

# Ministry Description

## Lodge Coordinator

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**Responsible to:** Managing Director  
**Direct Report:** Maintenance Director

### Objective:

- The Lodge Coordinator will serve mostly in an operations capacity in order to ensure the safety of guests and care of the camp.
- They will be primarily responsible for sanitation, lodge cleanliness, and lodge set up.

### Prerequisites:

- Exhibit a living, active and growing faith in Jesus Christ
- Be at least 16 years of age during the year of application
- Be physically fit, have good motor skills and able to lift, bend, climb, etc.
- Be honest, responsible, industrious, and willing to follow directions
- Hold a WHMIS Certificate
- Attend all applicable staff training events

### Outline:

- General sanitation services that may include, but is not limited to:
  - Setting and cleaning tables (before and after meals) and washing dishes
  - Ensure the proper preparation for receiving dishes after meals
  - Cleaning washrooms
  - Cleaning buildings, including the spiritual life quarters
  - Sweeping, mopping, and vacuuming the lodge
  - Doing and folding laundry for the kitchen and campers
  - Washing windows
  - Assist in serving meals where necessary
- Keep track of inventory of lodge supplies
- Participate in all staff activities for their section
- May participate in the summer camping program as time permits
- Consistently take time for personal prayer and Scripture reading
- Lead a weekly small group devotional in keeping with the Camp Peniel statement of faith