



2012
CAMP
WIDJIITWIN
SUMMER STAFF
JOB DESCRIPTIONS

CAMP WIDJIITWIN SUMMER STAFF POSITIONS 2012

Registrar (1)	SALT Cabin Leaders (up to 4 male, up to 4 female)
Program Director (1)	Program Assistant (1)
SALT Director (1)	Theme Queen (1)
Chief Cabin Leaders (1 male, 1 female)	Kitchen - Cooks (2)
Waterfront Director (1)	Kitchen Staff (4)
Head Cook (1)	Media staff (1)
Camp Medic (1)	Service staff (3)
Maintenance Supervisor (1)	Volunteers (3) – one each in kitchen, service and program
Sports Area Head (1)	
Cabin Leaders (6 male and 8 female)	
	<u>Total: 47</u>

Each staff member requires:

- ❖ A heart commitment to serve our Lord and Saviour Jesus Christ.
- ❖ Loyalty to and enthusiastic support of the personnel and ministry of Camp Widjiitiwin.
- ❖ To have moral behaviour, attire, and associations to be at all times distinctly Christian – as per the Biblical mandate.
- ❖ Prayer... that the ministry of Widji will increase in spiritual power for the glory of the Lord and the enriching of His people.

Job Title: Registrar

Reports to: Camp Widjiitiwin Director

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: to assist the director to ensure the smooth operation of the camp and to maintain a safe environment at all times

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Develop a Christ-like, servant atmosphere in the work area.
- Encourage a workable philosophy of Christian Camping among the staff.
- Communicate to all staff the importance of operating within the camp philosophies.
- Aid in keeping the work area clean and orderly at all times.
- Be sensitive to the emotional needs and developmental problems of staff, and demonstrate a genuine interest in them.
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- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Program Director

Reports to: Camp Widjiitiwin Director

Supervises: Program staff, Sports Area Head and Media person

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: to create and run a camp program so that each camper feels we did it all just for them

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Plan and implement the daily program for campers at Camp Widjiitiwin.
- Develop and operate from standards of performance.
- Maintain communication between program and other camp departments, keeping others informed of procedures, plans and activities related to this position.
- Develop an ongoing system of evaluation and record keeping for all programs
- Develop and maintain a resource file for activities and ideas.
- Aid in keeping the work area clean and orderly at all times.
- Give direction and oversight to the service team.
- Develop a Christ-like, servant atmosphere in the work area.
- Order and maintain all materials/supplies for program department.
- Develop a system that allows quick and immediate access to each camper's activity and their location.
- Ensure all activities are well planned.
- Assist in the development of programs, new activities, games, safety, instructional aids, etc.
- Ensure the coordination and leadership of other staff who are helping to run various program activity areas and events
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- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: SALT Director

Reports to: Camp Widjiitiwin Director

Supervises: SALT Cabin Leaders and oversees the SALT program & out trips

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: to run a leadership development program with a Biblical focus including team work, leadership personal growth, practical experience and a fun atmosphere

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Develop a Christ-like, servant atmosphere in the work area.
- Design and implement a program for SALT campers that fulfil the goals of the SALT program. These are:
 - ☑ Create or provide studies in God's Word to develop a deeper understanding of the Christian faith
 - ☑ Plan sessions of biblical (servant) leadership, relationship building, group dynamics, and skill training
 - ☑ Provide a 'hands on' experience in a cabin group while the actual camp program is running which will educate campers to the responsibilities and skills needed for camp ministry.
- Organise and keep track of each SALT camper's progress in training sessions & skill activities.
- Organise and implement a 2-day training program for SALT Staff before the first session.
- Book all transportation, meals, out trips, camp sites, and activities as far in advance as possible.
- Ensure all activities are well planned.
- Assist in the development of programs, new activities, games, safety, instructional aids, etc.
- Ensure the coordination and leadership of other staff who are helping to run various program activity areas and events
- Order and maintain all materials/supplies for program department.
- Plan and implement the daily program for campers at Camp Widjiitiwin.
- Develop and operate from standards of performance.
- Maintain communication between program and other camp departments, keeping others informed of procedures, plans and activities related to this position.
- Develop an ongoing system of evaluation and record keeping for all programs
- Develop and maintain a resource file for activities and ideas.
- After Salt sessions are completed, review with the camp director the effectiveness of the program and the staff.
- Write an evaluation to include strengths and weaknesses for each SALT camper (with their cabin leaders)
- Strives to build and maintain strong team relationships

- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Chief Cabin Leaders**Reports to:** Camp Widjiitiwin Director**Supervises:** Cabin Leaders**Qualities:** Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.**Purpose:** to lead the cabin leaders through mentoring them, assist with cabin situation, give guidance and support. This includes caring for the emotional, spiritual, and physical well being of the staff members so that they are able to care for the well being of the campers.**Essential Job Responsibilities:**

- A faithful witness of Jesus Christ in word and action
- To develop a Christ-like, servant atmosphere in his/her cabin group
- A member of the leadership team who is in charge of their gender-specific end.
- Responsible for resolving conflicts between staff members and/or between campers,
- Equipping the staff with the materials they need to do their jobs well (everything from ordering new light-bulbs and mousetraps, to providing Biblical resources to assist them in creating cabin devotions.
- Leading 1 bible study a week, holding a “girls night” or “guys night” for the staff, committing to at least one weekend of change-over,
- Continually meeting with the staff to evaluate progress and address certain issues. You are responsible for holding the staff up in prayer and committing all of your time and energy to helping each of them grow as they experience new things throughout the summer.
- To ensure and maintain the safety, to the best of their ability, of every camper in their cabin group. This includes knowing where every camper is at all times.
- Cultivate spiritual growth within the cabin group through daily prayer, daily devotions, and a continual lifestyle example.
- Lead or assist in the implementing of a morning activity
- Create cabin activities for use during cabin times or ‘down’ times for their cabin group.
- Attend all staff meetings + prayer times.
- Follow guidelines outlined in the staff manual.
- Ensure entire cabin group is punctual for all camp activities
- Keep cabin area clean and neat at all times.
- Complete camper cards for each camper every week.
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Waterfront Director

Reports to: Camp Widjiitiwin Director

Supervises: lifeguards when on duty at the waterfront

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: to provide a safe waterfront environment, a fun swimming experience and lessons as needed for programs

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Develop, implement, and enforce regulations that ensure a safe waterfront environment.
- Train lifeguard staff, and make them aware of policies at the waterfront during training week.
- Schedule the appropriate number of lifeguards needed at the waterfront (for any event campers will be using the waterfront).
- Develop, implement, and practice waterfront emergency procedures including staff involvement in water search patterns.
- Prepare information needed for health inspector at beginning of camp season.
- Be familiar with the regulations set down by the Government of Ontario, Royal Lifesaving Society, and Ontario Camping Association and implement them into camp procedure.
- Keep the Waterfront Shack and waterfront area neat and tidy.
- Evaluate weekly the performance of lifeguard staff and initiate means of improvement.
- Develop a Christ-like, servant atmosphere in the work area.
- Strives to build and maintain strong team relationships
- Complies with and ensures compliance with the OCA waterfront standards
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Head Cook

Reports to: Camp Widjiitiwin Director

Supervises: Kitchen Staff (cooks & kitchen crew)

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: to satisfy the campers and staff food requirements by preparing and serving good quality, nutritional food while maintaining food costs and a healthy team environment

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- To develop a Christ-like, servant atmosphere in the kitchen, striving to build and maintain strong team relationships
- A member of the leadership team who is in charge of their staff
- Attend all staff meetings + prayer times.
- Hygiene of equipment and work areas
- Receiving of goods including loading/unloading of deliveries
- Completion of food handlers' course
- Handling of food in a safe manner with the health of campers and staff in mind
- Following recipes in the preparation of food
- Willingness to learn in a fast paced environment
- Strives to build and maintain strong team relationships
- Shift work as required
- Answering inquiries about ingredients for parents, campers and staff with special diets
- Purchases Foodstuffs And Kitchen Supplies by: identifying and qualifying suppliers; negotiating prices; estimating food consumption; placing and expediting orders.
- Prepares Food by: establishing and implementing preparation procedures following nutrition and presentation standards; measuring results against standards; making production adjustments.
- Approves Food Preparation by: observing methods of preparation; tasting and smelling prepared dishes; viewing colour and texture; verifying portion sizes.
- Controls Costs by: using readily available and seasonal ingredients; maintaining inventory control and analyzing food cost variances, utilizing food surpluses and leftovers.
- Completes Kitchen Operational Requirements by: scheduling and assigning employees; following up on work results.
- Maintains Kitchen Staff Job Results by: orienting and training employees; coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results; Responsible for resolving conflicts between staff members
- Follow guidelines outlined in the staff manual.
- Keep cabin area clean and neat at all times.
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,

- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Camp Medic

Reports to: Camp Widjiitiwin Director

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: to provide a safe camping environment for all staff and campers, providing more than a bandage, be the feet of Christ; to assist in safeguarding the health and welfare of campers and staff.

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Develop a Christ-like, servant atmosphere in the work area.
- Collect camper & staff medications and make available to campers as indicated by parent or guardian.
- Record and file times and doses of taken medications.
- Record and file all injuries/sickness of campers and staff.
- Keep infirmary clean and neat at all times.
- Inform cabin leaders of special medical needs of campers in their cabins at the beginning of each camp session.
- Perform daily cabin inspections for cleanliness and make reports thereof.
- Check Activity Injury log books everyday and maintain follow-up regarding every incident recorded in the log book.
- Assess nature of injuries and decide on appropriate method medical attention – i.e. Call MBC Paramedic, Drive to clinic.
- Additional description in the document *Camp Medic Duties by Scout*
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Maintenance Supervisor

Reports to: Camp Widjiitiwin Director

Supervises: Service Staff

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: To provide a safe camp environment through the maintenance of camp facilities

Weekly Duties:

- The Sports Area Head will carry responsibility for supervision of programs, activity groups and staff at the ropes course, climbing wall, and low ropes course. These duties include the daily operation of the ropes course including belaying, safety inspections (as required in the ropes course manual), equipment monitoring, staff training, risk management and supervision of staff.
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- Orient new staff, rules, manual, forms, accommodations, lounge, etc.
- Participates actively in "One on Ones" including meeting with two or three staff, staff Bible studies and "Praise & Prayers".
- Will be self-motivated in their daily work while still being able to work within a team environment under the direction of the Program Director.
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Sports Area Head

Reports to: Program Director

Supervises: Outdoor Recreation Staff and other belayers at all Ropes Course elements.

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Qualifications: CUI Ropes Course Level One Instructor Certification or equivalent

Purpose: To provide to Guest Care by providing services, problem-solving information and supervising outdoor recreation staff and activities.

Weekly Duties:

- The Sports Area Head will carry responsibility for supervision of programs, activity groups and staff at the ropes course, climbing wall, and low ropes course. These duties include the daily operation of the ropes course including belaying, safety inspections (as required in the ropes course manual), equipment monitoring, staff training, risk management and supervision of staff.
- To ensure the accurate count of participants in all ropes areas by thorough logging of participant climbs and ensuring that all belayers do the same.
- Maintains Safe And Clean Facilities Environment by developing, enforcing and complying with procedures, rules and regulations; providing instructions for users (safety, education, problem solving, debriefing, coaching and encouragement); ensuring proper safety equipment is available and used by the guests.
- Assist with greeting each camp group on arrival, orient to site, supply with updated schedule as necessary and provide information.
- Orient new staff, rules, manual, forms, accommodations, lounge, etc.
- Participates actively in "One on Ones" including meeting with two or three staff, staff Bible studies and "Praise & Prayers".
- Resolve camper/staff dissatisfactions and complaints.
- Instructs activities as required for program.
- Resolves Product or Service Problems by clarifying the complaint; determining the cause of the problem and acting to resolve it.
- Strives to build and maintain strong team relationships
- Complies With Requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner.
- Contributes To the Team Effort by accomplishing related job results as needed. (Working in other departments as required for the smooth operation of Camp Widjiitiwin.)

Job Title: SALT Cabin Leaders

Reports to: SALT Director

Supervises: SALT Campers (SALTers)

Qualities: Mature in Conduct; Professional in communication, conduct and appearance; Problem Solver, Customer Focused; Quick on feet, quick responding and can handle crises.

Purpose: To develop a Christ-like, servant atmosphere in his/her SALT cabin group leading the campers along their journey of faith

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- To develop a Christ-like, servant atmosphere in his/her cabin group
- To ensure and maintain the safety, to the best of their ability, of every camper in their cabin group. This includes knowing where every camper is at all times.
- Cultivate spiritual growth within the cabin group through daily prayer, daily devotions, and continual lifestyle example.
- Lead or assist in the implementing of a morning activity
- Create cabin activities for use during cabin times or 'down' times for their cabin group.
- Attend all staff meetings + prayer times.
- Follow guidelines outlined in the staff manual.
- Ensure entire cabin group is punctual for all camp activities
- Keep cabin area clean and neat at all times.
- Complete camper cards for each camper every week.
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Cabin Leaders

Reports to: Chief Cabin Leaders

Supervises: Campers

Qualities: teachable, servant heart, helpful, friendly, hard working, positive attitude, reliable, team player, like working with kids & willing

Purpose: To develop a Christ-like, servant atmosphere in his/her cabin group leading the campers along their journey of faith

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- To ensure and maintain the safety, to the best of their ability, of every camper in their cabin group. This includes knowing where every camper is at all times.
- Cultivate spiritual growth within the cabin group through daily prayer, daily devotions, and continual lifestyle example.
- Lead or assist in the implementing of morning activities
- Create cabin activities for use during cabin times or 'down' times for their cabin group.
- Attend all staff meetings + prayer times.
- Follow guidelines outlined in the staff manual.
- Ensure entire cabin group is punctual for all camp activities
- Keep cabin area clean and neat at all times.
- Complete camper cards for each camper every week.
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Kitchen Cooks**Reports to:** Widji Head Cook**Qualities:** teachable, servant heart, helpful, friendly, hard working, positive attitude, reliable, team player & willing**Purpose:** to assist the chef in the preparation & presentation of meals at camp and to maintain a clean and tidy kitchen**Essential Job Responsibilities:**

- A faithful witness of Jesus Christ in word and action
- To clean, store, and handle pots, utensils, dishes and cutlery in accordance with the Health Department regulations and kitchen standards.
- To maintain the work area in a manner which is safe, tidy and clean
- General cleaning of kitchen and related areas.
- To assist cooks in basic food preparation.
- To assist in the setting and cleaning of tables and the serving of meals
- To develop a Christ-like, servant atmosphere in his/her work area.
- To be involved with camp program when kitchen duties are completed.
- Receiving of goods including loading/unloading of deliveries
- Completion of food handlers' course provided by MBC
- Willingness to learn in a fast paced environment
- Shift work as required
- Willingness to serve the Lord by serving people
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Kitchen Team**Reports to:** Widjiitiwin Head Cook**Qualities:** teachable, servant heart, helpful, friendly, hard working, positive attitude, reliable, team player & willing**Purpose:** to assist the chef in the preparation & presentation of meals at camp and to maintain a clean and tidy kitchen**Essential Job Responsibilities:**

- A faithful witness of Jesus Christ in word and action
- To clean, store, and handle pots, utensils, dishes and cutlery in accordance with the Health Department regulations and kitchen standards.
- To maintain the work area in a manner which is safe, tidy and clean
- To clean, as required, kitchen equipment used in food preparation.
- General cleaning of kitchen and related areas.
- To assist cooks in basic food preparation.
- To assist in the setting and cleaning of tables, and the serving of meals as required.
- To develop a Christ-like, servant atmosphere in his/her work area.
- To keep cabin clean and tidy at all times.
- To be involved with camp program when kitchen duties are completed.
- Receiving of goods as required including loading/unloading of deliveries
- Completion of food handlers' course provided by MBC
- Handling of food in a safe manner with the health of guests in mind
- Willingness to learn in a fast paced environment
- Shift work as required
- Cleaning, handling and storage of all wares used in Food Services preparation and serving in compliance with Health Dept. standards
- Maintenance of Food Services area and equipment in terms of sanitation, tidiness and safety
- Willingness to serve the Lord by serving people
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of MBC.

Job Title: Service Team

Reports to: Maintenance Supervisor

Qualities: teachable, servant heart, helpful, friendly, hard working, positive attitude, reliable, team player & willing

Purpose: to maintain a safe and clean camp environment and create an exciting camp program

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Daily cleaning list to include boys and girl's washrooms, Longhouse after each meal, (mopping at least once per week), Longhouse washrooms,
- Assist with program set up as directed
- Wash the summer staff laundry; boys on Tuesday, girls on Wednesday
- Lifeguard duties as required for safe program (if qualified)
- To maintain the work area in a manner which is safe, tidy and clean
- To develop a Christ-like, servant atmosphere in his/her work area.
- To be involved with camp program when kitchen duties are completed.
- Willingness to serve the Lord by serving people
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Media Staff

Reports to: Program Director

Qualities: creative, teachable, servant heart, helpful, friendly, hard working, positive attitude, reliable, team player & willing

Purpose: to create memories that last long after the camp session is over

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Plan and coordinate the filming, compiling, editing and production of multimedia (video and photo) with the purpose of promoting Camp Widjiitiwin (ministries and programming). This includes, but is not limited to, cabin photos, weekly program event, promotional videos; promotional signs for around the grounds, a summer staff video, and Widji ministry promotional pictures.
- Will take photos documenting the campers, activities, and ministries of the Camp Widjiitiwin on a day-to-day basis, and will compile those pictures in an organized and useful manner for use throughout the summer for the future.
- Will be self-motivated in their daily work while still being able to work within a team environment under the direction of the Program Director.
- At the end of each week create a CD or DVD with pictures from the week covering as many activities as possible, with out a lot of duplicate scenes. This CD/DVD will include cabin photos named for the week and cabin.
- Create by the end of the summer, a staff video or DVD
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.

Job Title: Theme Queen

Reports to: Program Director

Qualities: creative, teachable, servant heart, helpful, friendly, hardworking, positive attitude, reliable, team player & willing

Purpose: to create memories that last long after the camp session is over through creative design of camp theme props

Essential Job Responsibilities:

- A faithful witness of Jesus Christ in word and action
- Work with the camp director to plan, create, design, build, paint and display all kinds of props, costumes, maps and other program elements to enhance each weeks program theme
- Be on the worship team
- Cabin lead as needed during busy weekly sessions
- Assist the camp medic with cabin clean-up inspections
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- Will be self-motivated in their daily work while still being able to work within a team environment under the direction of the Program Director.
- Strives to build and maintain strong team relationships
- Complies with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner,
- Maintains safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations,
- Contributes to the team effort by accomplishing related job results as needed. Working in other departments as required for the smooth operation of Camp Widjiitiwin.