

Luther Village Camp located on Dogtooth Lake, near Kenora, Ontario is a ministry of the Manitoba North-western Ontario Synod of the Evangelical Lutheran Church In Canada.

Our Mission: Under God's grace, Luther Village exists to provide Christian ministry in a harmonious outdoor setting to give all individuals the opportunity for growth and renewal of mind, body and soul.

Our Vision: Luther Village is God's sanctuary! It is a vibrant Christian community where all are welcome!

We are now accepting applications for the following spring and summer positions: Head Cook, Assistant Cook, Kitchen Assistants, Program Coordinator, Program Leaders, Lead Maintenance, Maintenance Assistants, Office Administrator, Head Lifeguard and Assistant Lifeguard.

Visit www.luthervillage.ca for more information and please see the postings below:

Position - Office Administrator

The office/clerical position is responsible for clerical duties in the office and guest services under the supervision of the Executive Director.

Duties:

- General office duties such as: answer phone, take & return messages, respond to emails, data entry and management on computer, send out mailings, photocopying and filing, register, welcome and check-out guests, sell confections and other store items for re-sale.
- Customer Service!!!
- Deal with all customer needs and be a liaison between them and the camp administration in a courteous, professional and efficient manner.
- Know, understand and act in accordance with Luther Village policies and manage concerns with these policies as well as explain them to campers as necessary. Other duties as required.

Qualifications:

- Experience in office procedures, i.e. filing, answering phones, computer word processing and data entry, meeting/dealing with the public.
- Knowledge of Luther Village and what it is about.
- Ability to work with campers and other staff to provide high quality service with enthusiasm, encouragement, good example and dependability.
- Highly organized

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Program Coordinator

In coordination with the Executive Director, the Program Coordinator is responsible for development and implementation of the program.

DUTIES:

- Plans the program sessions and events of the summer. This includes reviewing the resource material available, communicating and coordinating pertinent information/ schedules with the appropriate staff (including Maintenance, Kitchen, Lifeguards) and Resource Leaders
- Develops and implements campfires, recreation opportunities, morning sessions, worship opportunities, etc. to be used for various program weeks
- Assists the program staff and counsellors in planning and providing the program (from leading hiking to planning Family Camp sessions) so as to ensure appropriate and Christian camp experiences
- For each program week, ensures that counsellors, staff, and resource leaders have supplies and material appropriate to the group participants e.g. cabin group lists, Family camp session lists and numbers, when their time off is, even where to find pencils in the Sugar Shack!
- Coordinates and schedules leadership days among Program Staff, i.e. campfires, Grace, announcements, morning jam, etc.
- Organizes and helps with weekly cleaning of Sugar Shack and Chapel
- Ensures that the chapel is clean and tidy and prepared for worship each Sunday (chairs/alter set up) as well as for other events, with assistance from other program staff
- Consults daily with the Executive Director, Program staff and volunteers to provide smooth, efficient events as well as meeting the needs of campers and staff and becoming aware of special needs, concerns and problems
- Assists in organizing worship services and recruiting volunteers for this
- Acts as a receptionist/sales clerk for the campers as relief assistance in the office a few times a week
- Gives a positive example of Christian living for campers to follow
- Helps maintain order, discipline, and safety at all times and for all participants (staff and campers)
- Is sensitive to the feelings and needs of staff and campers and is available to listen and talk with them
- Works cooperatively with the Kitchen, Maintenance and Lifeguard staff in providing for a satisfying, appropriate camping experience in which needs are met as much as possible
- Contributes in every way possible to the camps health, growth and unity
- Encourages Program staff and volunteers to be creative, enthusiastic and cooperative -Ensures the involvement of all Program Staff in the summer program activities

(Program Coordinator continued...)

QUALIFICATIONS:

- Ability to work as a team member as well as leadership abilities
- Experience in church work, church camping, youth work, leading worship, devotions, Bible study
- Demonstrated skills in music, art, drama, crafts, writing, athletics, etc.
- Skills and abilities in group dynamics, leading discussions. -Qualities of leadership, sensitivity and empathy, good judgement, initiatives, and conflict management
- Experience in teaching, leading, supervising campers (families as well as youth)
- Willingness to live with campers as companion, friend and role model, with responsibilities for spiritual growth and physical well-being
- In good health and able to fulfill program duties
- Musical (singing/instrument) abilities an asset

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position - Program Leader (3 positions: for spring and summer or summer only)

Program staff will implement camp programs in cooperation with other staff, to provide an enriching, strengthening Christian camp experience.

DUTIES:

- During youth and program weeks, assumes responsibilities for a cabin group, i.e. devotions, special needs, safety, health, activities, cabin routines, etc.
- During family camp, assumes responsibility for assigned group activities
- Leads sing-a-longs, campfires, Bible Studies, worship activities, recreation activities such as hikes, archery, out-trips, etc.
- Participates in planning and implementing appropriate weekly activities
- Helps to maintain order, discipline, and safety at all times
- Provides opportunities for discussions and interaction between campers and staff as well as time for individual attention
- Guides and encourages campers' participation in all activities of camp program
- Gives positive example of Christian living for campers to follow
- Gives creative suggestions to providing successful activities and programming
- Works in cooperation with all camp staff to provide a memorable, positive camp experience
- Weekly cleaning of Chapel & Sugar Shack -Operation of safety boat and other watercraft for waterfront activities as directed by the Program Coordinator.
- Assists with weekly setup of Sunday morning worship services and assists when needed.

QUALIFICATIONS:

- Experience in Church work, Church camping, youth and families
- Abilities in leading worship, devotions, Bible Study, campfires, etc.
- Qualities of sensitivity, good judgement, initiative, commitment, dependability
- Ability to work as a team member as well as be a team leader
- Knowledge of group dynamics and skills in leading discussions
- Sensitive to needs of others and able to communicate and encourage staff and campers
- In good health and physically able to fulfill all duties

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Head Lifeguard

The lifeguard is required to supervise all camp waterfront and beach programs and activities.

DUTIES:

-Serves as lifeguard during specified times established by the Executive Director, in consultation with the Program Coordinator.

-Teaches and ensures that all beach and waterfront activities are safe for all around, including swimmers and boaters.

-Inspects and ensures that waterfront equipment is safe, clean and in good repair, e.g. life jackets, canoes, paddles, rescue equipment.

-Monitors the use of boats and equipment, always in a safe, considerate manner.

-Ensures that the Health Centre is adequately stocked with supplies needed for Emergency First Aid.

-Cleans Health Center and ensures that the shelves are organized at all times

*When not on duty as lifeguard: Other duties as assigned by the Executive Director.

QUALIFICATIONS:

-Current National Lifeguard Certification or equivalent, (NLS required by HEAD LIFEGUARD) OR Current lifeguard certificate-Bronze Cross or equivalent, and Current CPR and First Aid certification.

-Experience in waterfront activities.

-Ability to communicate with staff and campers in an efficient, responsible manner in order to maintain high safety standards.

-Enthusiastic, patient, reliable, willing to work with children and adults.

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca

Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Assistant Lifeguard

The Assistant Lifeguard is required to assist in supervising all camp waterfront and beach programs and activities.

DUTIES:

- Serves as lifeguard during specified times established by the Head Lifeguard.

- Teaches and ensures that all beach and waterfront activities are safe for all around, including swimmers and boaters.

- Inspects and ensures that waterfront equipment is safe, clean and in good repair, e.g. life jackets, canoes, paddles, rescue equipment.

- Monitors the use of boats and equipment, always in a safe, considerate manner.

QUALIFICATIONS:

- Current National Lifeguard Certification or equivalent, OR Current lifeguard certificate Bronze Cross or equivalent, and Current CPR and First Aid certification.

- Experience in waterfront activities.

- Ability to communicate with staff and campers in an efficient, responsible manner in order to maintain high safety standards.

- Enthusiastic, patient, reliable, willing to work with children and adults.

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Lead Maintenance

The Lead Maintenance, under the direction of the Executive Director supervises the maintenance crew and/or is directly involved in the maintenance of the vehicles, equipment, facilities, infrastructure and property.

Accountability: The Lead Maintenance shall be accountable to the Executive Director for the responsibilities described and for sharing with the Executive Director insights and ideas for more effective maintenance at the Village. This person shall be available for consultation and assistance in operating the camp and working cooperatively for the well being of the camp.

DUTIES:

- Supervises, sets priorities and assists with maintenance work on vehicles, infrastructure, property, plus daily upkeep of the camp, eg. garbage, cleaning, grounds, repairs, etc.
- Oversees facility maintenance such as electrical, plumbing and mechanical needs where possible and recommends where professional assistance is needed, insuring that the facility is safely and properly maintained and upgraded.
- Purchases supplies from town as requested for the kitchen, program activities, office and maintenance. This is done weekly in conjunction with the Executive Director.
- Continues to maintain the operations manual. This will include daily work routines and duties.
- In conjunction with the Board Property committee, develop an inventory of property, vehicles, equipment, machinery and facilities
- Together with the Executive Director, trains and coordinates staff so that quality service and safety are achieved. This includes fire drills, first aid, personal work place and camper safety, and participation in Staff Training.
- Schedules maintenance crew hours to maintain adequate coverage and quality services. Work in cooperation with the Executive Director to provide time off and coverage of camp operations.
- In cooperation with the Executive Director, holds regular staff meetings so as to maintain a team effort and to coordinate the efficient operation of the camp. Regular meetings with the Executive Director, Program Director and Head Cook to prioritize needs and prepare work schedules as required.
- Makes concerted effort to manage environmental concerns and conservation in view of good stewardship of God's creation.
- Prepares written reports and recommendations on camp operations for the Board of Trustees especially the Property Committee. A year end report is required.
- Recognizes that duties often require flexible working hours for the successful operation of the Camp. Expectations are that the Lead Maintenance will participate in the camp community and provide a strong presence in activities. The Lead Maintenance is instrumental in team building and providing a friendly, positive Christian atmosphere.
- As the property can fall into emergency situations at any time, must be accessible to walkie-talkie communication 24 hours/day. (Ensure senior maintenance staff will be responsible {in charge} when Lead Maintenance is on a day-off or off camp property.)

(Lead Maintenance Continued...)

QUALIFICATIONS:

- a personal commitment to serve God through the Church Camp -an understanding of the objectives of the church camp program and its role in the total program of Christian education -an understanding of and an appreciation for the camp and its outdoor setting -demonstrated ability to organize and delegate responsibilities
- demonstrated ability to work as a member of a team -good communications skills, both verbal and written, necessary in communicating with guests and staff
- emotional stability and maturity
- ability to handle stress
- the knowledge and ability needed to work with employees
- a working knowledge of the trades and vehicle/equipment/machinery/property maintenance and management
- ability to place the needs of the camper before personal desires and convenience
- enthusiastic and able to encourage and motivate staff and volunteers
- physically capable of handling all duties
- requires a valid drivers license and class 4 license -currently certified in either St. John Ambulance Emergency First Aid or Red Cross Standard First Aid

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca

Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Maintenance Assistant (2 positions: for spring and summer or summer only)

The Maintenance Crew is to carry out the daily maintenance requirements of the camp in cooperation with and under direction of the Lead Maintenance.

DUTIES:

- On a daily basis, and by following the maintenance manual, completes jobs assigned by the Lead Maintenance such as disposing of garbage, cutting grass, general repairs on facilities, boats or vehicles, cleaning the washrooms including laundry areas.
- Works in a safe, efficient, and environmentally conscious manner.
- Keeps the camp, its grounds, facilities and equipment in good working order, clean and neat.
- On a weekly basis, monitors drink machines, gasoline, fuel, propane and requests for any supplies needed for regular maintenance projects.
- Reports any problems or concerns to the Lead Maintenance.
- Assists in any projects or performs any duties assigned by the Lead Maintenance.
- Works at ongoing projects as time permits, keeping supplies ready and using any volunteers available.
- Willing to assume other responsibilities as required.

QUALIFICATIONS:

- Some knowledge and experience in general maintenance and repair.
- Ability to accept supervision and guidance and work with others as a team.
- Some knowledge of mechanics, carpentry, construction, painting, etc.
- Dependable, responsible and able to see tasks through to completion.
- Hold a valid drivers licence (May need Class 4).
- Physically capable of performing all maintenance duties.

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Head Cook

The Head Cook is responsible for the operation of all food services and trains, supervises and leads staff to provide these services.

DUTIES:

- Plans menus and arranges for the purchase of necessary supplies and food in consult with the Executive Director.
- Prepares recipes, cooks, portions, carves, bakes etc. the meats, vegetables, salads, desserts etc.
- Supervises kitchen staff in their duties of cleaning, cooking and serving while maintaining high standards of presentation, nutrition and sanitation.
- Coordinates and participates with the assistant cook in food preparation.
- Schedules staff hours and assignments of duties for adequate coverage and arranges for special events, snacks etc.
- Considers variety, taste and appearance in menus as well as quality/cost factors.
- Supervises care and use of equipment and utensils related to food services. Notifies the Executive Director if repairs or replacements are necessary.
- Maintains an inventory of all equipment.
- Always aware of health and safety standards and maintains a safe work place.
- Ensures that assignments such as laundry, garbage, cleaning are completed (as per Kitchen Manual).
- Operates from and follows the Luther Village Kitchen Manual. Suggest any changes that may improve the manual by the end of the season.

QUALIFICATIONS:

- Good knowledge and experience in food planning, nutrition and preparation for large groups.
- Hold a Food Handlers Certificate
- Ability to supervise others effectively and to communicate with staff and campers efficiently.
- In good health and physically capable of handling required duties.
- Ability to deal with campers honestly, cheerfully and politely.

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Assistant Cook

The Assistant Cook works in coordination/cooperation with the Head Cook to provide food services for the camp.

DUTIES:

- Works with head cook to estimate needs and to order, receive, and store food and supplies.
- Assists head cook in preparation and serving of all meals.
- Assists head cook in organization and cleaning of kitchen, dining room, and food supply areas.
- Assumes the head cook's responsibilities on the cook's day-off.
- Supervises and participates in dishwashing and dining hall clean-up.
- Under the supervision of the head cook, helps with the preparation of snacks and desserts.
- Coordinates all sauces, condiments and extras for the meal; ensures tables are ready at meal time.
- Works on housekeeping duties as required.
- Assists the head cook in providing and maintaining high quality food services and maintaining a safe, healthy work place.

QUALIFICATIONS:

- Some knowledge and experience in cooking for large groups.
- An ability to take supervision and to supervise others as well.
- Good health and physically able to carry out duties.
- Ability to communicate with other staff and campers honestly, politely and cheerfully.
- Qualities of initiative, dependability, commitment and ability to see tasks to completion.

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca

Position: Kitchen Assistant (4 positions; for spring and summer or summer only)

As Kitchen Assistant, duties are assigned by the Head Cook and are generally to assist in food preparation, service and cleaning. As housekeeping staff, duties are assigned by the Guest Services Coordinator and are to prepare cabins for incoming guests.

DUTIES:

-Helps in any area of the kitchen or dining room as assigned by the Head Cook, as per the Kitchen Manual.

Detailed Duties:

- Washes dishes, glasses, silverware, pots and pans as needed
- Sweeps and mops kitchen and dining hall floor
- Serves meals and drinks in a cheerful and polite way
- Assists in the preparation of food for meals such as cutting, peeling and cleaning vegetables; mixing juice
- Sets tables
- Helps unload supply trucks puts supplies away
- Completes housekeeping duties as assigned following the written guidelines and check lists.
- Communicates with campers and staff in a cheerful, polite and honest manner.
- Cooperates and facilitates the smooth operation of food services and housekeeping services.

QUALIFICATIONS:

- Some experience and knowledge of kitchen and housekeeping duties.
- In good health and able to physically carry out all duties.

How to apply: Full job descriptions and application forms are available at www.luthervillage.ca
Deadline for applications is February 29, 2016. Inquiries and resumes should be directed to:

Interim Director Melinda Pearce
Luther Village Winter Office
560 Arlington St.
Winnipeg, MB R3G 1Z5

Phone (204) 783-3337
Fax (204) 774-4420
www.luthervillage.ca
lv@luthervillage.ca