



Job Description: Cabin Leader

Responsible to

Executive Director

Job Purpose

Cabin leaders function on the front lines of camper care, ensuring that each camper is engaged in the camp program, challenged in Christian teaching, and safe during all aspects of each camp session.

Duties and Responsibilities

Reports to the Executive Director, or Assistant Manager, when the Executive Director is unavailable

Before the Camping Season:

- Attend all training sessions and pre-camp orientation meetings
- Prepare for specific assigned duties (e.g. sports, cabin devotions, campfire, etc.)
- Be prepared to handle emergencies such as homesickness and quarrels
- Have a resource of stories, games and activities for rainy days and campfire skits
- 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
- Direct the campers in cabin clean up
- Participate with your campers during program activities
- Be alert for signs of homesickness or illness, and consult with the camp nurse or Camp Directors if you notice anything unusual
- 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, being especially mindful of the following: never hit or shake a camper; report any difficulties to senior leadership; be kind and consistent, but firm, when disciplinary action is required; unacceptable behaviour should be dealt with in love and kindness, with encouragement to betterment
- Attendance and participation are required at staff devotions
- Co-operate with all staff, assisting as requested by the Executive Director or Program Director
- Be very sensitive to the spiritual needs of the campers; be prepared to lead individuals to a personal relationship with Jesus Christ
- Encourage Christian growth through prayer, Bible study habits, relationships, and fervent witness
- Keep the Executive Director advised of all decisions and victories
- Take time for daily prayer and devotions (there is time allotted for this); you need strength beyond your own for this effective ministry

After Camp:

- Clean the cabins and tidy up camp, preparing the entire property for the next week
- Write a card for each camper in your cabin to be mailed to them during the year

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; learn to grow from your experience
- If at all possible, write a note or make some contact with your campers during the year

Qualifications and Limitations:

Be at least 18 years old, with some degree of spiritual maturity, and have completed high school

Spiritual:

- 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
- Display 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
- Ability and desire to “share God” with the campers; able and willing to present the Gospel message in a clear and relevant manner,
- Walks closely to Christ (maintains daily devotions)
- Know how to share what it means to be a Christian, how to become a Christian, and be sensitive to God’s working in his or her campers
- Is faithful and committed to cabin devotions and Bible studies

Physical:

- Of good health and stamina, a necessity to be in all day contact with children
- Able to get up in the morning and go to bed before curfew
- Possess a nervous system able to stand the noise and stress of working with children
- Must know his or her limitation and be willing to take the necessary rest and relaxation
- Good personal hygiene

Emotional:

- Possess have a good degree of emotional maturity, and be in a place mentally where you are able to do the job that is at hand
- Must realize that the camper’s needs come before personal pleasure; camping is for the camper, not the staff
- Display equality to all, showing no favouritism
- Strive for objectivity in disciplinary situations, keeping from personal emotional involvement
- Be patient and poised in tense situations
- Possess a sense of humour and be able to laugh at oneself and be cheerful
- Be able to vent one’s emotions to appropriate personnel, never to the camper
- Have an attitude of good sportsmanship; how the game is played is more important than winning

Social:

- Outgoing and enjoy being with people
- Avoid spending time with fellow staff that should be spent with campers
- Courteous to all

Attitude:

- Have a passion for camping ministry; recognize the importance and value of Christian camping, and view camping ministry as an opportunity to serve the Lord and the campers
- Flexible, will to perform tasks on occasion that are outside the duties and responsibility of this job description as directed by the senior staff
- Be a team player; loyal to senior leadership, fellow staff, and camp objectives; be teachable, willing to be held accountable, and ready to work with others

Skills:

- Display strong ethic; be honest, responsible, willing to follow directions, organized, and a hard worker
- Possess leadership qualities, take initiative and display decision-making abilities with minimal supervision
- Must have first aid training or be prepared to obtain first aid training before coming to camp

Working Conditions**Term of Employment**

A Cabin Leader at Malagash Bible Camp is a full-time, salaried position, hired on a seasonal basis (approximately 10 weeks), commencing Sunday, June 18, 2017, and ending Tuesday, August 22, 2017.

Summer Camp Schedule:

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

Hours of availability

The Cabin Leader is on duty beginning at staff meeting 2 hours before the start of each camp (usually around 1:00pm) through camp ending the close of camp on Friday (usually around 6:00pm), and following the approval of senior staff. 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 lucrative salaries. Furthermore, it should be understood that the position of Cabin Leader is as much a ministry as it is a job, and it may at times require an investment of time above and beyond the agreed hours of availability. Nevertheless, we attempt to offer our employees competitive compensation.

A salary, paid bi-weekly, as agreed on by the Board of Directors and will be negotiated, depending on expertise and experience. Housing is provided for the term of employment. For taxation purposes this is considered as a "taxable benefit" at a rate of \$25 per week. Meals are provided during the regular operating hours of camp.

Base Salary: \$3000.00 for the 10 week term.

Agreement

By signing below, I confirm that I understand the job purpose of Cabin Leader 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