



Box 132  
Pincher Creek, AB  
T0K 1W0  
millcreekcamp.org  
403-627-4400  
info@millcreekcamp.org

## First Aid Attendant Job Description

1. Oversee the medical areas and responsibilities including:
  - Assisting in the prevention of accident, injury and illness.
  - Ensuring all First Aid Kits are up to date and in the proper locations.
  - Receive camper medication and forms upon registration.
  - Keep proper records of medical forms and reports.
  - Manage medication storage and keep time for campers to receive medication at designated times, keeping meticulous documentation.
  - Be on-call and reachable while camp is in session unless a suitable worker can fill in.
  - Maintain a clean and organized work space.
2. Tend to medical needs of campers and staff, particularly responding to First Aid situations.
  - Care and cleaning of medical equipment and workspace.
  - In case of emergency, determine the need for emergency services and coordinate emergency response of camp personnel with Camp Director (direct who is calling 911, what is to be reported, communicate vital information)
3. Partake in camp activities and support other staff where able:
  - Regular check-ins with staff and provide support as needed.
  - Fill in for others in supervisory roles (we require first aid holders at all activities)
  - Other tasks as assigned and able to support the running of camp.
4. Act as liaison between campers, parents and staff.
5. Age 18+ and have or be willing to obtain minimum certification of Advanced First Aid, Completed Medical degree, Nursing degree, EMR, EMT or Paramedic Training. Preference given to the highest accredited person available and experience in emergency situations. *Course cost for Advanced First Aid is covered.*

Dates: June 22-August 22. Pay is \$17/hour.

Send your resume and cover letter with a minimum of 2 references to **info@millcreekcamp.org**



**Position: Trek Leader**

Youth Development Coordinator/Trek Leader

1. Must be of legal age and have or be willing to obtain Intermediate First Aid and Level C CPR.
2. Oversee the teen leadership program, leading and participating in training sessions, team building, and chores.
3. Ideal candidate has experience and confidence in Christian biblical training and be willing to lead courses.
4. Ideal candidate co-leads wilderness trips for groups of campers on a weekly basis. Hiking/overnight experience needed. Biblical/session leadership is prioritized.
5. Works with Program Coordinator for the maintenance and preparation of out-trip materials, including safety items, food, tents and backpacks.
6. Technology responsibilities include creating and using digital trip plans, communicating trip plans with the staff, parents and campers; satellite phone/other emergency device usage.
7. Work closely with the Program team to participate in and assist with supervision with Trek participants.
8. When Trek students are not onsite, Trek Leader will act as a program staff or cabin leader as needed.

Beneficial skills/assets: driver's license, musical ability, drama, lifeguard certification, camp activity skills (archery, sports, etc.), photography or other skills for camp life.

June 22-August 22. Pay: \$15.50/hr @ 40 hrs/week. Up to 9 weeks.

Apply: email [info@millcreekcamp.org](mailto:info@millcreekcamp.org) with your cover letter & resume, including 2 references.



## Mill Creek Baptist Camp

### Position: Cabin Leader

1. Must be 17+ and have or be willing to obtain a minimum of Emergency First Aid and Level C CPR.
2. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
3. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - Responsible for leading and assisting with the teaching of activities.
  - Actively participate in all program areas as assigned.
  - Provide for the progression of activities within the framework of individual and group interest and abilities.
  - Assist in the program areas such as waterfront, nature, all camp activities like archery and disc golf, arts and crafts, as directed.
4. Maintain high standards of health and safety in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - Ensure that campers receive their medications as directed by health care manager.
  - Be alert to campers and staff needs and assist with personal/health problems, and discuss with camp health manager and/or executive director as appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to executive director.
5. Be a role model to campers and staff in your attitude and behaviour.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Beneficial skills/assets may include: musical ability, photography, drama, lifeguard certification, camp activity skills (archery, sports, etc.)

June 22-August 22. Pay: \$15.50/hr @ 40 hrs/week. Up to 9 weeks.

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## Mill Creek Baptist Camp

### **Position: Office Assistant**

#### **Office Assistance**

1. Assist the Executive Director in:

- Office administration and program tasks.
- Fundraising and volunteer recruitment.
- Overseeing camp rentals
- Registration management, confirmations, financial data, and registration table
- Social media management
- Media management, including weekly power-points
- Volunteer intake and training documentation
- Filing, record keeping and phone and email management
- Responsible for communication with churches, parents and volunteers

Beneficial skills/assets: driver's license, musical ability, photography, drama, lifeguard certification, camp activity skills (archery, sports, etc.)

Ideally 18+

June 22-August 22. Pay: \$15.50/hr @ 40 hrs/week. Up to 9 weeks.

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## Program Camp Leader Job Description

1. Have or be willing to obtain Intermediate First Aid and Level C CPR. Wilderness Advanced First Aid, Leave No Trace and other outdoor leadership training a plus.
2. Deliver a fun program to campers.
  - Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - Deliver progressive program activities.
  - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - Coordinate all camp program and campfire activities with other staff.
3. Provide supervision and ensure that campers know and follow safety and educational procedures during camp programs.
  - Provide guidelines for programs utilizing camp equipment.
  - Ensure campers and staff follow safety procedures in all program areas.
4. Assist in the management and care of the physical facilities and equipment.
  - Assist in general maintenance to keep facilities safe and functioning well including cleaning, minor repairs and groundskeeping.
  - Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
  - Ensure that program areas are kept free of hazards and debris. Be a role model to campers and staff in your attitude and behavior.
  - Follow and uphold all safety and security rules and procedures.
5. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
6. Work with the other directors to develop and implement schedules and records for all areas of camp program and facilities.
  - Create camper and group program and activity schedules.

Beneficial skills/assets: driver's license, musical ability, drama, photography, lifeguard certification, camp activity skills (archery, sports, etc.)

Dates: June 22-August 22. Pay is \$15.50/hour.

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