

JOB DESCRIPTION FOR WILDERNESS TEAM SUPERVISOR

POSITION: Wilderness Team Supervisor

RESPONSIBLE TO: Program Manager

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 21 years of age
3. Standard First Aid / CPR
4. CRCA Canoeing Certification (This training will be offered at Camp Caroline.)
5. Police Record Check is required upon application.
5. Driver's Abstract is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

Overall:

1. Oversee and administrate the wilderness program and its staff. This includes the TiPi village experience for Grade 4&5, the day and overnight trips for the Lodge Camps, the half-week trips, the week-long trips and Family Camp activities.
2. Take leadership in and responsibility for the spiritual emphasis on out-trips throughout the day and at campfires. This includes training and encouraging the Wilderness Team Staff toward a spiritual focus and giving them responsibility for the spiritual emphasis. Ensure Wilderness staff members are prepared to lead effective times of teaching / spiritual focus.
3. Take responsibility for the SAFETY of each facet of the Wilderness Program and its staff. Ensure the safety-consciousness of the team members in your charge.
4. Ensure that there is an atmosphere on out trips where positive relationship-building and teaching opportunities can occur between counsellors and campers.

Discipling Role:

1. Conduct a Weekly Interview with each team member assigned to you.
2. Develop an Action Plan for growth with each team member assigned to you.
3. Pray 1 hour each day for the growth and needs of the team members assigned to you.
4. Meet weekly with the Program Manager to discuss the weekly interviews.

Supervisory Role – During Summer Camp:

1. Be readily available as a resource person to the Wilderness Team.

2. Be a liaison between the Program Manager and the Wilderness Team.
3. Meet weekly with each Wilderness Team member to evaluate their work toward the objectives of the camp. Carry out in-the-field observations and use the staff's weekly evaluations to determine on-going training and leadership development for each Wilderness Team member. Then carry out that training and development;
4. Meet weekly with the entire Wilderness Team to discuss and evaluate the Team's work toward the objectives of the camp.
5. Encourage each Wilderness Team member weekly, intentionally doing so in their love language.
6. Carry out two performance reviews for each Wilderness Team member.
7. Prepare schedules for Wilderness staff activity time off.
8. Co-ordinate and oversee the LDT out trips in conjunction with the LDT Coordinator.
9. Co-ordinate Overnight Trail Ride food and equipment usage with Horse Program co-ordinator.
10. Promote the "on-timeness" of the Wilderness Program schedule and of morning staff meetings where the Wilderness Team is concerned.
11. Attend and participate in all Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere.

Training:

1. Plan and be prepared to teach all applicable skills to staff and campers, and give leadership at:
 - a. Staff and LDT out trips
 - b. TiPi Village - Gr. 4/5
 - c. Overnight Canoe & Hiking Trips - Gr. 6
 - d. Lake Canoe & Hiking day trips - Gr. 7 – 12
2. Be sure the Wilderness Team members are prepared to give assistance to qualified instructors and give leadership for Camp Caroline on the following out trips - overnight trail ride, white-water rafting, climbing and rappelling, water-skiing, & mountain biking.
3. Ensure that the Wilderness Team is trained/responsible on each outtrip for safe, proper and effective use, set-up, preparation and clean-up of meals, equipment, fires and campsites.
4. Train Wilderness Team on food preparation and responsibilities in kitchen.
5. Assist in planning staff training week and prepare to give instruction and training to the Wilderness Team prior to and during staff training week.
6. Co-ordinate and oversee Staff Training out trips in conjunction with the Program Manager and Supervisors.
7. In conjunction with the Maintenance Manager, ensure that Team members are trained to responsibly drive the campers to and from wilderness activity areas - doing so with the **utmost** care and safety consciousness.
1. Work with LDT Coordinators to train Wilderness Leaders in discipling and training LDT's assigned to the Wilderness Team.

Weekly Responsibilities:

1. Schedule Wilderness Staff for out trips prior to the beginning of each camp week.
2. Work with the Program Coordinator each week to coordinate trip dates and sizes.
3. Ensure adequate food preparation for each out trip. This includes ordering food as well as planning and preparing food for out trips.
4. If necessary, report all damages of vehicles/equipment at Supervisor's meetings, to the Program Manger or the Maintenance Manager for prompt repair/replacement.
5. Be aware of local weather and water conditions in order to increase the overall safety of the trip. Be responsible to call off out trips due to inclement/dangerous weather and see that alternate arrangements/activities are instituted.
6. Lead out trips – see Wilderness Leader Job Description.
7. During camper registration on Sundays, prepare for out-trips.

8. Go through all lists and schedules with the Wilderness Staff following the prayer meeting on Monday mornings.

Pre & Post-Season Work:

1. Participate in Supervisor Training before summer.
2. Check all out-trip sites prior to the start of the season to ensure the usability of each site.
3. Check and service all equipment prior to the beginning of the season to ensure safety and quality as well as adequate amounts. Document any problems and report them to the Program Manager.
4. Plan schedules for overnight and out-trips stating general activities and time required for each.
5. Clean and prepare wilderness kitchen for use during the summer.
6. Fill out twice a summer (mid-summer and end of summer) Wilderness Team Evaluations and report back to the Program Manager.
7. At the end of summer, report and evaluate on the entire wilderness program based on observations/experiences and the reports of the Wilderness Team Staff.
8. Co-ordinate summer-end wilderness inventories.