(Rev 2023)

**Requirements:**

* Must be 18 years or older, having completed a high school education.
* Minimum 2 years of camp or child/youth work experience.
* Must have a valid driver’s license and be insurable.
* Criminal Record Check completed by May 1st.
* NS Child Abuse Registry completed by May 1st.
* Valid Standard First Aid (Basic First Aid completed between September 2021 and December 2023 will be accepted).
* Submit a completed job application and 2 References.
* Submit a Staff Health Form (this will be kept confidentially with the medical counsellor and only looked at in the event of a medical emergency).
* Attend (mandatory) Staff training.
* Attend Leading with Care training and follow Leading with Care policies and procedures.
* Must hold values that align with Camp Geddie:
  + Camp Geddie is a Christian Camp that is affiliated with the Presbyterian Church in Canada.
  + Camp Geddie has campers from a diverse background, and we strive to ensure all campers are welcomed and affirmed, regardless of their sex/gender identity, socio-economic status, cultural/ethnic/racial background, religion, family background, etc.
  + Camp Geddie is an inclusive camp that affirms the gender identity and expression of each camper and staff. Staff must be willing to use campers/staff pronouns and chosen names.
  + Camp Geddie offers a gender-neutral cabin. While staff will not be required to be in a gender-neutral cabin, they must be respectful of the gender identity/expression of campers/staff.
* Adhere to Christian values and have an ability/willingness to teach about the Bible to campers and staff.
* Be aware of the staff manual and the policies and procedures.
  + This will be covered in staff training and staff will be given a copy of the staff manual.
* Staff must have a backpack, watch, notebook, water bottle, and Bible during camp season.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

* Secure and read the Business Administrator USB drive that will help in preparation for the camp program.
* Keep the Business Administrator USB drive up to date.
* In collaboration with the Executive Director, Answer the phone, check voicemails and communicate with parents about camp.
* In collaboration with the Executive Director, Register campers using the Camping Class Manager system and email parents about their campers upcoming camp.
* Greet parents on opening and closing days of camp, ensure all registration information is correct and process any required payments.
* Gather video, pictures, and audio material to share with parents on closing day and for promotional material.
* Place orders for food and cleaning supplies. Drive to town to pick up food, tuck, cleaning and program supplies, in consultation with the kitchen staff, Program Director, Executive Director and other staff as needed.
* Record all spending made by the camp for supplies and relay all information/ receipts to the camp treasurer.
* Meet weekly with the treasurer to deliver receipts, registration money and discuss financial needs of the camp.
* Ensure camp clothing store is stocked and there is a float to give customers change.
* Assist the Executive Director, as requested, in all aspects of camp life.
* In cooperation with the kitchen staff and Executive Director, coordinate the scheduling and preparation of cookouts, twilight campfires, and picnic meals.
  + For example, if the campers do a picnic, on the first day of that camp the program director will coordinate with the kitchen staff how this will be done and ensure the kitchen staff have the necessary information.
* Assist in the organization and distribution of “Tuck” and evening snack preparation.
* Check in with kitchen staff to ensure they have everything they need and to build a relationship between the kitchen and rest of the camp staff.
* Provide support to any program or cabin counsellors who need assistance.
* Work cooperatively with the Program Director, Camp Executive Director and other Program Staff in implementing the total camp program; ie vespers, campfire.
* Attend admin training prior to staff training:
  + Plan staff training.
  + Review admin specific policies and procedures.
  + Set up the admin offices and medical cabin.
  + Prepare the upstairs lodge for staff.
  + Plan staff devotions for staff training.
  + Prepare schedules/plans for the first session of camp.
  + Go over the staff manual, reviewing policies and procedures.
  + Each admin will have job specific duties to do during this training.
* Attend daily admin meetings (meetings will be held following the regular staff meeting, unless otherwise noted):
  + Discuss any staff issues/conflicts.
  + Discuss any pertinent issues from incident reports.
  + Review the upcoming camp (campers, numbers, cabin lists, activities, etc.).
  + Spend intentional time in prayer as an admin team.
* Serve as a ‘witness’ for the medical counsellor when needed (if admin is all unavailable, medical will ask a program staff to serve as witness).
  + The medical counsellor and one admin will be in the medical cabin to administer/witness medication for campers.
* Serve as a ‘witness’ for any necessary conversations with staff or campers.
  + If there is an issue with a camper or staff where there needs to be a 3rd party present to witness the conversation, an admin staff will sit in on the conversation.
* Provide first level camper discipline, in absence of Executive Director.
* Serve as the first point of contact during any crisis/unordinary situation.
  + i.e., In the event of a power outage, the admin team will meet together to discuss a plan and communicate with the rest of the staff.
* At least one admin is to be in the Main Lodge (main floor) at all times from the start of breakfast until end of campfire (exception to this is during staff meeting).
* Answer the phone when it rings, greet and sign in any visitors.
* Be available to make photocopies for program/cabin staff.
* Only one admin staff can take a block off at a time, and town runs should be coordinated with admin staff, so they do not conflict with admin blocks off as much as possible.
* Maintain confidentiality- Admin are not to share private information with non-admin staff, this includes conversations at admin meetings, information from incident reports, staff conflicts, or camper issues.
* Be leader and mentor to program/counsellor staff: Admin lead by example and set the tone for the rest of the staff. Admins need to ensure they are maintaining appropriate boundaries with staff, leading by example for both staff and counsellors, and disengage from any conflict among the staff.
* Complete the “End of Season” report on the Camp Program. 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 Business Administrator should be included. Please include recommendations for the next year and submit the report before leaving on the last day of employment. All reports should be delivered directly to the Camp Executive Director and will be confidential.
* Note: While Admin have larger responsibilities than program/counsellor staff, they do not have the authority to discipline staff. Any disciplinary issues are to go to the Executive Director who will consult with Personnel if needed. Additionally, while the executive director may consult with the admin team on issues, the admin team does not “outrank” the executive director.

**ALL STAFF DUTIES AND RESPONSIBILITIES:**

* Nurture Personal faith during the camp season:
  + Attend Staff Bible Study.
  + Participate in prayers at staff meetings, meals, and other times.
  + Active engage in Sabbath Day activities.
* Lead Campers and Staff by Example:
  + Appropriate language and conversations.
  + Adhering to curfew.
  + Following Camp rules and policies.
  + Ensuring camp is a safe environment for campers and staff.
* Active participation from the start of the 3rd bell until lights out:
  + This includes participating in Morning Flagpole, all meals, snack, tuck, evening sports, vespers, and campfire.
  + Level of Participation is based on the needs of the leader running the program.
    - For example: The Program Director may need leaders to play a sport one night, run a sports station another night, and simply be extra “eyes” another night.
* Serve as a ‘head’ or ‘foot’ during mealtimes (exception is Medical Counsellor); in the event that there are extra staff available during mealtimes, staff should rotate with each other to ensure everyone has meals “off”.
  + The head of the table will serve the campers food, the foot will clear dishes.
  + One staff member must always be at the table during mealtimes.
* Attend Daily Staff meetings (half of the cabin staff will watch cabins during this time on a rotational basis):
  + All staff are expected to bring a notebook and take notes during the meeting.
  + All staff are expected to participate in the daily “check-in.”
  + Staff are encouraged to bring up camper issues at the staff meeting.
    - Issues involving another staff member or issues that would typically be considered confidential should be addressed with an admin. Staff should not be airing their grievances with each other at staff meetings.
* Attend Daily Staff Bible Study (half of the cabin staff will watch cabins during this time on a rotational basis):
  + Bible Study occurs during the afternoon rest period. All Admin & program staff are expected to attend unless they are on their block off or have previously spoken with the Executive Director or Chaplain. The cabin staff who did not attend the staff meeting are expected to attend.
* Write Incident Reports when necessary.
* Maintain confidentiality when dealing with camper or staff issues.
* All paid summer staff are to reside on site during the camp season. They are expected to go home in between camps (approximately 48 hours off).
  + Admin and Program staff will have their own private room upstairs in the lodge. They must sleep in their own room while camp is happening and if they stay on site in between camps.

**TIME OFF:**

1. Designated time between the closing of one camp until the opening meeting of the following camp. All staff are expected to leave the campsite for time off between camps. Exceptions can be made for staff members who are 18+ and reside outside of Pictou County in discussion with the Executive Director.
2. One period of 45 minutes a day, in consultation with other admin positions.
3. One block of time off (ranging from 4-6 hours) during a camp longer than 4 days.
4. Other times may be designated and mutually agreed upon in consultation with the Executive Director.

**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.