(Rev 2015)

**PREREQUISITES:**

* Mature individual, at least 18, who respects and is open to Christian values and beliefs with experience in fine arts; music, drama, etc.
* Must be able to lead a group (ages 7 and up) in a sing-song
* Must be organized, creative and flexible
* Must enjoy working with children from a wide diversity of backgrounds.
* 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 camp site and its facilities, equipment available, points of interest and opportunities it affords. Make any recommendations regarding purchases.
2. Organize lesson plans based on 5 or 6 teaching days. Make allowance for 1-2 rainy day sessions and ensure that the appropriate instruments, props and supplies are on hand. Report any needs to the Program Manager.
3. Be prepared to assist with evening sports. Plan games/activities or “sports” for groups of 12 up to 70+ campers, ages 7-8, 9-11, 12-14, 15-18 years of age.
4. Meet with the Camp Director and Program Director at least two weeks prior to the camp opening to have the Music, Crafts and Drama program approved.
5. Become familiar with the general camp schedule and all aspects of the camp program.
6. Take advantage of and participate in 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 Music, Crafts and Drama program. Lesson plans for each lesson during the week are to be submitted to the Program Director.
2. Work cooperatively with the Program Director, Camp Executive Director and other Program Staff in implementing the total camp program; ie vespers, worship, campfire. Assist the Program Director and Counsellors with ideas for Mission Study, Bible Study, Special Events, etc.
3. Report to the Business Manager on an ongoing basis any supplies that may be needed.
4. Assist in the organization and distribution of “Tuck” and evening snack.
5. Be present at all pre-camp meetings.
6. Live on the campsite while camp is in progress.
7. Engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
8. Be responsible for appropriate instruction and/or program on rainy days.
9. Perform unrelated duties when asked to do so by the Program Director (i.e. sleeping in cabins).
10. Assist the Program Staff in the planning and running of the Sports/Recreation/Games evening program.
11. Participate in the rest of the camp program as time permits.
12. Lead or arrange leadership for Noon Singing Times for camp.
13. Lead or arrange leadership for end of camp variety show each camp session.
14. 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.
15. Complete the “End of Season” report on the Music, Crafts and Drama Program to include an inventory of music/drama 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 Music, Crafts and Drama Program 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 Director and will be confidential.

**TIME OFF:**

1. One evening each camp arranged in consultation with the Camp Director and Program Director.
2. From the closing time 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.

**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.