

**Camp Address**  
2411 Westside Place,  
Kelowna, BC, V1Z 3T5



**Office Address**  
201 - 380 Leathead Road,  
Kelowna, BC, V1X 2H8

### **Job Description – Cabin Leader**

The cabin leaders are responsible for supervising and ensuring the well-being of up to 12 campers each week while being assisted by a volunteer junior cabin leader.

**RESPONSIBLE TO:** Program Coordinator

#### **QUALIFICATIONS:**

- Commitment to the Christian aims and purposes of the Camp.
- Strong leadership and organizational abilities.
- Experience working with children and ability to relate to and interact well with children.
- Belief in the individual worth of the camper
- Strong communication and conflict resolution skills with ability to work collaboratively with others.
- Emotionally mature and willing to accept responsibility
- Must be at least 16 years of age

#### **ESSENTIAL FUNCTIONS:**

- Work and participate as a team member with other staff in all aspects of camp life.
- Visually observe behavior of campers in your care, and report any concerns to the Director.
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow and work with other staff as a team member in planning events and evening programs.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.
- Assist camp director in maintaining high standards of safety and health within your program area in accordance with the BCCA accreditation standards, be ready to assist in emergency situations as required.
- Assist with minor maintenance and cleaning duties and projects under the supervision of the Property Manager
- Work with the staff team to clean and organize the camp every Friday from 3 to 5pm during the camping season.
- Available to sleep in a cabin to supervise campers overnight in accordance with our accreditation standards.

Email – [oac.director@gmail.com](mailto:oac.director@gmail.com) Phone – 778 803 7719  
[www.campoac.com](http://www.campoac.com)

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#### **SPECIFIC RESPONSIBILITIES:**

- Stay with campers in a cabin and perform the duties as outlined in the training manual of a cabin leader.
- Assist the program coordinator and camp director in planning and executing camp programs as required.
- Offer emotional support and guidance to campers and volunteer youth leaders. Always be a strong mentor and role model setting a positive example.
- Ensure policies and rules for Camp Owaissi and the cabins are understood and observed by campers, staff, and volunteers.
- Seek advice, guidance and assistance from the program coordinator in resolving issues.
- Provide evaluation report for Cabin Leader position with recommended changes, by Aug. 31<sup>st</sup> of camp year, to [jobs@campoac.com](mailto:jobs@campoac.com)
- Be willing and receptive to integrating the week's religious themes into your program in consultation with the chaplain.
- Perform administrative and programming duties as directed by the program coordinator and camp director
- Assist in setting up camp for summer program, which includes, but is not limited to: First Aid Station, Craft Hut, Waterfront Area, and Kootenay Hall, update signage, etc.
- Assist in planning program for Spirit Day, Leadership Camp & Staff Training.
- Knowledge of and enthusiasm about sports and the Christian faith as well as the ability to teach and relate that knowledge to the camper
- First aid is an asset for this position.

**We encourage staff applications from everyone, regardless of your situation. If you identify as part of a minority and/or have a disability, we are dedicated to working alongside you to help ensure an equitable and inclusive hiring process.**

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