(Rev 2015)

**PREREQUISITES:**

* Mature individual, 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.
* Experience leading children’s Bible Studies 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. At an arranged time, meet with the Camp Executive Director, Program Director and the Program staff prior to the camping season to work on Bible Study, Mission Study and all other camp programs.
3. Develop tentative 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. Assist in the coordination of activities for work, play and life with a unit (12+ campers) together with a co-counsellor.
3. Assist in preparation and in leading Bible Study for a unit of campers. 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 and co-counsellor(s).
7. Perform other duties with generosity and team spirit as they are required as determined by the Program Director and Executive Director.
8. Be present at all pre-camp meetings.
9. Live on the campsite while acting as a counselor while camp is in progress.
10. Engage in an ongoing program to maintain a 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 behaviour 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.

C. GENERAL

* Be aware that perception is reality in the eyes of any visitors to the campus.
* Be present at all appropriate pre-camp meetings and participate in any on-going training sessions as scheduled.
* Attend daily staff meetings and any staff devotions and/or Bible Studies.
* 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.
1. 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.

1. 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 camp program as it was experienced from the perspective of the Weekly Counsellor may be included. Please include recommendations for next year and submit the report before leaving on the last day of the last camp for the season. All reports should be delivered directly to the Camp Director and will be confidential.

**TIME OFF:**

1. On a daily basis, one (1) unit block as arranged in co-operation with your co-counsellor. **NOTE:** If a volunteer or Weekly counselor is present at two or more consecutive camps they are eligible for one morning, afternoon, or evening session per each consecutive camp. This time is arranged in consultation with the Camp Executive Director and Program Director at the beginning of each camp.
2. From the closing time of one camp to the opening meeting of the next camp. All staff are required to leave the camp site for time off between camps.

**EVALUATION:**

* Informal evaluations, either written or verbal will take place throughout the summer as the need arises.