

Explorers Bible Camp Leadership Team:



Program Director Job Description:

- Term: May 8- August 25, 2017 (4 weeks)
- Create and oversee the program aspects of camp.
- Before camp this includes:
 - Creating program for each week, (this includes once a week events like field trips), and day to day activities.
 - This also includes developing a spiritual theme and teaching plan for speakers to use for chapel times and incorporating the theme, where possible, into all aspects of the week.
 - Recruiting leaders and cooks, and implementing a training system.
- While at camp this includes:
 - Organizing and delegating roles so that camp can run safely, efficiently and on time.
 - Managing behavioral/conflict issues that may arise from the campers.

Assistant Program Director Job Description:

- Term: May 8- August 25, 2017
- Assist in creating and overseeing the program aspects of camp.
- Before camp this includes:
 - Giving ideas into creating a program for each week
 - This also includes developing a spiritual theme and teaching plan for speakers to use for chapel times and incorporating that, where possible, into all aspects of the week.
- While at camp this includes:
 - Helping to enforce roles so that camp can run safely, efficiently and on time.
 - Manage the outburst behavior issues that may arise from the campers.

Outdoor Activity Coordinator Job Description:

- Term: May 8- August 25, 2017
- Responsible for coordinating and leading camp activities.
 - Activities include:
 - Canoeing and Kayaking
 - Archery
 - Hiking
 - Low Ropes
 - Biking

Office Coordinator Job Description:

- Term: May 8- August 25, 2017
- Maintaining and updating files for workers at camp
- Signing up kids for each week at camp, ensuring full capacity at camp and all the required medical information and contact information is up to date.

General Qualifications:

Prerequisites:

- Know and adhere to Living Bible Explorers and Explorers Bible Camp policies, procedures and statement of faith.
- Must be minimum 18 yrs. of age and preferably at least one year out of high school.
- Must have class 5 Driver's License (or obtain prior to July 1).
- Is dependable and organized; prepared for activities, proactive, actions match words
- Be willing and able to teach the Bible, share testimony of faith and be willing to listen and respond when the Holy Spirit prompts
- Act as a positive Christian role model in and out of programs and duties
- Experience working with children and youth
- Able to attend all necessary training events put on by Living Bible Explorer's leadership, and acquire additional trainings needed to gain minimum competences
- Must understand camp conditions and the nature of camp hours
- Committed to entire term
- Ability to remain flexible in a changing environment.

Preferable Skills:

- Experience and ability to work within a team.
- Desire to acquire and learn preferred qualifications.
- Administration abilities especially knowledge in using Microsoft office, primarily Excel and Publisher.
- Experience in a camp setting is an asset.
- **Class 2 or 4 Drivers license an asset, willingness to get licensed appreciated.**
- Current first aid/ CPR