

CAMP GEDDIE MINISTRY DESCRIPTION CIT INSTRUCTOR

(Rev 2011)

- A mature individual, with experience in camping and camp programming. Some previous experience or background in Christian Education and leadership development would be an asset.
- Must have the ability to meet, to deal with and to work with a wide range of people.
- Should be able to motivate people in a positive manner.
- 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 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 The Presbyterian Church in Canada
- Must have Standard First Aid
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RESPONSIBLE TO: Camp Geddie Executive Director

PRE-CAMP RESPONSIBILITIES:

1. Be present at the camp beginning on a date agreed upon with the Camp Executive Director and become familiar with the special features, points of interest, and opportunities it affords. Become familiar with the general camp schedule and all aspects of the camp program.
2. Survey the resource materials selected by the Program Committee.
3. Take advantage of every camp training opportunity possible. Attend all pre-camp training sessions for the camp staff.

DUTIES AND RESPONSIBILITIES (During the camping season):

1. To develop lesson plans and teach sessions for:
 - A. **Soft skills** such as group dynamics, leadership styles, listening, affirmation, self-evaluation, inclusion, leadership ethics.
 - B. **Hard skills** such as canoeing, hiking, environmental awareness, out tripping skills, swimming, and risk taking.
2. To design appropriate counseling sessions challenging the LIT assumptions, encouraging their gifts and stretching their experience and minds.

3. To order supplies needed for the summer with the Camp Executive Director's approval and within budget limits.
4. To organize and maintain the smooth running of the LIT site, program and equipment.
5. To incorporate Camp Geddie's commitment to the environment and stewardship of resources in sessions and daily life.
6. To assist staff members in supervision of LIT's by providing them with clear instructions and expectations.
7. To assist other staff members in motivating and utilizing LIT's to enhance cabin life and work with campers.
8. To work with the Program Director, and Assistant Program/ LIT instructor in providing opportunities for programming with the LIT's for a total camp community experience.
9. To develop resources and equipment for the LIT program, trips and special projects.
10. To coordinate with the Camp Executive Director and the Program Director: out trips, special programs, cabin assignments, general schedule, work projects, special guest or resource people, and courses (ie. first aid, etc.)
11. To be a positive force and influence with the staff, campers and public at all times.
12. To provide periodic evaluation of LIT candidates as directed by the Camp Executive Director.
13. To engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
14. Periodically when time permits, 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 Executive Director and with his/her approval. Suggestions should be documented and presented in the "End of Season" report.
15. It is recommended that the LIT instructors 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 LIT Instructor 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.

17. Direct 'Camp in your Backyard' camps as needed, and supplement other camp positions as required.”

TIME OFF:

1. Designated time between the closing of one camp until the opening meeting of the following camp.
2. Other times as may be designated and mutually agreed upon in consultation with the Camp Executive Director.

EVALUATION:

- A written evaluation will be provided at the end of the first month 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.