

GOLDEN LAKE UNITED CHURCH CAMP

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Summer Camp Job Descriptions

Employment duration July 3rd – August 28th, 2016

As a ‘perm staff’ member, what do you do every day? How do you prepare for the job areas in the first week of camp? Who are you accountable to? What do you do when there is a problem? To help you answer these questions, we have included a job description for the job you will be applying for this summer. We hope this helps you as you prepare. Keep in mind that this job description is just an outline; if hired, you will find yourself doing many more things this summer than are mentioned here. Camp is a great experience filled with fun, friendship and learning.

Having up-to-date First Aid or Lifeguarding qualifications is a definite asset when applying for any position. Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, these positions require a clear criminal records check. Please visit the website to fill out an application, <http://www.goldenlakecamp.ca/get-involved/>

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1. Sports and Waterfront

Position: Responsible for sports and boating activities at the waterfront. (*NLS required)

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Accountable to: Directing Team and Head Lifeguard.

Staff Training Week:

- Think about how you can include Jesus in your program area. Pray with program team.
- Tidy up boat house (repairs, cleaning etc.), along with notifying maintenance person of any major repairs that will require their help.
- Make first-aid kit readily available in case of emergency
- Have a game plan ready for when canoeing is inappropriate (windy/rainy days), including group games, indoor activities and sports.
- Develop rules and techniques for canoeing.
- Take inventory of sport equipment and canoeing equipment (including bailers and life jackets)
- Put buoys out to mark off canoeing area.

Duties:

- Consult Outdoor Camp Leaders to find out times that they will be using the canoes for outdoor camp.
- Maintain safety at waterfront at all times.
- Make sure dock is in good repair and is non-hazardous.
- Ensure that the first-aid kit is accessible and stocked at all times.
- Encourage other staff members.
- Help with program such as session and evening game.
- Maintain an emergency use canoe at the dock for your use in case of an emergency (canoe should be in good working order, and should have a life jacket and paddle in it.)
- Perform any other tasks as needed.

2. Crafts

Position: Responsible for providing craft activities to campers.

Accountable to: Directing Team.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Pre-Camp Planning: Research and plan some relevant, simple, and affordable crafts. Keep in mind the materials required and the developmental level of the campers.

Staff Training Week:

- Think about how Jesus can be a part of the craft area. Pray with the program team.
- Conduct an inventory of craft supplies.
- Develop an activity plan for junior, intermediate, and senior youth camps, include a list of materials needed and submit it to the directors early in the week.
- Create an easy-to-follow instruction system for the crafts you've planned. If another person would be

- required to run the craft area for a week, they should be able to.
- Clean and organize the craft area in preparation for the summer.

Duties:

- Make sure craft supplies are readily available for each session.
- Explain rules to campers (such as: clean up after you are done, make sure you ask before taking something and listen when I talk).
- Clean up craft area, sweep, and put away supplies when finished.
- Encourage other staff members
- Help with program such as session and evening game.
- Perform any other tasks as needed.

Note: it is good if you have one craft planned that will take the campers 3 to 4 days to accomplish

3. Archery

Position: Coordinate archery activities and develop a safe and suitable program for the children.

Accountable to: Directing Team.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Staff Training Week:

- Think about how Jesus can be included in this area. Pray with the program team.
- Take inventory of equipment (arrows, bows and targets). Consult directors about ordering any needed equipment.
- Develop lessons which safely instruct campers on how to safely use archery equipment. Include how you will present the archery rules to the campers.
- Update any signs around archery that need to be updated.
- Develop weekly plans for archery lessons and competitions.
- Learn safe archery skills by watching the video provided.

Duties:

- Maintain equipment such as arrows, bows and targets. This includes properly storing and locking up equipment after each session.
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- Run archery competition and give out awards at the end of each week.
- Encourage staff to participate with their campers. Do not have a staff line; it is about the campers first.
- Encourage other staff members
- Help with program such as session and evening game.
- Perform any other tasks as needed.

4. Cook/ Program

Position: To assist the kitchen leadership staff with the job of preparing meals for the camp and fulfill any other program role as directed.

Accountable To: Directing Team, Head Cook and Assistant Cook.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Staff Training Week:

- Think about how Jesus can be included in the kitchen.
- Meet with kitchen staff to pray.
- Meet with kitchen staff to discuss rules, expectations, responsibilities, schedules, and new ideas.
- Unpack the kitchen and prepare it for the summer.
- Prepare meals for the staff.

Duties:

- Basic food preparation: chopping, peeling, washing, unloading food orders, and general kitchen tasks.
- Accomplish tasks at the discretion of the head cook, and in their absence, the assistant cook.
- Encourage other staff.
- Help with program such as evening game when time and responsibilities allow.
- Perform any other tasks as needed.

5. Head Lifeguard

Position: Responsible for overseeing the pool and waterfront area.

Accountable To: Directing Team.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Staff Training Week:

- Think about how Jesus can be included in the pool area. Pray with lifeguards.
- General cleaning of pool and deck.
- Maintain chlorine and other chemicals at appropriate levels as soon as possible.
- Make sure emergency phone is working.
- Photocopy certification of lifeguard skills and keep on the board in pool house.
- Update first-aid kit.
- Clean pool shed and take inventory of chemicals in stock.
- Weed along pool fence paying special attention to area under water tap and gate.
- Develop indoor game/lesson plans for times when pool is inoperable (rain or pool problems).
- Meet with other lifeguards to discuss summer sharing of responsibilities.
- Make sure all pool signage is in compliance with standards.

Duties:

- Shock pool on Saturday, pool not to be used until Monday.
- General maintenance of pool.
- Lifeguard when children/ staff are in the pool/ lake.
- Ensure that the first-aid kit is available and stocked at all times.
- Involvement, when duties allow, in program and session.
- Go over pool rules at the beginning of the week with campers and staff.
- Lead waterfront search drill.
- Perform any other tasks as needed.

- Conduct evaluations of other lifeguards with the program director.

6. Assistant Lifeguard

Position: Responsible for overseeing the pool and waterfront area, under the direction of the head lifeguard.

Accountable To: Directing Team and Head Lifeguard.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Staff Training Week:

- Think about how Jesus can be included in the pool area. Pray with lifeguards.
- Follow direction of head guard to open the pool for the season and plan for the campers' arrival.
- Meet with other lifeguards to discuss summer sharing of responsibilities.

Duties:

- Follow direction of head guard as to the running and maintenance of the pool.
- Take on responsibility of head lifeguard when the head guard is not on site (i.e. On a canoe trip with the outdoor camp).
- Help with session and evening game when responsibilities allow.
- Perform any other tasks as needed.

7. Head Cook

Position: Cook for camp. Responsible for food preparation, cooking, cleaning, organizing and leadership of kitchen staff and general staff encouragement.

Accountable to: Directing Team.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check.criminal records check.

Pre-Camp:

- Read through head cook book.
- Contact food distributors about pricing and scheduling and potentially reaching into new distributors.
- Create general camp menu allowing for weekly and daily flexibility. Keep in mind the Canadian Food Guide.
- Budget (with Executive Director) and look into healthy and affordable snack and meal ideas.
- Contact assistant cook and discuss the summer and the expectations you both have.
- Make plan for staff training week (what you will need to do, i.e. Food ordering, and what you will want to do with your staff.)

Staff Training Week:

- Meet with kitchen staff to discuss how Jesus will be a part of the kitchen and pray together.
- On Monday, place first food order with main food distributor.
- Unpack food and utensils from previous summer.
- Spend time with kitchen staff going over expectations, both theirs and yours, scheduling

- responsibilities, ideas etc.
- Meet with outdoor camp leaders about food, menu and scheduling.
- Meet with administrator to discuss food allergies.
- On Saturday, go into kitchen with kitchen staff and other staff helpers to prepare for the first day of camp (Sunday).
- Prepare meals for the staff.

Beginning of Each Week:

- At meeting, discuss kitchen rules and make sure that all special food needs for the staff are known.
- Discuss special food needs with the wellness person, allergies, etc.
- Meet with parents of campers with special food needs to discuss the specifics of each camper concerned.
- Look closely at the menu and note meals where supplements will be needed.
- Introduce any new kitchen staff to the kitchen and make their responsibilities very clear and give them a short training session.
- Create a devos schedule for the week, showing which kitchen staff will be working on breakfast each day and which ones will be able to attend staff devotionals.
- Create a program schedule for the week, showing which kitchen staff will be participating in evening and session each day and who will be in the kitchen during those times.

During Each Week:

- Prepare as a kitchen, breakfast, lunch, dinner and snack.
- Organize and implement daily kitchen staff prayer time (preferably not in the kitchen).
- Place food orders, checking when food comes in to ensure that proper food has been delivered. Supervise the storage of food items.
- Check in/go over order with designated director before ordering
- Meet with assistant cook on a regular basis to discuss how the kitchen is going.
- Be involved in program when time and energy permits.
- As head cook, time should be spent more in supervising, teaching, and encouraging of the kitchen staff and non-kitchen staff than in performing kitchen tasks.
- Conduct evaluation of kitchen staff with the program director.
- Perform any other tasks as needed.

8. Assistant Cook

Position: Responsible for general kitchen duties, helping head cook with general administrative duties, supervising other kitchen staff and volunteers and assuming the head cook role when the head cook is not there.

Accountable To: Directing Team,, Head Cook.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Staff Training:

- Think about how you can include Jesus in the kitchen and pray with the kitchen staff.
- Work closely with the head cook on menu and scheduling and become familiar with expectations for the summer and all the people involved.
- Unpack the kitchen and prepare it for the summer.
- Prepare meals for staff.

Duties:

- Help familiarize new kitchen staff.
- Split breakfast prep with other cooks.
- Cooking, cleaning, organizing and unloading of food.
- Help with session and evening game when time and energy levels allow.
- Perform any other tasks as needed.

9. Wellness Person

Position: Responsible for the implementation of the camp health plan, ensuring the health of campers and staff.

Accountable To: Directing Team

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check.

Staff Training Week:

- Think about how Jesus can be included in your program area.
- Contact local physician to establish medical directives.
- Find out who to contact in case of uncertainty (i.e. Doctor on call, emergency rooms).
- Take inventory of wellness centre and buy supplies with approval of directors.
- Implement system for the distribution of medication.
- Post emergency contact information.
- Be thoroughly aware of camp crisis response outline, and camp health issues documents (Ontario Camping Association).
- Make sure first-aid equipment is readily available throughout the camp site.

Duties:

- **Registration:** Meet with parents and be aware of health issues with campers. Review health forms and note allergies and disabilities.
- Provide care and comfort for sick or injured children.
- Distribute meds to children and staff.
- Keep thorough and complete records (follow up on accidents/injuries – record using incident reports – these need to be stored properly).
- Document all medicine and first-aid administered.
- Contact parents following accidents or hospital trips.
- Make sure directors have access to wellness centre key.
- Medicine must be properly stored and safely locked up. (Wellness centre locked at all times).
- Participation in program/curriculum encouraged.
- **LIMITS AND BOUNDARIES** – in the event that a situation, illness or emergency, occurs that is beyond the basic first-aid training of the wellness person, that person will refer the situation to a professional, such as emergency services, or local medical professionals.
- Perform any other tasks as needed.

10. Outdoor Camp Lifeguard/Program

Position: Lifeguard for outdoor camp, responsible for supervising swimming, canoeing and first-aid on trips. Also responsible for helping plan and execute the program.

Accountable To: Directing Team and Outdoor Camp Leaders

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check.criminal records check.

Staff Training Week:

- Think about how Jesus can be included in your program area.
- Check in with lifeguards about scheduling and supplies.
- Meet with outdoor camp leaders to discuss plans for the summer.
- Help set up outdoor camp.

Duties:

- Lifeguard campers while swimming at the pool and waterfront (while at waterfront need another lifeguard as well.)
- Supervise canoeing time.
- Supervise canoeing and swimming on canoe trips.
- Assist in program and curriculum planning and implementing.
- Provide support for counsellors through interaction and supervision of campers.
- Perform other tasks as needed.

11. Maintenance

Position: Responsible for ensuring a clean and safe site, working with the Site Manager, helping with session and program.

Accountable To: Directing Team

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check.criminal records check.

Staff Training Week:

- Think about how Jesus can be included in your program area.
- Check in with site manager about scheduling and supplies.
- Meet with camp directors to discuss plans and schedules for the summer.
- Play an active role in keeping the site clean and safe for family camp.

Duties:

- Keeping camp site clean and safe.
- Daily sanitization of washrooms and shower rooms.
- Conduct daily safety checks of the site (in accordance with OCA guidelines)
- Small maintenance and repair jobs.
- Involved in evening game, session and other program areas.
- Perform any other tasks as needed.

12. Outdoor Leader

Position: Responsible for the operation of Outdoor Camp and other duties.

Accountable To: Directing Team

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Staff Training Week:

- Lead training sessions.
- Think about how Jesus can be included in your program area, meet and pray with Outdoor Camp team.
- Set up Outdoor Camp.
- Plan program and curriculum for Outdoor Camp.
- General site prep.

Duties:

- Run Outdoor Camp program.
- Do counsellor/ program person evaluations.
- Participate in Perm Staff evaluations.
- Other aspects of job to be discussed with Directors.
- Perform any other tasks as needed.

13. Senior Counsellor

Position: Responsible for one cabin, supervising and interacting with the campers in that cabin each week.

Accountable To: Directing Team

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check.criminal records check.

Staff Training Week:

- Grow as a team with the other counsellors.
- Plan for the summer, activities and fun themes with the campers.
- Think about how Jesus can be included in the cabins, pray with other counsellors.

Duties:

- Counsel in a cabin
- Supervise and interact with campers.
- Be responsible for your campers.
- Be a role model for newer counsellors.
- Supervising and leading campers ages 8-18 during daily activities.
- Learn about each camper through friendly interactions.
- Tend to the needs of individual campers.
- Actively participate in training and meetings.
- Recognize and respond to opportunities for problem solving in the group.

- Providing opportunities for the group so that each individual experiences success during camp.
- Setting a good example for campers and others including cleanliness, punctuality, sharing clean-up and chores, sportsmanship, and table manners.
- Encourage respect for personal property, camp equipment, and facilities.
- Perform other tasks as needed.

14. Special Counsellor

Position: Responsible for one-on-one supervising and interacting with special needs children, including children with physical and mental disabilities or behavioural issues. Will generally interact and sleep with one cabin group each week.

Accountable To: Directing Team.

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check. criminal records check.

Staff Training Week:

- Grow as a team with the other counsellors.
- Plan for the summer, activities and fun themes with the campers.
- Think about Jesus and how he might influence campers, pray with counselling team.

Duties:

- Counsel in a cabin.
- Supervise and interact with campers.
- Be responsible for your campers.
- Be a role model for newer counsellors.
- Perform any other tasks as needed.

Temporary Summer Staff

We also hire staff on a weekly basis to accommodate persons who cannot commit to an entire summer.

15. Counsellor

Position: Responsible for one cabin, supervising and interacting with the campers in that cabin each week.

Accountable To: Directing Team.

Level of Screening: Due to the high (this statement is a required piece of information that needs to be communicated and should be in the job descriptions.

Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check.criminal records check.

Duties:

- Counsel in a cabin.
- Supervise and interact with campers.
- Be responsible for your campers.
- Be a role model for newer counsellors.
- Perform any other tasks as needed.