

# Year Round Crew

## Job Description

Title: Year Round Crew

Job Summary: You would be joining the NLBC team for a season who will all be working towards completing Ness Lake Bible Camp's goals of serving guest groups with excellence, aiding in the preparation of the property & program for summer camp and, helping with minor and major ongoing projects. Grow your skills while on the beautiful lake front property of Ness Lake Bible Camp located just outside of Prince George. With access to all property amenities, this opportunity will balance your work and summer fun.

Hours: Full-Time, 8 hours/day, September to April

Compensation: \$900/month + ability to fundraise up to \$1,200/month additional wage. Living accommodations and some meals provided during the employment period.

Responsibilities and Duties:

- Reporting to the Operations Director for direction on completion of various tasks such as help support our Year Round Events and retreats including:

- Women's Weekend
- New Year's Eve Summer Team Hangout
- Polar Bear Dip
- Family Day @ NLBC
- Spring Break Camp
- Mother Daughter Camp
- Family Work Weekend (May Long Weekend)
- Men's Camp

- Hospitality: clean bathrooms, wipe tables, clean dishes, clean buildings, make beds, laundry, etc.

- Building and grounds maintenance (snow removal, grass cutting, fertilizing, watering, trimming edges, raking & defining paths, emptying garbage cans nightly, washing windows, tidying firepits, etc. )

-Kitchen help: prep food, help unload grocery deliveries, clean in kitchen, serve food, etc.

- MUST complete all appropriate orientation and training. Select activities require specialized training. (example: the climbing wall will require 3 or 4 trained team members to facilitate adequate delivery of program)

- Must be flexible to shift hours worked based on camp group needs. (eg. morning/afternoon or afternoon/evening).
- Serve guests with excellence
- Have a positive attitude and willingness to serve
- Follow the proposed daily schedule. An example of a paid day from 8am-4:30pm:  
 8:00 am Meeting at Welcome Center (Year Round Crew, Permanent Staff)  
 8:30 am Begin morning tasks (serving groups, etc)  
 10:30 am Coffee Break (1/2 hr) –  
 11:00 am Resume morning tasks  
 12:30 pm Lunch  
 1:00 pm Continue with assigned tasks  
 4:30 pm Clean-up from jobs and get ready for supper, unless otherwise scheduled

Qualifications and Skills

- Positive Attitude
- Good Work Ethic
- 16 years and older

***This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.***

I have read the above job description and completely understand it, and I believe that I can perform the job as outlined.

Position being filled by (Printed Name) \_\_\_\_\_

New Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_