

## Term Staff – Hospitality Host

### Job Description

#### Roseau River Bible Camp A ministry of One Hope Canada

Position Title:	Term Staff
Reports to:	Programs Director (directly) Executive Director (indirectly)
Positions Supervised:	Seasonal Program help, Volunteers
Remuneration:	Housing and base salary to be determined by the Board. This is a full time, support raised, term position with RRBC/One Hope Canada.

#### Overview:

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to annually sign a Statement of Affirmation.

The primary objective of One Hope Canada is to present the Gospel, particularly to those having the least opportunity to hear of Christ, especially children and youth, and to disciple believers for living and serving through His church. Roseau River Bible Camp honor's God by evangelizing and discipling children, youth and adults using Biblical truths in our camping and conference programs.

#### General Responsibility:

The purpose of this position is to assist the Programs Director in maintaining the physical assets of Roseau River Bible Camp. These responsibilities are to be carried out in a manner that will glorify Jesus Christ and fulfill the Mission Statement to the highest standard of excellence possible.

The Term Staff must be able to convey a sense of Christ-like hospitality and concern for guests, volunteers, and staff. The ability to learn, be self-motivated and develop strong work ethic must be demonstrated through the carrying out of the daily work.

The Term Staff will seek to build and maintain a positive relationship with the RRBC Team and will work closely with them to fulfill the required responsibilities. He/she will communicate on a "full disclosure with no surprises" basis and provide a comprehensive written monthly report of activities to the Executive Director for the camp board.

#### Scope of Responsibilities:

##### 1. Spiritual Qualifications

- Truly born again (1 Peter 1:23)
- Spiritually mature and growing (Philippians 3:10-16)
- Be of sound Christian character (1 Thessalonians 2:10-12)
- A Follower of Christ
- A Passion for the Gospel
- An active member of the Church, the Body of Christ
- Called to this ministry
- Be able to subscribe, without reservation, to the One Hope Canada doctrinal statement, as well as to the principles and practices of the Mission

## **2. Personal Qualifications**

- 1) Self-motivated
- 2) Experienced in a variety of physical and office work and PR
- 3) Work fluently with Leadership Team members
- 4) Hold valid class 5 Manitoba license
- 5) Strong work ethic
- 6) Take direction from leadership, respect leadership and humbly work along side all other team members.
- 7) Willingness to do unpleasant tasks with a positive attitude
- 8) Willingness to do tasks they have never done in the past

## **3. Rental Hosting**

- 1) Welcome rental groups to the camp. Also, bid them farewell when they leave.
- 2) Settle in groups with a detailed orientation. Be available to answer questions throughout the weekend.
- 3) Run activities as the groups need.
- 4) Clean during rental stay.
- 5) Be able to return to the camp immediately when on call.
- 6) Conduct outgoing inspections after every group.

## **4. Outreach and Community involvement**

- 1) Attend outreach events as a helper with direction from the Executive Director
- 2) Have an impact in the community with regular involvement in youth drop in's with direction from the Programs Director.
- 3) Assist when needed with PR in schools and church events
- 4) Join in helping on retreat weekends (cabin leading or programing)

## **5. Janitorial**

- 1) Clean each building before rental groups.
- 2) Deep clean areas that need it on a rotational basis.
- 3) Assist in maintenance type jobs: painting, floor waxing etc.

## **6. Volunteers & Donor Development**

- 1) Build and sustain a personal support team. There is an expectation of raising personal financial support to a mutually negotiated percentage of salary.
- 2) Maintain a culture of gratefulness to other staff members and donors (including Thank You notes).
- 3) Utilize connections to increase the capacity of work being done using volunteers.

## **7. Other duties**

- 1) On the RRBC team "pitching in" is expected at times in all areas of camp work. Areas such as running skills and work projects can be expected.
- 2) Random "pop up" jobs are also to be expected. Be ready to join in with an unexpected job.

***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 understand it, and believe that I can perform the job as outlined.

Term Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_