



*Encounter God
Enrich Relationships
Experience Creation*

Camp Nakamun Ministry Job Description

Ministry Job Title: Housekeeping Lead (maternity leave coverage)
Reports to: Hospitality Manager
Primary Purpose: Camp Nakamun's mission is to help people "Encounter God, Enrich Relationships and Experience Creation". The housekeeping lead supports this mission through practical service and hospitality for our guests.

Summary

The Housekeeping Lead is an important part of our team and works behind the scenes to ensure our facility and accommodations are clean and welcoming for our guests. The Housekeeping lead also provides stability and leadership within our housekeeping team that is comprised predominately of seasonal positions, typically filled by young adults, and youth volunteers.

Camp Nakamun has two major 'seasons' in its calendar:

- 1) Conference centre (September to June) – we welcome guests from schools, churches, and other community groups that come to do band camps, activities trips, spiritual retreats, and leadership events.
- 2) Summer Camp (July & August) – We run week-long summer camps for grades 1-12 students, with the occasional weekend rental group.

Responsibilities:

Responsibility #1: Housekeeping

- Collaborate with the Hospitality Manager to determine weekly cleaning priorities, including regular scheduled items, deep cleaning needs, or extra cleaning projects.
- Work with other hospitality staff to complete cleaning lists and laundry.
- Identify maintenance needs in guest spaces and accommodations and communicate them to the site & facilities team.

Responsibility #2: Kitchen Support

- Work with kitchen staff to set up, serve and clean up after meals.
- Ensure the dining room, serving area and dish room are clean.
- Maintain juice and milk machines.
- Keep coffee area clean and stocked.

Responsibility #3: Inventory

- Monitor and maintain stock of cleaning supplies and consumables, ordering additional supplies if/when needed.

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- Monitor condition of all cleaning equipment and coordinate repairs or replacement (as required) with the site & facilities team and Hospitality Manager.

Responsibility #4 Team Member

Every member of our team is meant to fulfil a specific role within the organization, and we want our staff to take the time & space to focus on the priorities of that role. However, the realities of camp operations require that each of us be willing to step outside of that specific role, when circumstances demand, to support the broader needs of the organization. Therefore, this job, like all others, requires a willingness to engage in other tasks outside of the nominal job description to ensure our guests needs are met.

Responsibility #5: Ambassador for the mission of Camp Nakamun

All Employees of Camp Nakamun are also ambassadors of the Camp Mission. In this role you will be asked to adhere to our community standards and uphold the Statement of Faith for the Christian & Missionary Alliance.

Requirements

- A good attitude and work ethic!
- Understands how practical service and hospitality impacts our guests and supports the ministry of Camp Nakamun.
- Strong team player with the understanding that the success of the camps ministry depends on unity within our team, where the value of all team members is encouraged and supported.
- Friendly and courteous. Able to dialogue politely with guests – especially ones that may be challenging.
- High detail orientation and quality standards.
- Able to manage the physical demands of the job (highly active, moderate lifting, scrubbing, etc.)
- Able to work independently with minimal direct oversight.
- Patience to work with and mentor youth volunteers and seasonal staff.
- Understanding of WHIMIS and general safe handling practices for commercial grade cleaners (Additional training will be provided)

Hours

This is either a full or part-time (nominal 24 to 40 hrs) temporary position ending approximately October 2026. Weekend shifts may be required from time-to-time.

Compensation

This is an hourly position. Hourly wage will be defined using Camp Nakamun's unified salary grid. This grid considers years of service, and the skills, experience, education of the individual, and organizational and managerial authority of the role.



Vacation and Personal Leave:

All Year-round Employees are provided with vacation benefits and personal leave according to Camp Nakamun's 'Vacation and Leave Practice' (available for review upon request).

Other Perks:

Camp Nakamun provides a number of perks for its employees, including, flexible scheduling, access to meals during work hours and personal/family access to the facility.

Accommodations:

Onsite housing is available if needed and can be negotiated within the context of a total compensation package.

Interested?

Please send a cover letter and resume to Debbie Toews and Deb@campnakamun.com