

Cook(s)

Accountable to:

- The Residential Camp Director(s)
- Selected by the Camp Director(s).

Major Area of Responsibility:

- Preparation of meals for the relevant Camping Program.

Duties and Responsibilities:

- Menu planning with cost per camper per day in mind.
- Purchase of food and items related to food service.
- Transport of food to camp, or arrangement of delivery of goods through food suppliers, to camp site.
- Preparation of food, e.g. 40 to 50 campers and 20 to 30 staff.
- Preparation of food for three meals each day, plus snacks, while campers are on site. (E.g. Sunday dinner through Saturday breakfast)
- Supervision of kitchen help.

Qualifications:

- The maturity to undertake the above-noted responsibilities.
- The knowledge and skill to assume the above-noted responsibilities.
- Previous experience in working in an industrial kitchen.
- Consideration given to students from NAIT cooking program or equivalent.
- A Christian life.

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for one complete camp week.

CAMP STAFF AND VOLUNTEER JOB DESCRIPTIONS

Camp Director

Accountable to:

- The Camping Program Sub-Committee
- Appointed by the Bishop in consultation with the Camping Program Sub-Committee

Major Area of Responsibility:

- All aspects of Residential Camp life in the terms of his/her appointment.

Duties and Responsibilities:

- To understand and implement the goals of the camping program, as expressed in the mission statement.
- To attend all meetings of the Camping Program Sub-Committee from appointment to, and including, the meeting following the conclusion of the camping season.
- To assist in the recruiting and screening of residential camp staff.
- To organize staff training before the camp.
- To plan camp programming.
- To be at the camp site for his/her term(s) of appointment.
- To provide Christian leadership, vision and direction to the campers and staff of the residential camp.
- Works with the Camping Program Sub-Committee and its chairperson, and utilizes available resources
- To provide supervision and support for the staff of the residential camp.
- To submit a report to the Camping Program Sub-Committee at the conclusion of the residential camp.
- To attend such community building activities as are organized by the Camping Program Sub-Committee between camping sessions as the director is able.
- Responsible for the health and safety of campers and staff during the camp

- Responsible for day-to-day operations of the camp and its programs.
- To be familiar with and fulfill the Alberta Camping Association Guidelines as set out in the current Standards

Qualifications:

- A Christian life.
- Knowledge and skills in the management, leadership and supervision of residential camp staff.
- Time available to attend Camping Program Sub-Committee meetings, staff training sessions and the appointed camp term(s).
- Active participation in a parish
- Previous experience in Camping Program activities through this or another organization is an asset.
- 30 years of age or older
- Successful completion of all Diocesan screening requirements.
- Recognized Standard /Emergency first aid and CPR an asset

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for the one week term(s).
- Additional time required to program staff training, to program the camp itself, and to write a post camp report.
- Appointment to direct one or more camp weeks starts from the time of appointment until the first post-season Camping Program Sub-Committee meeting.

- Responsible for the campers' safety, *in locum parentis*.
- To provide a Christian role model to the campers.
- To participate and lead, wholeheartedly and enthusiastically, in all camp activities.
- To assist Waterfront staff, under their direction, in supervision of the campers during swimming activities.
- To assist Waterfront staff, under their direction, in teaching safe boating and canoeing skills and practices.
- To assist Crafts personnel in directing craft activities.
- To assist Camp Chaplain &/or Assistant Camp Chaplain with their teaching
- To lead and participate in campfires and other camp activities.
- To accept direction from the camp Director(s).
- To be on camp site for the duration of the residential camp.
- To attend as able such community building activities as are organized by the Camping Program Sub-Committee between camping sessions.
- To support and help other camp staff in their roles.
- Self care

Qualifications:

- An active Christian life.
- Minimum age 16 for Junior Counselors and 18 for Counselors.
- The maturity to undertake the above-noted responsibilities.
- The knowledge and skill to assume the above-noted responsibilities (Bronze Medallion or equivalent, canoeing experience an asset).
- Previous camp experience or counseling is an asset.
- Standard First-Aid and CPR 'C'

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for one complete camp week.

- Responsible for the clean up of the craft area at the completion of their camp.

Qualifications:

- A Christian life.
- Maturity to undertake the above noted responsibilities.
- Knowledge and skill to assume the above noted responsibilities.
- Participation in a parish in a personal program of commitment.
- Previous experience in teaching children and youth is an asset.
- Basic First Aid, Emergency First Aid and/or CPR an asset.

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for one complete camp week, as able

Christian Education Leader

See Chaplain and Assistant Chaplain

Counsellor and Junior Counsellor

Accountable to:

- The relevant Camp Director(s)
- The waterfront staff, when doing waterfront and/or pool activities.
- Selected by the Camp Director(s).

Major Area of Responsibility:

- Supervision, support and leadership of campers.

Duties and Responsibilities:

- To attend pre-camp training sessions as per the Alberta Camping Association Standards.
- To supervise, lead and counsel the campers through their day-to-day activities at the camp.

Assistant Camp Director

Accountable to:

- The Camp Director

Major Area of Responsibility:

- As delegated by the Camp Director

Duties and Responsibilities:

- As delegated by the Camp Director

Qualifications:

- A Christian life.
- Knowledge and skills in the management, leadership and supervision of residential camp staff.
- Active participation in a parish
- Previous experience in Camping Program activities through this or another organization is an asset.
- 25 years of age or older
- Successful completion of all Diocesan screening requirements.
- Recognized Standard /Emergency first aid and CPR an asset

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for the one week term(s).
- Additional time required to program staff training, to program the camp itself, and to write post camp report as delegated by the Director

Camp Chaplain

Accountable to:

- The Bishop, and the Residential Camp Director(s).
- Selected by the Bishop in consultation with the Camping Program Sub-Committee

Major Area of Responsibility:

- Pastor to all at the camp.

Duties and Responsibilities:

- To attend staff meetings
- To act as a liaison between Counsellors/Staff and the Director(s).
- To be on camp site for the duration of the residential camp week in order to provide a presence of ministry.
- To assist other program staff in the day-to-day operations of the camp and its programs.
- To support and help others in their roles.
- To ensure excellence in Christian Education programming
- To attend as able such community building activities as are organized by the Camping Program Sub-Committee between camping sessions.

Qualifications:

- A committed Christian life.
- Maturity to undertake the above noted responsibilities.
- Knowledge and skill to assume the above noted responsibilities.
- Active participation in a parish in a personal program of commitment.
- Standard First Aid, Red Cross Emergency First Aid and/or CPR an asset.
- At least 25 years of age

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for the one week term(s).

Qualifications:

- A Christian life.
- Minimum age 18.
- The maturity to undertake the above-noted responsibilities.
- The knowledge and skill to assume the above-noted responsibilities (at minimum: National Lifeguard Service or equivalent for swimming programs; or, Basic Lake Leader or equivalent for canoeing programs).
- Previous experience in swimming instruction is an asset.
- At the discretion of the Camping Program Sub-Committee, swimming and canoeing responsibilities may be divided among two or more individuals.

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for one complete camp week, as able

Crafts Leader

Accountable to:

- The Residential Camp Director(s)
- Selected by the Camp Director(s).

Major Area of Responsibility:

- Planning and delivery of Craft Program.

Duties and Responsibilities:

- To plan/deliver the Craft Program.
- To purchase necessary supplies within the required budget.
- To assist other program staff in the day-to-day operations of the camp and its program.
- To support and help others in their roles.
- To attend as able such community building activities as are organized by the Camping Program Sub-Committee between camping sessions.
- Responsible for transport and orderly storage of craft materials for camp.

- ♦ An EMT-A or Advanced First Aid of St. John's Ambulance Association, or
- ♦ A First Aid I, meaning Standard Level.
- At least one member of the Medical Personnel must be a holder of a current Cardiopulmonary Resuscitation Certificate (CPR).
- Minimum age 25

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for one complete camp week.

Waterfront Staff

Accountable to:

- The Residential Camp Director(s)
- Selected by the Camp Director(s)

Major Area of Responsibility:

- The camp Waterfront/Pool and Waterfront/Pool activities.

Duties and Responsibilities:

- To supervise swimming periods and ensure safe swimming practices
- To teach safe boating and canoeing skills and practices during programmed activities.
- Responsible for the safety of ALL campers and staff participating in waterfront activities.
- Responsible for the appearance and cleanliness of all waterfront areas.
- Responsible for the canoes, paddles and life jackets.
- Responsible for the presence of reach assists, life lines, and other necessary safety equipment at the waterfront/pool
- To be on camp site for the duration of the residential camp as able
- To attend as able such community building activities as are organized by the Camping Program Sub-Committee between camping sessions.

Assistant Camp Chaplain

Accountable to:

- The Camp Chaplain, Director and the Bishop
- Selected by the Bishop in consultation with the Camping Program Sub-Committee and the Camp Director(s).

Major Area of Responsibility:

- To assist the Camp Chaplain in their duties.

Duties and Responsibilities:

- To attend staff meetings when required.
- To assist as pastor to the camp as directed by the chaplain
- To be on camp site for the duration of the residential camp week in order to provide a presence of ministry as able
- To assist other program staff in the day-to-day operations of the camp and its programs.
- To support and help others in their roles.
- To attend as able such community building activities as are organized by the Camping Program Sub-Committee between camping sessions.

Qualifications:

- A committed Christian life.
- Maturity to undertake the above noted responsibilities.
- Knowledge and skill to assume the above noted responsibilities.
- Active participation in a parish
- Standard First Aid, Emergency First Aid and/or CPR an asset.
- At least 18 years of age

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for the one week term(s), as able

Music Director

Accountable to:

- The Residential Camp Director(s)
- Selected by the Camp Director(s) in consultation with the Camping Program Sub-Committee

Major Area of Responsibility:

- Planning and delivery of Music Program.

Duties and Responsibilities:

- To plan/deliver the Music Program.
- To purchase necessary supplies within the required budget.
- To assist other program staff in the day-to-day operations of the camp and its program.
- To support and help others in their roles.
- To attend as able such community building activities as are organized by the Camping Program Sub-Committee between camping sessions.
- Responsible for transport and orderly storage of necessary materials for camp.

Qualifications:

- A Christian life.
- Maturity to undertake the above noted responsibilities.
- Knowledge and skill to assume the above noted responsibilities.
- Active participation in a parish
- Previous experience in teaching youth and choral music is an asset.
- Standard First Aid, Emergency First Aid and/or CPR an asset.

Time Required:

- Staff Training – one or more weekend days in Spring, as per the Alberta Camping Association Standards
- Personal attendance at camp for one complete camp week, as able

Medical Personnel

Accountable to:

- The Residential Camp Director(s)
- Selected by the Camping Program Sub-Committee in consultation with the Camp Director(s).

Major Area of Responsibility:

- To provide medical services for all campers and staff while camp is in session.

Duties and Responsibilities:

- To attend pre-camp training sessions
- To provide first-aid to campers and staff
- To supervise the administration of ALL drugs, including prescription and over-the-counter drugs, to campers and staff.
- To promote camper/staff health throughout the camp.
- To be a Christian role model to the campers.
- To participate in all camp activities, as able
- To be on site for the duration of the camp.
- To make appropriate arrangements with the nearest medical physician, hospital or clinic, in the event of a medical emergency.
- To attend as able such community building activities as are organized by the Camping Program Sub-Committee between camping sessions.
- To fulfill all Alberta Camping Association medical guidelines and requirements as set out in the Standards

Qualifications:

- As established by the *Alberta Camping Association*.
- An adult must be present in residence who is fully responsible to the Camp Director(s) for the health care of all campers and who is either:
 - ◆ A licensed medical physician, or
 - ◆ Currently registered nurse with the AARN, or