(Rev 2018)

**PREREQUISITES:**

* Mature individual, at least 18 years of age or older who respects and is open to Christian values and beliefs.
* Must hold a current Paddle Canada Introduction to Lakewater Certification or equivalent.
* Must be organized and creative.
* 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 boat house, equipment available- canoes, life-jackets, paddles, etc. when you first arrive in the pre-season. Make any recommendations regarding purchase and/or repairs needed at least one month prior to the first camp.
2. Organize lesson plans based on 5 or 6 teaching days. Make allowance for 1-2 rainy day sessions, with activities/games to supplement teaching sessions.
3. Be prepared to assist with evening sports. Plan and lead games/activities or “sports” for groups of 12 up to 72+ campers, ages 7-8, 9-11, 12-14, and 15-17 years of age as director by the Program Director.
4. Meet with the Executive Director and the Program Director at least two weeks prior to the camp opening to have the canoe program approved.
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. Organize, teach, and directly supervise the canoeing program. Lesson plans for each lesson during the week are to be submitted to the Program Director.
8. Promote water safety on the lake at all times.
9. Be responsible for the proper use and maintenance of water safety equipment and canoes.
10. Assist in the organization and distribution of “Tuck” and evening snack.
11. Work cooperatively with the Program Director, Executive Director and other Staff in implementing the total camp program; ie vespers, worship, campfire.
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. Participate in the rest of the camp program as time permits.
16. Provide an appropriate example at all times to the campers. Lead by example and uphold the Camp Geddie philosophy of Christian camping.
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 Program to include an inventory of related 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 Canoe 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 Executive Director and will be confidential.

**TIME OFF:**

1. One evening session per camp, to be arranged in consultation with the Executive Director and Program Director at the beginning of each camp.
2. From the closing of one camp until the opening meeting of the following. 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.