

Summer Adventures Leadership team:



Program Coordinator (16 weeks):

Term: May 8- August 18, 2017

- Oversee and direct all aspects of Summer Adventures
- Including:
 - Plan outings, and have a rough outline of what is happening each day
 - Organize and plan snacks and meals for the summer
 - Create brochures and advertising for the kids, as well as oversee the recruitment of kids
 - Oversee finances: budgeting, camp payments and hands in receipts to Living Bible Explorers
- Respond to crisis situations with kids, families, and outreach workers (counselors)
- Solve disputes between kids and administer discipline
- Complete evaluation and feedback at the end of the summer so as to provide future staff with conflicts and situations that can be improved upon and/ or changed

Assistant Coordinator (16 weeks):

- Two Positions available
- Term : May 8-August 18, 2017
- Recruit, process, interview, train, and oversee outreach workers through churches, Christian schools, and Christian universities
- Create and enforce expectations for outreach workers which are to be read over every week
- Organize pick-ups and drop offs, times and which kids are coming
- Responsible for kid's health and well-being, being there for first aid and administering medications
- Solve disputes between kids and administer discipline
- In charge of food collection from Winnipeg Harvest and LBE
- Complete evaluation and feedback at the end of the summer so as to provide future staff with conflicts and situations that can be improved upon and/ or changed

General Qualifications

Prerequisites:

- Know and adhere to Living Bible Explorers policies, procedures and statement of faith.
- Minimum 18 years of age
- Class 5 driver's license, willingness to get class 4
- Be maintaining a healthy relationship with God by reading their bible and praying regularly, be willing and able to teach the Bible, share testimony of faith and be willing to listen and respond when the Holy Spirit prompts
- Able to attend all necessary training events put on by LBE leadership, and acquire additional trainings needed to gain minimum competences
- Previous work with children
- Desire to learn and grow as a leader
- Flexibility in changing situations
- Interest in leading gym games, leading crafts, etc.

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