

# BEAR LAKE RESERVE

## Job Description for Activities Department

**Position overview:** Lead activities in an outdoor and indoor setting. Such as, but not limited to, weekly programming, summer camps, and assist with events.

### **KEY RESPONSIBILITIES:**

- Maintain effective communication with all team members to maintain a smooth, informed, safe, and consistent atmosphere.
- Create a productive and enjoyable work environment to inspire, motivate, and lead by example.
- Act as a community outdoor adventure enthusiast, and as a champion for an active lifestyle.
- Greet members and guest in an energetic and friendly fashion; engage with guest to encourage new activities.
- Keep your work area organized, clean and be attentive to your surroundings.

### **PERSONAL ATTRIBUTES:**

- Strong team-building skills including the ability to lead, cooperate, and motivate
- Ability to work under pressure and balance multiple priorities and assignments
- Must be highly customer service oriented
- Must be a good role model and have a positive attitude

### **Job Overview:**

Lead guided hikes, kayak excursions, cub club, art classes and more. Every week you will be responsible for taking request, emailing to confirm with members and guest and executing the activities listed for that week. Weekly Programming is consistent throughout the summer with around 30 hours of field work. The additional hours you will pick up will be for events and other areas needed within the activities department.

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## Job Description for Kids Camp

Position overview: Lead activities in an outdoor and indoor setting for children ages 5-12. Activities should be safe, fun and educational. Camp will run 7 weeks out of the summer starting in June and going till August, camp is 10am-3pm and allows you to use all of property for entertainment.

### KEY RESPONSIBILITIES:

- Plan activities for camp
- Transport children in camp van
- Inform parents of things happening at camp
- Collect money and send bill for camp
- Make sure children are kept safe and having fun
- Maintain effective communication with all team members to maintain a smooth, informed, safe, and consistent atmosphere.
- Create a productive and enjoyable work environment to inspire, motivate, and lead by example.
- Keep your work area organized, clean and be attentive to your surroundings.

### PERSONAL ATTRIBUTES:

- Strong team-building skills including the ability to lead, cooperate, and motivate
- Ability to work under pressure and balance multiple priorities and assignments
- Must be a good role model and have a positive attitude

### Job Overview:

You will have in your care kids of parents who are members or guest at Bear Lake Reserve. You are to ensure that the activities and games are age appropriate and safe for all children. The camp takes place in the premises of Bear Lake Reserve property and you will need to remain inside of property for the duration of the camp day. Boat rides, going to the pool, golf and tennis and hiking are always a part of the camp experience in addition to activities staff come up with.