(Rev 2015)

**PREREQUISITES:**

* Mature individual, at least 18, with good physical stamina who respects and is open to Christian values and beliefs.
* Must be able to work cooperatively with others.
* Must enjoy working with children from a wide diversity of backgrounds. Experience in dealing with children is an asset.
* Must be organized, creative, flexible and patient.
* Experience leading Bible Studies with children is an asset.
* 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 and Camp Executive Director

**PRE-CAMP RESPONSIBILITIES:**

1. Visit the camp to become familiar with the special features, points of interest and opportunities it affords.
2. Take advantage of local library or additional resources to find ideas for games, crafts, skits or stunts that can be used during the summer season. Notify the Program Director of item that might be purchased for the camp.
3. Develop Bible Study lessons for different age ranges given study materials. Create additional or alternative activities to illustrate lessons.
4. Become familiar with the general camp schedule and all aspects of the camp program.
5. 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. GENERAL
2. Coordinate the activities for work, play and life with a unit (12+ campers) together with a co-counsellor.
3. Prepare to lead a Bible Study for campers. Plan ways of including weekly staff in leading Bible Studies. The Program Director and Chaplain-in-Residence will serve as resource persons.
4. Lead or assist with devotions either in unit or camp-wide setting as decided by the Program Director.
5. Assist the Program Director and other Program Staff in the planning and implementation of special events (Theme Days, etc.).
6. Schedule daily order of unit activities in consultation with unit members.
7. Perform other duties as they are required as determined by the Program Director and Executive Director with generosity and team spirit.
8. Be present at all pre-camp meetings.
9. Live on the campsite while camp is in progress.
10. Expected to engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
11. CAMPERS
    * Greet campers and their parents upon arrival and provide appropriate arrival activity.
    * Ensure that campers follow rules and regulations set by staff and the Camp Geddie Committee.
    * Be responsible for general safety, cleanliness and control of the unit.
    * Be available and accessible to offer guidance to campers.
    * Encourage campers to take an active role in planning of all unit activities (cookouts, campfire programs, vespers, etc.).
    * Plan activity with unit for “UNIT TIME” period instead of “free time”.
    * Ensure that campers are on time and prepared for activities like swimming, crafts, canoeing, etc.
    * Organize and help campers to perform daily duties like dishes, garbage, etc.
    * Encourage appropriate table manners and behavior in the dining hall and maintain control of the table at which you sit.
    * Assure that at least one counselor is present in the cabin at night at all times to ensure campers are settled in bed within an appropriate time frame.
    * Provide an appropriate example at all times to the campers. Lead by example and uphold the Camp Geddie philosophy of Christian camping.
    * Be aware that perception is reality in the eyes of any visitors to the campus.
    * Be prepared to assist in tidy-up following the last day of each session and on the last day of the camping season before departing.
12. REPORTS
    * 1. 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.
      2. Complete the “End of Season” report on the season’s Program. The report should contain observations and suggestions regarding planning and delivery of the camping program. An evaluation of the entire camp program as it was experienced from the perspective of the Counsellor 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:**

* From the closing time of one camp to the opening meeting of the next. All staff are required to leave the camp site for time off between camps.
* And as arranged with the Program Director and Camp Executive Director. Full time counselors are eligible for one morning, afternoon or evening session off per camp.

**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 Executive Director.
* Less formal evaluations, either written or verbal will take place throughout the summer as the need arises.