# (Rev 2015)

**PREREQUISITES:**

* Mature individual, at least 18 years of age or older who respects and is open to Christian values and beliefs.
* Must hold a current Bronze Medallion Award (R.L.S.S.).
* Must hold a current Canoe Nova Scotia Instructors Certification or equivalent.
* Must be organized and creative.
* 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:** Program Director/Camp Executive Director

**PRE-CAMP RESPONSIBILITIES:**

1. Visit the camp to become familiar with the boat house, equipment available- canoes, life-jackets, paddles, etc. Make any recommendations regarding purchase and/or repairs needed at least one month prior to the first camp.
2. Organize lesson plans based on 5 or 6 teaching days. Make allowance for 1-2 rainy day sessions, with activities/games to supplement teaching sessions.
3. Be prepared to assist with evening sports. Plan games/activities or “sports” for groups of 12 up to 72+ campers, ages 7-8, 9-11, 12-14, and 15-17 years of age.
4. Meet with the Camp Director and the Program Director at least two weeks prior to the camp opening to have the canoe program approved.
5. Become familiar with the general camp schedule and all aspects of the camp program.
6. 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. Organize, teach, and directly supervise the canoeing program. Lesson plans for each lesson during the week are to be submitted to the Program Director.
2. Promote water safety on the lake at all times.
3. Be responsible for the proper use and maintenance of water safety equipment and canoes.
4. Be present at all pre-camp meetings.
5. Assist in the organization and distribution of “Tuck” and evening snack.
6. Assist the Program Staff in the planning and running of the Sports/Recreation/Games program.
7. Live on the campsite while camp is in progress.
8. Engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
9. Periodically perform unrelated duties when asked to do so by the Program Director (i.e. sleeping in cabins).
10. Participate in the rest of the camp program as time permits.

12. It is recommended that staff 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.

13. Complete the “End of Season” report on the Program to include an inventory of related equipment. 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 the Canoe Instructor may be included. Please include recommendations for 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. One evening session per camp, to be arranged in consultation with the Camp Director and Program Director at the beginning of each camp.
2. From the closing of one camp until the opening meeting of the following. All staff are required to leave the camp site for time off between camps.

**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.