**Requirements:**

* Preference will be given to those 16 years or older.
* 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.

**DUTIES AND RESPONSIBILITIES:**

* Become familiar with the general camp schedule and all aspects of the camp program.
* Lead a unit of campers (10+ campers) through daily programming with a co-counsellor.
	+ Counsellors need to know their daily schedule provided by the Program Director at the opening day meeting.
	+ Ensure campers have the appropriate clothing for their activities.Counsellors will be advised at the morning staff meeting what clothing (i.e., shoes) campers will need for programs.
	+ Bring their unit to each of the activities and actively participate in each activity based on the needs of the program. Participation may be active (i.e., being in the water) and is up to the discretion of the program leader how much involvement counsellors need to do.
	+ The program leader will advise counsellors during the morning staff meeting how many counsellors they need for their program and what counsellors will need to do during their program.
* Lead daily Bible Study for the unit, in partnership with their unit co-counsellor. Bible Study material will be provided to the counsellors during training.
* Caring for campers entrusted to your care, which includes but is not limited to the following:
	+ Live/sleep in cabin with campers for the duration of the camp and be available for camper needs that may happen overnight. Each cabin will have a minimum of 2 cabin counsellors.
	+ Greet campers and their parents upon arrival and provide appropriate arrival activity.
	+ Ensure that campers follow rules and regulations set by staff and the Camp Geddie Committee.
	+ Be responsible for general safety, cleanliness and control of the unit and cabin.
	+ Be available and accessible to offer guidance to campers.
	+ Encourage campers to take an active role in planning of all unit activities (cookouts, campfire programs, vespers, etc.).
	+ Plan activity with your unit for UNIT TIME periods.
	+ Organize and help campers to perform daily duties like dishes, garbage, etc.
	+ Encourage appropriate table manners and behavior in the dining hall and maintain order at the table at which you sit.
	+ Assure that at least one counsellor is present in the cabin at night at all times to ensure campers are settled in bed within an appropriate time frame.
* Regularly count their unit to ensure all campers are present.
	+ Campers should never be left unsupervised.
	+ Before each activity, counsellors will confirm all campers are present.
	+ When traveling between activities, one counsellor will lead the unit and one unit will be at the end, no camper should be behind the last counsellor.
* Do daily duties with their unit.
	+ Each morning units will be assigned 1-2 ‘daily activities’, these may include planning vespers or campfire, taking out the garbage/recycling, sweeping/mopping the main floor of the lodge, setting up for meals, and cleaning the washhouse.
	+ Counsellors will be given a checklist to follow, and additional support will be available as needed.
	+ Counsellors will work with the campers to ensure duties are done correctly.
* Supervise campers during the afternoon rest period.
* Assist the Program Director and other Program Staff in the planning and implementation of special events (Theme Days, etc.).
* Perform other duties as they are required at the direction of the Program Director and Executive Director with generosity and team spirit.

**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 1st 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 their co-counsellor.
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.