



Job Description: Manager

Duties

Managers report to the Managing Director. Specific duties include:

- Make a daily trip into Massey or Spanish to pick up supplies needed for camp.
- Make a daily trip to Walford to send outgoing and receive incoming mail. Check the mailbox in the Dining Hall, and with the office to see if there is mail to be sent out.
- Answer phone calls during meal times.
- Assist the Managing Director with registration on Sunday as needed.
- Generally see that the camp grounds are kept tidy and neat.
- Wash kitchen laundry each day as needed.
- Tidy laundry room each day.
- During an emergency or drill – account for all staff and staff children.
- Keep a record of money spent each week and record details on tracking sheet.
- Assist with camper-checkout on Saturdays
- Open the tuck shop each evening for support staff.
- Take Water samples to Sudbury as needed.
- Shut down the Dining Hall at 10:45 each evening and lock up.
- Lock the gate by 11:00 pm each night, and unlock it by 7:00 am each morning
- Set up mops and buckets on Saturday morning
- Wash and store lost and found at the end of the week

Children

If you are bringing children to camp with you, please notify Ryan (705-942-1142) so that proper accommodations can be arranged. Please note the following about children:

- Children must stay out of the kitchen areas at all times
- Staff children are not to interfere with the camp program in any way.
- No facilities may be used without consent of the Managing Director.
- ABK provides staff caregivers while you have duties. After your duties are complete you are responsible for supervising your children.
- All waterfront rules must be obeyed (see staff manual).

“Camp Aush-Bik-Koong exists to present the claims of the Lord Jesus Christ upon the lives of children and adults through the camping experience.”