, in the church and in the world
- Be at least 18 years old, with some degree of spiritual maturity, and have completed high school
- Must have first aid training or be prepared to obtain first aid training before coming to camp

Working Conditions

Term of Employment

A Full-Time Volunteer at Malagash Bible Camp is a full-time, unpaid position, offered on a seasonal basis (approximately 10 weeks), commencing Sunday, June 18th, 2017, and ending on Tuesday, August 22nd, 2017.

Summer Camp Schedule:

June 18 - June 27	Staff Training	July 23 - July 28	Specialty Camp(s)
June 29 - July 2	Mini Family Camp	July 30 - August 4	Family Camp
July 2 - July 4	Beginner's Camp	August 6 - August 11	Junior Teens
July 5 - July 7	Stretch Camp	August 13 - August 18	Senior Teens
July 9 - July 14	Intermediate I	August 19 - August 22	Camp Clean-up
July 16 - July 21	Intermediate II		

Hours of availability

Staff meeting 2 hours before the start of each camp (usually around 1:00pm) through camp ending at 6:00pm on Friday. Breaks will be granted during the day, as time permits. Be available following the close of each camp to tidy up the property in preparation for the next camp.

Remuneration

Malagash Bible Camp is a non-profit organization which obtains its revenue from donations, camper fees, and periodic government employment grants; as such, we are not in a position to offer salaries for every position at camp. We recognize the position of a full-time volunteer is one of sacrifice and requires specific skills that should be appropriately recognized. Inasmuch, we encourage all full-time volunteers to raise support through their own network, and we will provide a letter of support to aid in fundraising efforts. Collection of funds raised, and recognition of donors is the responsibility of the full-time volunteer.

Agreement

By signing below, I confirm that I understand the job purpose of a Full-Time Volunteer at Malagash Bible Camp, have met the minimum qualifications of the position, submit the stated duties and responsibilities, and agreed to the terms of the working conditions.

Signature of Applicant

Date

Signature of Executive Director

Date

Approved by	Jordan Allen, Board of Directors Vice President/Acting Director
Date Approved	December 3, 2016
Job Description Reviewed	December 3, 2016