(Rev 2015)

**PREREQUISITES:**

* Mature individual, at least 18 years of age with interest and/or experience in environmental studies (i.e. wildlife, ecology and earth education), who respects and is open to Christian values and beliefs.
* Background knowledge in environmental issues, nature studies, astronomy, outdoor games and sciences like biology, forestry, ecology, etc.
* Must be a self starter and be able to develop and implement an outdoor program for youth ages 7 and up.
* Must have physical stamina and enjoy working with children from a wide diversity of backgrounds and abilities.
* 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 special features, equipment and materials available, natural terrain and opportunities it affords. Make any recommendations regarding purchases needed well in advance of the first camp.
2. Organize lesson plans based on 5-6 teaching days. Make allowance for 1-2 rainy day sessions, with activities/games to supplement teaching sessions.
3. Take advantage of local library, university library, Nova Scotia Museum or other resource facilities to find ideas for nature hikes, astronomy, nature games and other related topics.
4. 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.
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.
7. Meet with the Program Director at least two weeks prior to the camp opening to have the Outdoor Education Program approved.
8. The camp recommends attendance at Nova Scotia Outdoor Leadership Development Programs, especially those with respect to Environmental Interpretation.
9. Ensure that all camp programs that are to be implemented have a purpose and complement the Camp Geddie philosophy.

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

1. To organize, teach, and directly supervise the Outdoor Education Program as approved by the Program Director.
2. Be present at all pre-camp meetings.
3. Live on the campsite while camp is in progress.
4. Engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
5. Be responsible for appropriate instruction and/or program on rainy days.
6. Unrelated duties may be performed when asked to do so by the Camp Director (i.e. sleeping in cabins).
7. Assist the Program Staff in the planning and running of the Sports/Recreation/Games evening program.

1. Participate in the rest of the camp program as time permits.
2. Perform unrelated duties when asked to do so by the Program Director.
3. Assist in the organization and distribution of “Tuck” and evening snack.
4. 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.
5. Complete the “End of Season” report on the Outdoor Education Program to include an inventory of 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 Outdoor Education 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.