(Rev 2023)

**Requirements:**

* Must be 18 years or older, having completed a high school education.
* Criminal Record Check completed May 1st.
* NS Child Abuse Registry completed May 1st.
* Valid Standard First Aid (Basic First Aid completed between September 2021 and December 2023 will be accepted).
* Must have the Waterfront canoe instructor course from Paddle Canada or equivalent or be available to take the course.
* 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:**

* 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.
* Organize, teach, and directly supervise the canoeing program.
  + Organize age and skill appropriate lesson plans based on 5 or 6 teaching days.
  + Have backups in the event of extreme heat or inclement weather.
* Promote canoe and water safety on the lake at all times.
  + Teach campers how to properly wear life jackets, and ensure that all campers, staff, and visitors are properly wearing life jackets.
  + Teach campers what to do if a canoe flips over.
  + Teach campers how to canoe.
* Maintain the Boathouse:
  + Ensure lifejackets are put away at the end of each day.
  + Ensure canoes are tied up when not in use.
  + Ensure canoes are put back at the end of each camp.
* Regularly monitor the weather.
  + Adjust canoe program as needed due to weather.
* During staff meetings, inform staff of the plan for the day and how many counsellors are needed for the program.
* In coordination with the Program Director, plan TREC activities.
* Assist in the organization and distribution of “Tuck” and evening snack.
* Help with dishes after meals and assist cabin counsellors with their duties as needed.
  + 3 Program staff will do dishes on a rotational basis, the additional program staff will help the cabin counsellors with their daily duties.
* Provide a Program Plan to the Executive Director and Program Director.
  + Novice 1 requires 1 day of programming.
  + Mini Junior requires 2 days of programming.
  + Junior requires 3 days of programming.
  + Pre-Teen requires 4 days of programming.
  + Intermediate requires 5 days of programming.
* Participate/Help with other programs/activities throughout the day.
  + Program Staff are expected to be at Flagpole, Supervise during meals/snack/tuck, participate in evening sports, engage, and supervise Vespers and Campfire.
  + Program Staff will typically have cabin Bible Study off to finalize their program planning, and one period off. If they have an additional period off, they are expected to join another program to offer extra help.
* If needed, serve as a witness for the medical counsellor (this is only if admin is unable.
  + In the event a program staff is needed to witness for the medical counsellor, they will go to the medical cabin to witness and once this is finished they will leave and return to their activity.
* Be available on cabin hill during bedtime and help cabin leaders as needed.
  + On a rotational basis with other program/admin staff, they will be outside on cabin hill to provide support to counsellors who need additional help with their cabin.
* If needed, fill in for a cabin counsellor.
  + This may include sleeping in a cabin or joining a unit for a period.
* Submit any necessary certifications (i.e., Lifeguard certification, Canoe certification).

**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, during camper bible study.
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.