



Prep Manager

Employment Period: 150 hours: July & August 2023. Designed to be part-time (half-days, based on need, etc.).

Qualifications: Must be a Christian. 18 years or older. Must be a person that displays initiative in their work, organizational ability, and Christian maturity.

a. Ensure Set-Up and Tear-Down of Activities and Events

- Based on briefing with director, the Prep Manager is responsible for the preparation and set-up of activities and events throughout the day at camp in a timely manner.
- Responsible for leading clean-up and tear-down of events throughout the day.

b. Leading Prep Worker Team

- Based on the assignment of the Volunteer Coordinator, the Prep Manager will lead and instruct the team of prep worker volunteers.
- Responsible for maintaining team comradery and interest in the task at hand.
- Responsible for addressing needs and concerns of prep workers throughout the day.

c. Inventory of Camp Supplies

- Responsible for keep a rigorous and tidy inventory of camp supplies and their locations.
- Responsible for reporting to the Camp Director when supplies are low and replacement is needed.

d. Misc. Roles and Responsibilities

The Assistant Camp Director reports to the Camp Director and Pastor Caleb.

Interested applicants should submit a cover-letter and resume to Josh Slotegraaf and Pastor Caleb by Friday, February 17th, 2023. Please send these documents to: camphbc@hespelerbaptist.ca and caleb@hespelerbaptist.ca.