(Rev 2015)

**PREREQUISITES:**

* A mature individual who respects and is open to Christian values and beliefs.
* Minimum age 23 years preferred, with experience in camping and camp programming. Some previous experience or background in Christian Education and leadership development would be an asset.
* Ability to meet and deal with people and to work with a wide range of people.
* A self-starter, able to motivate people in a positive manner, able to delegate responsibilities.
* Must have the ability to create and implement programs.
* Must enjoy working with youth from a wide diversity of backgrounds and abilities.
* Must have strong organizational skills.
* Must hold a valid driver’s license and be insurable.
* Must complete or have completed a staff medical form, Child Abuse Registry and Criminal Record checks and comply with the “Leading with Care” policy of The Presbyterian Church in Canada.
* Must have Standard First Aid.

**RESPONSIBLE TO:** Camp Geddie Executive Director

**PRE-CAMP RESPONSIBILITIES:**

1. Visit the camp and become familiar with the special features, points of interest, and opportunities it affords and become familiar with the general camp schedule and all aspects of the camp program.
2. Take advantage of every camp training opportunity possible. Attend all pre-camp training sessions for the camp staff.
3. Consider the resource materials selected by the Program Committee for Bible Study and consider ways in which it could be implemented.
4. Secure and read background materials that will help in preparation for the camp program.
5. Consider ways with which to relate the work of Program staff to the Bible Studies and camp philosophy.
6. **Ensure that all camp programs that are being planned have a purpose and reflect Camp Geddie philosophy and goals.**
7. Meet with Program staff and with counselors to review and assist in planning their tasks.

**DUTIES AND RESPONSIBILITIES** (During the camping season):

1. Assist the Executive Director, as requested, in all aspects of camp life.
2. Coordinate with school groups for arrival and departure times and create the program for the day accordingly.
3. To oversee the daily program as outlined by the Camp Program Committee. The program currently includes Morning Watch duties, Bible Study, Mission Study, recreation, worship/vespers, singing, Tuck, snack, Sunday morning worship, etc.
4. Create the daily and weekly schedule for each camp session.
5. Oversee the work of counselors and program staff, in absence of Executive Director.
6. Develop additional items for the program such as theme days, special meals, rainy day activities, etc. in cooperation with Program Assistant.
7. In cooperation with the counselors and program staff, coordinate the scheduling of cookouts, unit campfires, hikes, etc.
8. Arrange for the involvement of the Chaplain as a resource person, especially for counselors in the preparation of Bible Study, Vespers, Morning Watch, Cabin Prayers, and Mission Study.
9. Arrange for some staff Bible Study opportunities with the Chaplain.
10. As needed, offer support to counseling staff in leading Bible Studies with campers.
11. In consultation with the Program Staff, maintain an inventory of all supplies.
12. As requested by the Camp Executive Director offer appropriate evaluations for program staff, counselors, volunteer staff and weekly counselors.
13. Provide “first level” camper and staff discipline, in absence of Executive Director.
14. Regularly (daily, when possible) meet with the Camp Executive Director to discuss program with the intent of improving present or future camp life as it relates to the philosophy of Camp Geddie as a progressive Christian Camp. Any major program changes suggested during any camping session may be implemented only following appropriate discussion with the Camp Director and with his/her approval. Suggestions should be documented and presented in the “End of Season” report.
15. It is recommended that the Program Director keep a journal for reference purposes that will reflect all aspects of the program from day to day and which will document both successful and unsuccessful efforts and ideas during each camp session.
16. Complete the “End of Season” report on the Camp Program. The report should contain observations and suggestions regarding planning and delivery of the program. An evaluation of the entire camp program as it was experienced from the perspective of Program Director should be included. Please include recommendations for the next year and submit the report before leaving on the last day of employment. All reports should be delivered directly to the Camp Executive Director and will be confidential.

**TIME OFF:**

1. Designated time between the closing of one camp until the opening meeting of the following camp. All staff are required to leave the camp site for time off between camps.
2. Other times as may be designated and mutually agreed upon in consultation with the Camp Executive Director.

**EVALUATION:**

* An evaluation will be provided by the end of the first half of the camping season and at the end of the employment term. An opportunity will be given to discuss each with the Camp Director.
* Less formal evaluations, either written or verbal will take place throughout the summer as the need arises.