(Rev 2018)

**PREREQUISITES:**

* Mature individual, at least 18 years of age, with experience in mission education who respects and is open to Christian values and beliefs.
* Must be able to research and create a viable Mission Program.
* Must be creative and organized.
* Must be able to work with children in small and large groups.
* Must enjoy working with children from a wide diversity of backgrounds.
* Must complete 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 and CPR.

**RESPONSIBLE TO:** Program Director/Executive Director

**DUTIES AND RESPONSIBILITIES:**

1. Become familiar with the camp site and its facilities, equipment available, points of interest and opportunities it affords. Make any recommendations regarding purchases to the Program Director/Executive Director.
2. Organize lesson plans based on 5 or 6 teaching days. Make allowance for 1-2 rainy day sessions and ensure that the supplies are on hand. Report any needs to the Program Director.
3. Meet with the Executive Director and Program Director at least two weeks prior to the camp opening to have the Mission program approved.
4. Be prepared to assist with evening sports. Plan and lead games/activities or “sports” for groups of 12 up to 70+ campers, ages 7-8, 9-11, 12-14, 15-18 years of age as directed by the Program Director.
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.
7. Organize, teach, and directly lead the Mission program. Lesson plans for each lesson during the week are to be submitted to the Program Director.
8. Take responsibility for organizing the mission money donated by campers and determine where the money will be sent at the end of the camping season. The receiving organization should be related to your summer program.
9. Work cooperatively with the Program Director, Executive Director and other Staff in implementing the total camp program; ie vespers, worship, campfire.
10. Report to the Business Administrator on an ongoing basis any supplies that may be needed.
11. Assist in the organization and distribution of “Tuck” and of evening snack.
12. Live on the campsite while camp is in progress.
13. Engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
14. Periodically perform counselor duties on top of program duties when asked to do so by the Executive Director or Program Director (i.e. sleeping in cabins, leading Bible Study, being present with campers outside of program time).
15. Provide an appropriate example at all times to the campers. Lead by example and uphold the Camp Geddie philosophy of Christian camping.
16. Participate in the rest of the camp program as time permits.
17. 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.
18. Complete the “End of Season” report on the Mission Program and store all program related supplies and resources. 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 Mission Animator 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 Executive Director and will be confidential.

**TIME OFF:**

1. One evening each camp arranged in consultation with the Executive 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.