(Rev 2018)

**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 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 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 to the Executive Director/Program Director.
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 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 every camp training opportunity possible. Attend all pre-camp training sessions for the camp staff.
7. Meet with the Program Director and Executive Director at least two weeks prior to the camp opening to have the Outdoor Education Program approved.
8. The camp recommends attendance at CANSPEI Certification courses as applicable.
9. Ensure that all camp programs that are to be implemented have a purpose and complement the Camp Geddie philosophy.
10. To organize, teach, and directly supervise the Outdoor Education Program.
11. Live on the campsite while camp is in progress.
12. Engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
13. Be responsible for appropriate instruction and/or program on rainy days.
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. Work cooperatively with the Program Director, Executive Director and other Staff in implementing the total camp program; ie vespers, worship, campfire.
16. Participate in the rest of the camp program as time permits.
17. Perform unrelated duties when asked to do so by the Executive Director/Program Director.
18. Assist in the organization and distribution of “Tuck” and evening snack.
19. Provide an appropriate example at all times to the campers. Lead by example and uphold the Camp Geddie philosophy of Christian camping.
20. 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.
21. 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 Counselor 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 Executive Director.
* Less formal evaluations, either written or verbal will take place throughout the summer as the need arises.