

## POSITION DESCRIPTION

Job Title: Camp Worker Apprentice

Reports To: Program Manager

### Requirements:

Applicants are not required to be part of a school program for this position but priority will be given to qualified students who need to fulfill an internship requirement for their program of study. A thorough interview and application process will be required. If part of a school program, this position requires a recommendation from the Coalition for Youth Ministry Excellence (CFYME), Millar College, or similar institution. Above all, a love for Jesus must be evident as well as a desire to learn and contribute in whatever way possible.

### Description:

The SABC apprenticeship program exists because we believe that the most effective way to equip young adults for ministry is to provide them with a real-life context in which to learn and practice ministry effectiveness. There will be opportunities to learn from experienced leaders at SABC as they work in a hands-on role in a "whole camp" ministry context.

- Experience and work through the year round Camp cycle
- Learn the insides of camp ministry in a practical way by working side by side with camp professionals in their day to day and month to month work cycles. There will be opportunities to help, but also responsibilities given for leadership in appropriate areas. There will be ample opportunities to both succeed, make mistakes and learn from these experiences.
- Though the main focus will be oriented within the Program Dept, there will be opportunities to learn, work and help within all departments (maintenance, kitchen, hosting, etc.)

## Position Duration

This is a 12 to 16 month apprenticeship program. Ideally, the program will begin in September and end at the end of August. An applicant may choose to include the four months (May to August) prior to the September start date but the apprenticeship must finish with a (May to August) set and 16 months is the maximum time frame of an apprenticeship at SABC.

## Primary Responsibilities:

1. Summer Camps - Responsible to assist the Program Director in the planning, organizing, and implementing of different elements of the entire summer program including:
  - a. Planning daily and weekly schedules
  - b. Working on the upkeep, maintenance, creation and preparation of activities and other summer camp elements.
  - c. Providing suggestions for the enhancement and development of the overall camp program
  - d. Helping in the training of summer staff through leading sessions, planning, working side by side, and so on.
  - e. Visiting local churches and promoting the camp at various different community and church functions.
  - f. Apprentice will be part of the seasonal spring/summer team - role and scope determined with Program Manager.
2. Winter Retreats and rentals
  - a. Will assist in planning and organizing camp run winter retreats such as Mid Winter Escape(Jr. High), Sr. High Inc., and Men's retreat.
  - b. Will be a part of the rotation for hosting rental groups throughout the year. This will include programming, dishwashing, cleaning, and helping in the kitchen during the week and at times on the weekends.
3. Involvement at times in the upkeep and maintenance of the facilities.
  - a. Winter projects (i.e. painting, repairing)
4. For apprentices that are not connected with a school program: In addition to the above, the apprentice will be responsible to complete the following:

- a. Provide a written proposal for a new program/ camp/ idea that could be implemented at SABC within the next few years. Included in this must be the purpose, description, rationale, as well as a budget.
  - b. Visit at least one other camp and submit a written critique highlighting strengths and weaknesses and suggesting ways in which SABC can benefit from this evaluation.
  - c. With the oversight of the Program Manager and Director complete two spiritual development projects during their season - a. Choose a ministry or spiritual development book to read and work through with a book review and personal reflection; b. Choose a book of the bible or section of scripture to work through and present a written or oral creative assignment.
5. Potential schedule:
- a. Fall/Winter (Sept - Feb)
    - i. Summer clean up
    - ii. Fall prep for camp run retreats.
    - iii. Sr. High Inc., MWE, Men's retreat
    - iv. Operational help with hosting/ kitchen/ dishes/properties
    - v. FLEX (7 month discipleship program) relief and assisting with that team.
    - vi. Classes once per quarter (if enrolled in a program)
  - b. Early Spring (Mar-April)
    - i. Summer prep
    - ii. Assist in spring FLEX
    - iii. Youth Group visits
    - iv. Help in kitchen/ dishes/ properties
    - v. Classes once per quarter (if enrolled in a program)
  - c. Spring/Summer (May-Aug)
    - i. Leadership Position

#### Preferred Outcomes

1. Growth in personal relationship with the Lord.
2. Detailed understanding of the inner workings of the camp and running a camp.

3. A better understanding of the camping industry and potential leads for future employment.
4. A positive contribution to the operation and ministry of SABC.

### Working Relationships

1. Reports to Program Manager.
2. Will work closely with and take direction from Program Director
3. Will work within the full time staff team context and interact on a regular basis with other members of the team, at times taking direction from them.
4. Will be given responsibility in the summer months in a leadership capacity if the candidate is suitable and capable.

### Remuneration:

1. This is a full time apprenticeship. There will be a wage associated with this position with an option to raise a predetermined amount above this through support from donors.
2. Housing and Utilities (water, natural gas, and electricity) are provided. Food is provided during the spring, summer, and on occasion in the winter (ie. during rentals where hosting is required.)
3. Days off
  - a. All statutory holidays (New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labor Day, Thanksgiving Day, Remembrance Day, and Christmas Day.)
  - b. Two days per week.
  - c. 2 weeks vacation.

*Last revision: September 2023*