



Camp Pringle

Position: Camp Host

Time Frame: April 15 – September 1 (full time) September 1 - November 3, 2023 (part time work)

Reports to: Camp Pringle Facilities and Operations Manager

PURPOSE AND SCOPE OF THE WORK

In February 2023, Camp Pringle started a lengthy process of discerning its future to ensure the camp is successful for the years to come. To do that, the difficult decision to cancel Camp Pringle's Summer programming for the Summer of 2023 was made. The board also made the decision that as much as possible, rental groups associated with Camp Pringle would be able to continue in the off season months (specifically April through June and September – October). As well, a couple of ministry groups associated with the United Church of Canada and Pacific Mountain Regional Council and Camp Goodtimes would be allowed to run in the summer months. It was determined that Pacific Mountain Regional Council would coordinate the staffing needs for the camp during this interim time.

Camp Pringle will hire two Camp Hosts from April 15 – November 3, 2023, full time for the months from April – end of August and part time for September through November.

The Camp Pringle Camp Hosts will work directly with rental groups and support tasks and projects around the camp during their employment. The candidate will bring a positive attitude, organization and planning skills, and lead with respect and care.

Responsibilities:

- Have a working knowledge of Camp Pringle facilities and systems
- Understand and lead emergency procedures
- Be a resource support to rental groups
- Attend to weekly maintenance tasks and work on projects as directed by the Camp Pringle Facilities and Operations Manager
- Stay on site. Accommodation on site will be provided and this position will be required to stay at the camp a minimum of 5 nights per week.

CAMP HOST – JOB DUTIES

Working Knowledge of Camp Pringle's Facilities and Systems

- Know the Doors access, keys, the layout of Camp Pringle buildings
- Know where equipment and supplies are kept
- Be able to point to information and resources for rental groups and staff

- Check all buildings and facilities on regular basis as directed by the Camp Pringle Facilities and Operation Manager, ensure proper operation, security and cleanliness and communicate any issues.

Understand Emergency Procedures for the following:

- Fire
- Natural Disasters
- Wildlife Emergency Procedure
- Power Outage Procedure

Weekly Maintenance Tasks

- Communicate with the Admin Team and the Camp Pringle Facilities and Operations Manager to assist with weekly tasks including and not limited to:
 - Garbage and Recycling
 - Water Test
 - Company access (like suppliers, maintenance, elevator services, etc)

Rental Group Camp Host Duties

Ensure facilities are ready for the Group

- Spaces are ready and available.
- The equipment is where it is supposed to be.
- Ensure supplies are ready – bathrooms equipped, etc.
- Set up Coffee Station (supplies) in the dining room.

Greet Rental Group

- Show group leaders around facilities.
- Support the group getting settled, help them get the equipment they need.
- Provide Kitchen tour (if required) – show them how to use the dishwasher, using equipment properly, etc.
- Welcome and greet the whole group at some point in the first day – use Welcome Speech Layout as resource.
- Post contact information including cell phone on the door of the Camp office.

During the Rental Group's stay

- Troubleshoot issues or emergencies.
- Be around during meals to support proper use of equipment (particularly at the beginning of the rental group time).
- Check the dishwasher after all meals to ensure it is turned off and in good condition.
- During Waterfront – open and lock the fence for waterfront times as in the rental agreement, ensure valid certification of the lifeguard and operators of the boats is confirmed with rental group. Do NOT open the waterfront unless directed in the camp rental agreement.
- Check bathrooms in all spaces to ensure they are supplied and tidy (and clean if the rental group is there for longer than 48 hours).
- Set up fires for campfire if requested.
- Provide the checklist for Group Clean up and supervise to ensure things are done well.

After the Rental Group's Stay

- Complete checklist for finishing a rental group.
- Communicate issues with rental groups or facilities to the Camp Pringle Facilities and Operations Manager.
- Communicate needs for supplies to the Admin Team.

Education, Training, and Experience

- Experience in a team
- Experience in a camp environment
- Ability to communicate (written and verbal)
- Ability to lift up to 35 pounds
- Ability to do groundskeeping and housecleaning duties as required
- Food Safe is an asset

Skills and Abilities

- Proven communication skills with individuals and groups
- Ability to organize and be attentive to detail
- Able to work in an environment where interruptions are frequent
- Capacity to be healthy and centered in the midst of multiple and varied work demands
- Ability to support the work of team
- Patient, respectful, conscientious, self motivated

Compensation

\$20 per hour for 40 hours a week. Staff accommodation will be provided. Travel costs will be accommodated as required. Applicants must be aged 18-30 so that they may be hired with the Canada Summer Jobs Grant from the federal government.