(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.
* Valid driver’s license and being insurable is an asset.
* Criminal Record Check completed May 1st.
* NS Child Abuse Registry completed May 1st.
* Valid Standard First Aid.
* Anaphylaxis Training (available free through allergyaware.ca).
* Mental Health First Aid training is an asset.
* 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:**

* Provide medical care for all staff and campers.
* Ensure all staff have submitted a completed health form.
  + After the close of the final camp, the medical counsellor will put staff health forms in a sealed envelope and give it to the business admin to file.
* Clean and stock the Medical Cabin of the Camp.
  + Ensure over the counter medication is stocked and not expired.
  + Check first-aid kits and restock as necessary.
  + Check AED.
  + Check EpiPens and ensure they are not expired.
  + Ensure the medical cabin has a safe needle disposal box.
    - These are free through the pharmacy, if there is no box in the medical cabin, inform the business admin.
  + Ensure there are blank health forms, medical logs, and other documents that may need to be filled out.
* Provide for training sessions for all staff members for use of EpiPen.
* A week prior to each camp, the medical counsellor should review any medical concerns for campers and connect with parents about any health concerns that may need accommodations or training.
  + For example, if a camper is a Type 1 Diabetic, should the camp have Dextrose tablets, will the camper need an ability to charge their phone to monitor their Dexcom.
* During Opening Day Meeting, the medical counsellor will advise staff of all medical/health concerns listed on the registration health form.
  + Medical Counsellor will update staff at staff meetings of any additional health concerns that were mentioned during camper drop-off.
* Inform Kitchen staff of food related health concerns prior to the camp starting.
* Greet parents on opening day.
  + Receive health forms.
  + Have blank health forms available for parents as needed.
  + Receive medication and instructions.
* Return medication to parents on closing day.
  + Inform parents of any medical issues
* Administer medication as required.
  + Keep logs of all medication given to campers, along with the witness.
* Provide support to campers with special needs.
* Be constantly vigilant in monitoring the health and welfare of all campers during all activities.
* Accompany injured campers/staff to the hospital in cases of emergency.
* Medical Counsellor will sleep in the Medical Cabin during the camp sessions.
  + Note: the medical cabin is not a social hang out for the staff, aside from the medical counsellor, staff should only be in the medical cabin for the purpose of assisting with medical care for campers.
  + The medical cabin will remain locked when the medical counsellor is not in the building.
* Medical Counsellor will be in the medical cabin prior to meals and immediately following the campfire to ensure medications are dispensed.
  + The medical cabin will have a sign on the front door indicating where the medical counsellor is at all times.
  + Medical Counsellor will always have a charged walkie-talkie on them.
* When the Medical counsellor is not in the medical cabin, they are to be actively engaging in camp activities.
  + Attend and participate in Vespers/Sabbath activities and campfire.
  + Presence at the flagpole in the morning and evenings.
  + Help with setting up evening sports (as able/needed) and help supervise the evening activities, tuck, and snack.
  + Drop in on different program activities.
* In partnership with the Executive Director, contact parents in the event of any significant health concerns of campers.
* Keep Medical Center and First Aid Kits stocked for both summer and year-round needs.
* If a volunteer nurse is available, provide orientation and support for the volunteer nurse.
* 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.
* 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.
* 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.
* 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 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).

**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 in consultation with the Executive director in finding a volunteer medical counsellor replacement.
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.