



naramata centre

Summer Staff Position Descriptions

Department: Summer Programs
Position: Children & Youth Practicum Volunteer
Reports to: Just Community Program Director

Role of this position

To work in a team to provide a Christian educational program for children & youth, ages 3 to 17

Responsibilities

- To provide leadership for the Children and Youth program
 - by participating in departmental teams to design and lead programs for children and youth;
 - by attending weekly staff meetings, planning sessions before and after each program time, community intergenerational gatherings as assigned, and Wednesday worship;
 - by supporting Lifeguards during the designated program swim times;
 - by participating in preparation and clean up responsibilities in your department, and supply rooms;
 - by performing as a liaison with parents and other guests as necessary
- To model and teach Naramata Centre values and beliefs about children and youth ministry, faith development, and to adhere to the expectations as outlined in the “Expectations of Summer Staff”
- To be a “buddy” leader with special needs children / youth (if qualified)
- To behave responsibly in the Alberta Hall residence and with other members of the summer staff community
- To adhere to fire safety procedures, first aid and procedures to deal with emergencies
- To work 50 hours/week (on average)

Qualifications

- Must be 17 years of age or older

Skills and Abilities

- Good initiative and judgement
- Interpersonal and communication skills
- Demonstrated ability to work cooperatively with others
- Dependable, responsible
- Experience working with children and youth is an asset

** A full time table of daily responsibilities will be available at the beginning of your training week here

Naramata Centre Position Description

Department: Summer Programs
Position: Children & Youth Leader
Reports to: Children & Youth Director

Role of this position

To work in a team to provide a Christian educational program for children & youth, ages 3 to 17

Responsibilities

- ❑ To provide leadership for the Children and Youth program
 - by participating in departmental teams to design and lead programs for children and youth;
 - by attending weekly staff meetings, planning sessions before and after each program time, community intergenerational gatherings as assigned, and Wednesday worship;
 - by supporting Lifeguards during the designated program swim times;
 - by participating in preparation and clean up responsibilities in your department, and supply rooms;
 - by performing as a liaison with parents and other guests as necessary
- ❑ To model and teach Naramata Centre values and beliefs about children and youth ministry, faith development, and to adhere to the expectations as outlined in the “Expectations of Summer Staff”
- ❑ To be a “buddy” leader with children/ youth with disabilities (if qualified)
- ❑ To behave responsibly in the Alberta Hall residence and with other members of the summer staff community
- ❑ To adhere to fire safety procedures, first aid and procedures to deal with emergencies
- ❑ To work 50 hours/week (on average)

Qualifications

- ❑ Must be 17 years of age or older
- ❑ Leadership experience with children and youth

Skills and Abilities

- ❑ Good initiative and judgement
- ❑ Interpersonal and communication skills
- ❑ Demonstrated ability to work cooperatively with others
- ❑ Dependable, responsible

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Naramata Centre Position Description

Department: Summer Programs
Position: Children and Youth Coordinator
Reports to: Children and Youth Director

Role of this position

- ❑ To coordinate an age specific department within the Children & Youth program (Pre-school & Kindergarten, Grade 1-2, Grade 3-4, Grade 5-6, Junior High, Senior High)
- ❑ To facilitate a team to provide a spiritually based educational program for children and youth
- ❑ To participate as a member of the Coordinator team

Responsibilities

- ❑ To be responsible for the program design, team development, evaluation and daily/weekly preparation and clean up of your department
- ❑ To be an interpreter of the program and liaison with all Naramata Centre staff and participants
- ❑ To provide leadership during the staff training week, and with weekly department teams
- ❑ To be a supportive presence at all community gatherings which are part of your hours of work, e.g. community intergenerational gatherings, children and youth staff meetings, Wednesday worship, Friday celebration, etc.
- ❑ To report disclosures and any concerns about the children and youth to the Program Director
- ❑ To model and teach Naramata Centre values and beliefs about children and youth ministry, faith development, etc. and to adhere to the expectations that are outlined in “Expectations of Summer Staff”
- ❑ To model and support practices of Christian spirituality
- ❑ To coordinate and share in weekly cleanup of McLaren resource rooms.

- ❑ To be responsible for the support of children and youth with disabilities in your department
- ❑ To provide support to the Lifeguard team during the designated program swim times.
- ❑ To behave responsibly in the Alberta Hall residence and with other members of the summer staff community
- ❑ To adhere to fire safety procedures, first aid, and procedures to deal effectively with emergencies
- ❑ To be a resource to your department
- ❑ To work a 53 hour week (on average)

Qualifications

- ❑ Must be 17 years of age or older
- ❑ Leadership experience with children and youth
- ❑ Must have been on Summer Staff previously or equivalent

Skills and Abilities

- ❑ Good initiative and judgement
- ❑ Interpersonal and communication skills
- ❑ Demonstrated ability to work cooperatively with others
- ❑ Dependable, responsible

**A full time table to daily meetings and responsibilities will be available at the beginning of your training week here

Naramata Centre Position Description

Department: Summer Programs
Position: Summer Directors - Children & Youth
Reports to: Just Community Program Director

Role of this position

- ❑ To work as a team of two to oversee the operation of the age group departments (Pre-school/Kindergarten, Gr. 1-2, Gr.3-4, Gr. 5-6, Junior High, Senior High) during the Summer Program
- ❑ To supervise members of the Children & Youth Summer Staff
- ❑ To participate with the summer staff Coordinators' team to create and maintain the integrity of the children and youth program

Responsibilities

The Children & Youth Directors are responsible for

- ❑ Overseeing the Pre-school/Kindergarten, Gr. 1-2, Gr.3-4, Gr. 5-6, Junior High, Senior High departments
- ❑ Supervising the department coordinators who provide leadership in these departments and other members of the children and youth staff
- ❑ Modelling and teach Naramata Centre values and beliefs about children and youth, faith development and community living
- ❑ Providing resource support to the teams of summer staff members offering leadership in these departments each week
- ❑ Act as a liaison with Naramata Centre staff and participants, including parents/guardians of children in these departments
- ❑ Report abuse disclosures and any concerns about minors in their care to the Program Director

Typical Duties

- ❑ Plan and lead the summer staff training weeks in collaboration with the Program Directors
- ❑ Provide daily planning support with the summer staff teams:

- find, create and share program resources, materials, and activities drawn from biblical and Christian themes
 - find, create, and share other program resource ideas – recreational, group and self development, world issues, stories, expressive arts activities,
- Meet weekly with Children & Youth Coordinators (Pre-school/Kindergarten, Gr. 1-2, Gr.3-4, Gr. 5-6, Junior High, Senior High) for resource and leadership support
- Promote and maintain a safe environment for staff and children and be prepared to implement proper fire, safety, first aid and other emergency procedures if necessary
- Check in daily with the supervising Program Director
- Participate in other designated aspects of the summer program community (Opening Celebration, Wednesday Worship, etc.)
- Coordinate the work schedules, participant lists, team assignments, program schedules and other administrative functions to organize the Children & Youth work
- To work 45 hours/week (on average)

Qualifications

- 4 years experience in leadership with children especially those 3 to 18 years of age
- 2 years training or relevant experience in providing leadership training for those working with children and youth, especially those relevant to the age group department you are applying to.
- 2 years experience in providing resource and planning support within a Christian context
- Experience and training in effective communication including giving and receiving feedback, and conflict resolution
- Experience working with youth and young adults
- Prior experience as part of the Naramata Centre summer staff or equivalent
- Experience and training in responding to disclosures of abuse from children
- Knowledge and experience responding to emergency situations with these age groups (Child Safe or other safety training an asset)
- Experience and training with children with special needs is an asset

Skills and Abilities

- Capacity to communicate Naramata Centre mission and values through words and actions
- Proven ability in creating program learning opportunities for children age 3 to 18
- Supervision and performance evaluation skills
- Team building skills
- Experience and comfort offering leadership in a Christian environment
- Skill at working with biblical and theological concepts and stories
- Proven communication and conflict resolution skills with individuals and groups
- Proven pastoral care skills
- Willingness and ability to provide leadership for and to work in a collaborative team
- Ability to organise and be attentive to detail
- Able to work in an environment where interruptions are frequent
- Able to work effectively in the midst of multiple and varied work demands

Naramata Centre Position Description

Department: Summer Programs
Position: **Community Programs/Lifeguard Leader**
Reports to: Community Programs Director

Role of this position

- To ensure safety of guests at Naramata Beach and Dock
- To provide weekly evening programs for all ages
- To work in a team with other Lifeguards/Community Programs leaders and other staff

Responsibilities

- Practice routines for emergency procedures
- Maintain waterfront safety equipment and supplies
- Maintain and lend / sign-out all sports equipment
- Support children's programs during the week as requested
- On rainy days, if no morning swim, to lead games for the children's departments
- Orient Centre guests to beach and equipment rules
- Plan and lead evening (all ages) activities with other staff
- Help set up for Worship and other big events
- Meet daily as the Community Programs team to debrief and evaluate the day and make improvements, if needed, to the safety practices
- Maintain the beach area including raking, weed removal, sweeping the dock and debris collection
- Respond as required to meet the needs of guests at the Centre
- To work 48 hours a week (on average)

Qualifications

- Must be 17 years of age or older
- NLS certification and Bronze cross – lakefront or waterfront option is preferable
- Current CPR, AED & First Aid certification

Skills and Abilities

- Good initiative and judgement
- Interpersonal and communication skills
- Demonstrated ability to work cooperatively with others
- Dependable, responsible
- Experience as a beach lifeguard is an asset

* A full time table of daily responsibilities will be available at the beginning of your training week

Naramata Centre Position Description

Department: Summer Programs
Position: **Community Programs/Lifeguard Coordinator**
Reports to: Community Programs Director

Role of this position

- To ensure the safety of all persons using the Naramata Centre beach and dock
- To provide weekly evening programs for all ages

- ❑ To coordinate the Community Programs/ Lifeguard team

Responsibilities

- ❑ Design and implement practice routines for beach emergencies
- ❑ Develop a schedule for guard duties and rotation
- ❑ Oversee the maintenance of waterfront safety equipment and supplies
- ❑ Be the liaison person with other department staff as necessary
- ❑ Coordinate daily team debriefing
- ❑ Participate in weekly coordinator meetings to share information with other departments, to engage in problem solving, for support in leadership, for feedback, and special needs requirements for upcoming weeks, and to plan upcoming events.
- ❑ Participate as a full member of the Community Programs team in all responsibilities for lifeguarding, recreation planning and leadership, support of overall Centre summer program
- ❑ Plan and lead evening all ages activities with other staff
- ❑ Assist in setting up each Opening Celebration, and each Wednesday for worship
- ❑ Provide leadership during the summer staff training week for Community Programs team, and give an orientation to beach safety to all summer staff
- ❑ Behave responsibly in the Alberta Hall residence and with other members of the summer staff community
- ❑ To work 49 hours/week (on average)

Qualifications

- ❑ Must be 17 years of age or older
- ❑ Experience as a lifeguard in pool and beachfront settings
- ❑ Previous experience as a lifeguard at Naramata Centre or equivalent
- ❑ Minimum of NLS certification and Bronze cross
- ❑ Current CPR, AED, and First Aid certification

Skills and Abilities

- ❑ Good initiative and judgement to ensure the role and responsibilities of this position are performed with a minimum of direct supervision
- ❑ Strong interpersonal, communication and teaming skills
- ❑ Dependable, responsible, reliable

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Naramata Centre Position Description

Department: Summer Program
Position: Summer Director - Community Programs
Reports to: Program Director

Role of this position

- ❑ To design and implement all ages community experiences as a part of the overall summer program
- ❑ To supervise the lifeguard and waterfront safety program

Community Programs Director is responsible to

- ❑ Plan and facilitate all ages activities
- ❑ Work closely and liaise with Summer Music Team
- ❑ Supervise the lifeguards

- ❑ Assist in a wide variety of co-ordination tasks

Typical Duties

- ❑ Plan and lead opening and closing celebrations
- ❑ Plan and facilitate three all ages events a week:
 - find, create and share program resources, materials, and activities drawn from biblical and Christian themes
 - find, create and share other program resource ideas – recreational, group and self development, world issues, stories, expressive arts activities
- ❑ Work with a team of staff to plan and lead all ages events
- ❑ Participate in worship planning and leadership
- ❑ Coordinate leadership of children and youth staff in all ages events
- ❑ Explore ways to involve youth in the all ages activities
- ❑ Check in daily and work closely with Program Directors responsible for worship and evening programs
- ❑ Facilitate regular weekly meetings with the lifeguards, attend the waterslide and beachfront to provide the team with feedback. Work with the lifeguards to lead all ages activities and offer guidance and supervision with their work schedules.
- ❑ Participate in all relevant weekly meetings for planning, coordination, and evaluation
- ❑ To work 45 hours/week (on average)

Qualifications

- ❑ 4 years experience planning and leading multi-age experiences (worship and other activities) in a Christian context
- ❑ 2 years training or relevant experience in providing resource and planning support within a Christian context
- ❑ 2 years experience working with young adults
- ❑ Prior experience as part of the Naramata Centre summer staff or equivalent
- ❑ Experience in collaborative team leadership
- ❑ Experience as a group facilitator
- ❑ Experience and training in effective communication including giving and receiving feedback, and conflict resolution
- ❑ Experience and training in responding to disclosures of abuse from children
- ❑ Knowledge and experience responding to emergency situations

Skills and Abilities

- ❑ Capacity to communicate Naramata Centre mission and values through words and actions
- ❑ High level of ability to plan and implement programs in all ages settings
- ❑ Proven communication skills with individuals and groups
- ❑ Ability to organise and be attentive to detail
- ❑ Musical abilities are an asset
- ❑ Able to work in an environment where interruptions are frequent
- ❑ Confident with leadership of large groups of people
- ❑ Willingness and ability to provide leadership for and to work in a collaborative team
- ❑ Skilled at working with biblical and theological concepts and stories
- ❑ Able to work effectively and independently in the midst of multiple and varied work demands
- ❑ Demonstrated ability to work in an ordered and organised manner as well as a capacity to take initiative and be spontaneous and flexible

Naramata Centre Position Description

Department: Summer Programs

Position: **Musician in Residence**

Reports to: Program Director

Role of this position

- To offer music leadership during community gatherings
- To facilitate community building for the participants and offer leadership in worship and theme development
- To participate as a member of the Summer Music Team

Responsibilities

- To take part in the weekly Wednesday Sabbath worship planning, preparation, leadership and evaluation
- To be responsible for leading community singing
- To be responsible for morning singing with the whole community
- To develop a repertoire of music appropriate to be used with all ages and that reflects the theological identity and values of Naramata Centre
- To offer music for the children's programs
- To take part in planning meetings to develop each weekly theme
- To work and collaborate with musicians leading morning adult programs for worship
- To be a supportive presence at all community gatherings which are part of your hours of work
- To model and teach Naramata Centre values and beliefs about music ministry, faith development, etc. and to adhere to the expectations that are outlined in "Expectations of Summer Staff"
- To model and support practices of Christian spirituality
- To work closely with and provide support to the Community Programs team during the all ages events (i.e. Opening & Closing celebrations, Worship)
- To behave responsibly in the Alberta Hall residence and with other members of the summer staff community
- To adhere to fire safety procedures, first aid, and procedures to deal effectively with emergencies
- To be a resource to staff and leaders for music ideas in programming
- To work a 50 hour week (on average)

Qualifications

- Must be 17 years of age or older
- Musical abilities – singing and/or playing an instrument
- Familiarity with United Church and other Christian music appropriate for all ages
- Some previous worship leadership experience
- Experience speaking in front of and leading large groups of people
- Familiar with Naramata Centre context and/or experience working in congregational or church camp setting

Skills and Abilities

- Demonstrated music leadership & skill
- Good initiative and judgement
- Interpersonal and communication skills
- Demonstrated ability to work cooperatively with others
- Dependable, responsible

**A full time table to daily meetings and responsibilities will be available at the beginning of your training week here