



# CAMPS WITH MEANING

## Job Description Manual



Camps with Meaning  
is a ministry of  
Mennonite Church Manitoba

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# SUMMER LEADERSHIP STAFF

## *SUMMER PROGRAM DIRECTOR (SPD)*

Revised November 23, 2015

### ACCOUNTABILITY

- The SPD is directly responsible to the Associate Program Director (APD) in matters related to programming and summer staff and to the Resident Managers (RM) in matters related to facilities, equipment, and permanent staff.
- The SPD will consult with the RM in major decisions regarding summer staff and campers.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Able to inspire others with the gospel.
- Like children.
- Strong organizational skills.
- Ability to communicate with children and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably member of a church, preferably MCM.

### RESPONSIBILITIES

- Work as part of a leadership team in close connection with a co-director
- Formulate specific summer program objectives, together with the APD and RMs.
- Execute a summer program at one or more sites for Camps with Meaning.
- Conduct mid-season evaluation with staff of SPD performance and progress towards camp goals.
- Plan the on-site portion of the staff training and assist in leading STW as requested by the APD.
- Plan for emergencies and train staff to deal with them.
- Lead or coordinate daily and weekly staff meetings and devotions.
- Plan daily schedules including special programs, consulting leaders of those programs where applicable. At CA, work together with the DCD to create schedules that work well for both programs.
- Assign campers and staff to cabins.
- Monitor physical well-being of campers, e.g. sufficient rest, cleanliness, changing clothes.
- Be aware of and mediate relationship problems between staff.
- Plan a closing program to interpret the week's program to parents.
- Coordinate camper registration.
- Ensure camp site is kept clean.
- Maintain camper, staff, and program records and send them to head office.
- Evaluate each staff person according to CwM evaluation policy.
- Interpret Camps with Meaning policies to staff and campers.
- Report weekly to the APD and to the RM to maintain communication.
- Meet regularly with the Camp Pastor to pray for the program.
- Submit an end-of-summer report which assesses achievement of program and other goals, and makes program and staffing recommendations for future.
- Coordinate and supervise evening recreation program, ensuring quality in selection, planning and presentation of activities through modelling and encouragement.
- Help to create a camp community that is inclusive and welcoming to all staff
- Conduct summer staff interviews and assist the APD in staff and volunteer recruitment and placement.

## ***BIBLE INSTRUCTOR (BI)***

Revised November 23, 2015

### **ACCOUNTABILITY**

The BI is directly responsible to the APD for delivery of the Bible curriculum and to the SPDs for other roles.

### **QUALIFICATIONS**

- Proven ability to lead and inspire individuals, small and large groups.
- Able to inspire others with the gospel.
- Like children.
- Ability to communicate with children and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably member of a church, preferably MCM.
- Have a good knowledge of the Bible.
- Preferably have completed course work in biblical or theological studies.

### **RESPONSIBILITIES**

- Transform available space into a children's worship centre.
- Present the daily Bible curriculum using the curriculum provided.
- Adapt all material to make it age appropriate, exciting and effective.
- Oversee worship. This includes but is not limited to the following:
  - Help music leaders choose music appropriate for each day.
  - Monitor and maintain a high quality of music and drama used in worship.
  - Provide a daily visual symbol to represent and summarize worship.
- Use a variety of teaching methods, including stories, skits, object lessons, and visual aids.
- Encourage memorization of Scripture and Bible familiarity.
- Present ideas for integration of Bible Curriculum with other camp activities (ex. Bible in nature).
- Prepare a short presentation for the weekly closing program which summarizes the Bible program.
- Be alert for additional opportunities to use gifts and talents to enhance camp program.
- Assist SPD as assigned.
- Act as "Pastor (or Pastoral Friend) to Campers." This includes:
  - Find opportunities to listen to and reflect on campers' needs.
  - Be aware of questions which campers are expressing about curriculum or faith.
  - Respond to these questions in the Bible group setting.
  - Provide resources for counsellors to deal with these questions.
  - Shape teaching examples according to the needs of campers.
  - Plan evening campfires based on the spiritual needs of the campers.
  - Coach faith stories to be relevant to camper needs.
  - Make self available to pray with campers.
  - Pray for campers needs in private.
  - Provide suggestions and resources to help with cabin devotions and prayers.
  - Lead the occasional cabin devotion or "cabin evening prayer/verspers"
- Provide pastoral support to staff as gifting and time allows.
- Work at connecting with each Camp Pastor and use them as a resource.

## *NATURE INSTRUCTOR (NI)*

Revised November 23, 2015

### ACCOUNTABILITY

- The NI is directly responsible to the APD for delivery of the nature program, to the Resident Managers (RM) in matters related to facilities, equipment, and permanent staff, and to the SPDs for other roles.

### QUALIFICATIONS

- Accept and present Anabaptist/Mennonite Creation theology.
- Proven ability to lead and inspire individuals, small and large groups.
- Able to inspire others with the gospel.
- Passion for God's creation and teaching children to find goodness in nature.
- Likes children.
- Ability to communicate with children and staff.
- Camping experience of at least two years, preferably at Camps with Meaning.
- Preferably have taken courses in Christian education or ecology related courses.
- Knowledgeable in related fields (ex. Ecology).
- Be creative in presenting ideas.

### RESPONSIBILITIES

1. Inspire campers to wonder at God's creation.
2. Use the Bible curriculum as a basis for connecting learnings about creation and the daily theme.
3. Teach campers to be responsible stewards of creation for God, emphasizing our role and responsibility in creation.
4. Share Mennonite biblical beliefs about creation
  - o Tell the Creation Story
  - o Incorporate use of Bible into every lesson
5. Develop basic nature literacy, e.g. names of trees, plants, birds, medicinal benefits of common plants (this can be done through nature activity times as well as campout)
6. Build up the profile of Nature as a fun, exciting activity. Experience the natural setting (don't just talk about it.)
7. With the assistance of other leadership staff, prep camp out supplies and plan the details.
8. Build up campout as an excellent opportunity to experience the wonder of God's Creation. Give leadership to campout and prepare campers and staff to have a successful campout.
  - o Look for ways to assist counsellors with campout/nature activities.
9. AD-V: Plan active AD-V nature lessons. Some extra time may be spent increasing knowledge of nature and planning the program.
10. Koinonia: Help FSC to prepare food for Extreme Green Challenge Week and Wilderness Adventure Week.
11. Assiniboia: Work closely with the Farm Coordinator to deliver the nature program. The NI will be primarily responsible for lesson delivery while the FC will be primarily responsible for farm development.
12. Assiniboia: Together with the Farm Coordinator, in discussion with SPDs, plan and execute programming for farm camp.
13. Provide additional support to leadership team and staff as required. In communication with the summer program directors, look for other ways to lead and assist in programming, staff and camper relations, etc.

## *HORSEMANSHIP COORDINATOR (HC)*

Revised April 22, 2016

### ACCOUNTABILITY

- Responsible to the SPDs in matters related to programming and summer staff.
- Responsible to the RM in matters related to facilities, equipment, animals, and permanent staff.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Like children.
- Ability to communicate with children and staff.
- Preferably camping program experience of at least two years, preferably with Camps with Meaning.
- Good knowledge and skills in riding, caring for horses and equipment.
- Level 1 CHA Instructors Certificate.
- Safety conscious.
- Physically capable of performing duties
- Be in alignment with the goals and values of Mennonite Church Manitoba and CwM.
- Preferably member of a church, preferably MCM.
- Must hold a valid driver's license.

### RESPONSIBILITIES

1. Must adhere to MCM personnel policy
2. Responsible for the Horsemanship Program
  - a. Herd Management
    - i. Feeding Program
    - ii. Record keeping on each horse including purchase and sale, medical needs and treatment, behavioral issues, boarding arrangements.
    - iii. Monitor the health of the herd and inform RM of any concerns or treatments.
    - iv. Budget management in consultation with RM.
  - b. Training and riding program to keep horses fit.
  - c. Develop, in consultation with the SPDs, a summer horsemanship curriculum which meets the needs of the campers and which ties in with the Biblical teachings and principles.
  - d. Develop, in consultation with the RM, a rental group horsemanship curriculum which meets the educational and recreational needs of the guests.
  - e. Give instruction in horsemanship.
3. Supervise and organize barn maintenance.
  - i. Alongside summer wranglers coordinate and supervise barn cleaning and horse care.
  - ii. Carry pails of grain and/or bales. Mucking out the barn.
  - iii. Keep clean all tack (saddles, bridles, cinches, etc.) according to schedule.
  - iv. Washroom, office, and classroom kept clean.
  - v. Grass cut and trimmed around barn and garden areas.
4. Supervise, train, and organize summer wrangler team to accomplish the goals of the horsemanship program
5. In discussion with SPDs, plan and implement the Advanced Horsemanship Level 1 and Level 2 programs.
6. Training
  - a. Attend training events for personal upgrading as needed.
  - b. Train Wranglers to help with the barn activity.
7. Reporting
  - a. Report regularly to the RM on horsemanship, operations, and any needs or concerns.
  - b. Submit an End of Summer Report to the RM and APD – format will be provided
8. Assist SPDs and RM as assigned and as time allows.

## *FARM COORDINATOR (FC)*

Revised April 22, 2016

### ACCOUNTABILITY

- Responsible to the SPDs in matters related to programming and summer staff.
- Responsible to the RM in matters related to facilities, equipment, animals, and permanent staff.

### QUALIFICATIONS

- Enjoy working with children and able to supervise campers
- Knowledge and skills in farm animal care (pigs, chickens, horses, goats, etc.)
- Desire to learn and teach about creation-care, environmentally sustainable agricultural practises, etc.
- Physically capable of performing the duties assigned
- Positive disposition and willingness to learn
- Ability to be a team player
- Flexibility
- Safety consciousness
- Strong organizational skills.
- Open to Camp Assiniboia's methods of gardening and animal care and management.
- Be in alignment with the goals and values of Mennonite Church Manitoba and CwM.
- Preferably member of a church, preferably MCM.
- Must hold a valid driver's license.

### RESPONSIBILITIES

- Must adhere to MCM personnel policy
- Work closely with the Nature Instructor to deliver the nature program. The NI will be primarily responsible for lesson delivery while the FC will be primarily responsible for farm development.
- Maintain strong communication with the Food Services Coordinator to determine the needs of the kitchen.
- Maintain detailed records of produce delivered to the camp kitchen.
- Coordinate livestock purchase and care
  - Help implement feeding program to maintain farm animal health, use resources well.
  - Health care of the farm animals, including awareness of health needs, performing basic care.
  - Feed farm animals, clean up after them, and follow good practices to ensure their safety.
- Keep grass cut and trimmed around barn and garden areas.
- Coordinate camp garden crops to fit the needs of the camp kitchen.
- Take lead role in the planning and implementation of the camp garden.
- Take care of basic maintenance and cleaning needs of barn and stable area.
- Together with the Nature Instructor, in discussion with SPDs, APD, and RM, plan and execute programming for farm camp.
- Budget management in consultation with RM.
- Organize dates and agenda for fall harvest and appoint a person to be in charge if unable to attend
- Report
  - Report regularly to the RM on the farm animals, operations, and any needs or concerns.
  - Submit an End of Summer Report to the RM and APD – format will be provided
- Assist SPDs and RM as assigned and as time allows.



## *INTEGRATION COORDINATOR (IC)*

Revised December 2, 2015

### ACCOUNTABILITY

The IC is accountable to the APD prior to encampment and to the SPDs during camp.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals.
- Able to inspire others with the gospel.
- Like children.
- Strong organizational skills.
- Ability to communicate with children and staff.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably member of a church, preferably MCM.
- Experience working with individuals with disabilities.
- Experience with the CwM Integration Program
- Compassion for and sensitivity to special needs campers
- Must be physically capable of performing the duties assigned.
- Minimum 19 years of age.
- Preferably one year of college education or the equivalent in experience significant for camping.

### RESPONSIBILITIES

Summary: The IC is responsible to facilitate optimum conditions for special needs campers to have a successful camping experience by becoming familiar with their needs and by equipping summer staff to provide appropriate care to integration campers.

#### Specific Responsibilities

##### *Pre-summer*

- The IC must work within camp policies and procedures
- Innovations must be presented to the APD or SPD for approval
- Reading: CWM Integration Resource Binder, past IC reports; Inclusion Manual, History of Integration
- Screen **all** registrations for special needs applicants
- Assess whether or not special needs exist and whether or not these needs can be accommodated by CwM staff and program
- place new and returning special needs applicants
- Provide information on special needs campers to camp staff through reports, training sessions and 1-1 communication, e.g. hygiene, dressing, meals, communication
- Provide program adaptation suggestions for specific campers, e.g. activity areas, Bible, campout, evening recreation
- Give presentation at STW on Integration, training staff to identify and deal with various special needs and training staff on appropriate attitudes, helping staff overcome their fears
- Prepare or update integration resource binders for each camp and office copy
- Provide inclusion training for Integration Counsellors
- One on one workers: Provide orientation materials about CwM expectations, clarify expectations and possible disciplinary procedures with agency.
- Assist in preparation and delivery of ADV program as time permits:

- Interview or arrange for interviews of new applicants (by phone)

*At camp*

- Supervise and assist staff who are working with special needs campers
- Relieve 1-1 workers daily
- Gather post-camp feedback from the Integration Counsellors
- Encourage staff and leadership to take their allotted time off for mental health reasons.
- Call Moose Lake and Koinonia once during the week

*Post camp*

- Write end of summer report on Integration Program
- Send end of summer letters where required, e.g. campers who can come back with or without certain conditions, campers who are too old to return
- Organize IC manual paper files for next IC
- Organize electronic files for next IC, using categories provided by APD.

## *DAY CAMP ASSISTANT DIRECTOR/DAY CAMP BIBLE INSTRUCTOR*

Revised November 24, 2015

### ACCOUNTABILITY

- Directly responsible to the APD for delivery of the Bible curriculum, otherwise to the Day Camp Director

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Able to inspire others with the gospel.
- Like children.
- Strong organizational skills.
- Driver's License and access to a vehicle
- Ability to communicate with children and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably member of a church, preferably MCM.
- Have a good knowledge of the Bible.
- Preferably completed course work in Bible or theology.

### RESPONSIBILITIES

- Transform available space into a children's worship centre.
- Present the daily Bible curriculum using the curriculum provided.
- Adapt all material to make it age appropriate, exciting and effective.
- Oversee worship. This includes but is not limited to the following:
  - Help music leaders choose music appropriate for each day.
  - Provide spoken, dramatic or visual "bridges" or "segues" between songs.
  - Monitor and maintain a high quality of music and drama used in worship.
  - Provide a daily visual symbol to represent and summarize worship.
- Use a variety of teaching methods including stories, skits, object lessons, and visual aids.
- Encourage memorization of Scripture and Bible familiarity.
- Present ideas for integration of Bible Curriculum with other activities (ex. Bible in nature).
- Be alert for additional opportunities to use gifts and talents to enhance camp program.
- Assist Day Camp Director as assigned.
- Act as "Pastor (or Pastoral Friend) to Campers." This includes:
  - Find opportunities to listen to and reflect on campers' needs
  - Be aware of questions which campers are expressing about curriculum or faith
  - Respond to these questions in the Bible group setting
  - Provide resources for teen volunteers to deal with these questions.
  - Shape teaching examples according to the needs of campers
  - Make self available to pray with campers.
  - Pray for campers needs in private.
- Pastoral support to day camp staff as gifting and time allows
- Work at connecting with each Camp Pastor and use them as a resource

## *DAY CAMP DIRECTOR (DCD)*

Revised October 28, 2016

### ACCOUNTABILITY

- The DCD is directly responsible to the Associate Program Director (APD) in matters related to programming and summer staff and to the Resident Managers (RM) in matters related to facilities, equipment, and permanent staff.
- The DCD will consult with the RM in major decisions regarding summer staff and campers.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Able to inspire others with the gospel.
- Like children.
- Ability to communicate with children and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably member of a church, preferably MCM.
- Driver's license and access to a vehicle.
- Ability to create and implement exciting programming.
- Strong organizational skills.

### RESPONSIBILITIES

- Work as part of a leadership team in close connection with the DCBI
- Formulate specific summer program objectives, together with the APD and RMs.
- Execute the day camp program at Camp Assiniboia.
- Plan and execute teen volunteer training as well as sessions for all day camp staff at staff training week.
- Plan for emergencies and train staff to deal with them.
- Lead or coordinate daily and weekly staff meetings.
- Plan daily schedules, working together with CA SPDs to create schedules that work for both programs.
- Place campers in activity groups and assign group leaders and activity leaders.
- Monitor physical well-being of campers.
- Be aware of and mediate relationship problems between staff.
- Coordinate camper registration.
- Ensure camp site is kept clean.
- Maintain camper, staff, and program records and send them to head office.
- Evaluate each staff person according to CwM evaluation policy.
- Interpret Camps with Meaning policies to staff and campers.
- Report weekly to the APD and to the RM to maintain communication.
- Meet regularly with the Camp Pastor to pray for the program.
- Submit an end-of-summer report which assesses achievement of program and other goals, and makes program and staffing recommendations for future.
- Coordinate and supervise evening tasks and activities for day camp staff.
- Help to create a camp community that is inclusive and welcoming to all staff.
- Conduct day camp staff interviews and assist the APD in day camp staff recruitment and placement.
- Coordinate transportation of campers, ensuring adequate staff supervision.

## *SERVANT LEADER IN TRAINING DIRECTOR (SLTD)*

Revised December 1, 2015

### **ACCOUNTABILITY**

The Servant Leader in Training Director is accountable to the APD to prepare, deliver, interpret and evaluate a program to train persons completed Grades 10 and 11 to become servants in the kingdom of God and to qualify as Junior Counsellors, Activity Leaders or Support Staff at camp.

### **QUALIFICATIONS**

- Proven ability to lead and inspire individuals, small and large groups.
- Able to inspire others with the gospel.
- Like children.
- Ability to communicate with children and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to children and staff, including such specifics as unity of belief and deed, teaching of attitudes of service, emphasis on peace and justice, importance of Christian community.
- Preferably member of a church, preferably MCM.
- Strong organizational skills.

### **RESPONSIBILITIES**

- Organize all aspects of the program in consultation with the APD.
- Recruit SLT's in consultation with APD, e.g. speak with MCM church youth leaders.
- Interview all SLT applicants.
- Assist APD in SLT staffing placements.
- Organize a one week training program which includes discipleship, servant-hood, and gift discernment.
- Training program also to incorporate Bible study, spiritual formation, leadership development, explanation/experience in camp roles such as support staff, and counselling.
- Scout and organize a Creation Adventure out-trip.
- Assist Koinonia Food Services Coordinator with out-trip food prep.
- Supervise any counsellor(s) in charge of the SLT's during Training Week or Creation Adventure.
- Counsel and encourage individual SLT's in spiritual growth as needed and as able, or refer to other resources.
- Supervise the behaviour of the SLT's, including curfew and free time.
- Provide or facilitate an evaluation of each SLT and discuss it with them.
- Decide whether SLT is ready for further placements after program ends and recommend placements to APD.
- Deliver a written end of summer report that follows the guidelines supplied by the APD.
- Other duties as assigned, e.g. office duties.
- Observe SLTs in their observation weeks.
- Equip any staff supervising SLT's to evaluate them.
- Optional: plan and organize a post-summer gathering, in October or November.

# COUNSELLORS

## *SENIOR COUNSELLOR (SC)*

Revised 2006-08-03

### ACCOUNTABILITY

The Senior Counsellor is accountable to the Summer Program Director.

### QUALIFICATIONS

- Must enjoy being with children in a cabin setting.
- Minimum of 18 years of age and completed high school.
- Demonstrates an appropriate degree of responsibility for working with children
- Has completed a Servant Leader in Training program and received a recommendation of suitability; OR one of the following
  - has previous experience supervising groups of children
  - has completed a babysitting certificate or other child care course
- Preferably at least one year of education or life experience after high school.
- Note: a person who meets the above criteria except for the last point will be designated as a "Counsellor-18", and will be allowed to be in charge of a cabin.

### RESPONSIBILITIES

- Live in the cabin with 8 campers.
- Get to know each camper personally through spending one on one time with them.
- Assume responsibility for the health and welfare of campers entrusted into his/her care.
- Assume responsibilities for leadership and guidance to the campers in daily living, with special attention to:
  - personal hygiene and safety
  - camper participation in cabin and all-camp activities
  - cabin cleanliness
  - meals
- Interpret the Christian faith to the campers through living and learning experiences, especially at teachable moments, and encourage spiritual growth. Find an opportunity with each camper to discuss their spiritual questions or interests.
- Serve as a positive Christian model to campers in language, actions and attitudes.
- Organize and lead daily devotions with the cabin group.
- Assume responsibility for leadership and guidance in building community in the cabin, with special attention to:
  - building up self-worth of individuals
  - facilitating relationships between campers
  - camper participation in planning, decision-making and sharing duties.
  - encouraging a high level of morale
- Integrate developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Counsellor.
- Assume responsibility for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Implement informal programming with own cabin group during free time.
- Lead campers in an overnight camp out.
- Complete all evaluations and forms as requested by SPD.
- Supervise and encourage any Counsellor, Junior Counsellor or SLT's assigned to cabin.

## *COUNSELLOR*

### ACCOUNTABILITY

The Counsellor is responsible to the Senior Counsellor, or will work in cooperation with a co-Counsellor.

### QUALIFICATIONS

- Must enjoy being with children in a cabin setting.
- Must have completed Grade 12.
- Preferably has completed Servant Leader in Training program.

### RESPONSIBILITIES

- Live in the cabin with 8 campers.
- Get to know each camper personally through spending one on one time with them.
- Assume responsibility for the health and welfare of campers entrusted into his/her care.
- Assume responsibilities for leadership and guidance to the campers in daily living, with special attention to:
  - personal hygiene and safety
  - camper participation in cabin and all-camp activities
  - cabin cleanliness
  - meals
- Interpret the Christian faith to the campers through living and learning experiences, especially at teachable moments, and encourage spiritual growth. Find an opportunity with each camper to discuss their spiritual questions or interests.
- Serve as a positive Christian model to campers in language, actions and attitudes.
- Organize and lead daily devotions with the cabin group.
- Assume responsibility for leadership and guidance in building community in the cabin, with special attention to:
  - building up self-worth of individuals
  - facilitating relationships between campers
  - camper participation in planning, decision-making and sharing duties.
  - encouraging a high level of morale
- Integrate developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Counsellor.
- Assume responsibility for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Implement informal programming with own cabin group during free time.
- Lead campers in an overnight camp out.
- Complete all evaluations and forms as requested by SPD.
- Supervise and encourage Junior Counsellors or SLT's placed in the cabin.

## *JUNIOR COUNSELLOR (JC)*

### ACCOUNTABILITY

The Junior Counsellor is responsible to the Senior Counsellor.

### QUALIFICATIONS

- Must enjoy being with children in a cabin setting.
- Must have completed Grade 10.
- Must have completed Servant Leader in Training program.

### RESPONSIBILITIES

- Live in the cabin with 8 campers.
- Get to know each camper personally through spending one on one time with them.
- Assist the Senior Counsellor (SC) with responsibilities for leadership and guidance to the campers in daily living, with special attention to:
  - personal hygiene and safety
  - camper participation in cabin and all-camp activities
  - cabin cleanliness
  - meals
- Assist the SC in interpreting the Christian faith to the campers through living and learning experiences, especially at teachable moments, and encourage spiritual growth.
- Serve as a positive Christian model to campers in language, actions and attitudes.
- Under the supervision of the SC, organize and lead one daily devotion.
- Assist the SC with responsibility for leadership and guidance in building community in the cabin, with special attention to:
  - building up self-worth of individuals
  - facilitating relationships between campers
  - camper participation in planning, decision-making and sharing duties.
  - encouraging a high level of morale
- Assist the SC with responsibilities for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Assist with program and other activities as the campers take part in them.
- Assist the SC in integrating developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Counsellor.
- Assist the SC with responsibilities for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Assist with program and other activities as the campers take part in them.
- Assist the SC in implementing informal programming with own cabin group during free time.
- Assist the SC in leading campers in a overnight camp-out.
- Complete all evaluations and forms as requested by SPD.



## *SERVANT LEADER IN TRAINING (SLT)*

### **ACCOUNTABILITY**

The Servant Leader in Training is responsible to the Servant Leader in Training Director during the two-week training session. The SLT is responsible to their Senior Counsellor during practicum and the SLTD during the two observation weeks.

### **QUALIFICATIONS**

- Must enjoy being with children in a cabin setting.
- Must have completed Grade 10.
- Must be enrolled in Camps with Meaning SLT program.

### **RESPONSIBILITIES**

- Live in the cabin with 8 campers.
- Get to know each camper personally through spending one on one time with them.
- Assist the Senior Counsellor (SC) with responsibilities for leadership and guidance to the campers in daily living, with special attention to:
  - personal hygiene and safety
  - camper participation in cabin and all-camp activities
  - cabin cleanliness
  - meals
- Assist the SC in interpreting the Christian faith to the campers through living and learning experiences, especially at teachable moments, and encourage spiritual growth.
- Serve as a positive Christian model to campers in language, actions and attitudes.
- Under the supervision of the SC, organize and lead one daily devotion.
- Assist the SC with responsibility for leadership and guidance in building community in the cabin, with special attention to:
  - building up self-worth of individuals
  - facilitating relationships between campers
  - camper participation in planning, decision-making and sharing duties.
  - encouraging a high level of morale
- Assist the SC with responsibilities for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Assist with program and other activities as the campers take part in them.
- Assist the SC in integrating developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Counsellor.
- Assist the SC with responsibilities for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Assist with program and other activities as the campers take part in them.
- Assist the SC in implementing informal programming with own cabin group during free time.
- Assist the SC in leading campers in a overnight camp-out.
- Complete all evaluations and forms as requested by SPD.
- Observe and learn from the Senior Counsellor (SC).
- Upon successful completion of the practical experience portion, SLT's will be considered Junior Counsellors for future service.

## *TEEN VOLUNTEER (TV)*

Revised December 8, 2015

### ACCOUNTABILITY

The Teen Volunteer is responsible to the Day Camp Director.

### QUALIFICATIONS

- Must enjoy being with children.
- Must have completed Grade 9.

### RESPONSIBILITIES

- Either live responsibly in a cabin with the other day camp staff or commute to CMU daily in order to ride the bus to Camp Assiniboia with the Day Campers.
- Be willing to take your turn as the Bus Supervisor.
- Be present with your activity group of Day Campers.
- Get to know each camper personally through spending one on one time with them.
- Serve as a positive Christian model to campers in language, actions and attitudes.
- Assist the Senior Counsellor (SC) with responsibilities for leadership and guidance to the campers in daily living, with special attention to:
  - personal hygiene and safety
  - camper participation in group and all-camp activities
  - meals
- Assist the SC with responsibility for leadership and guidance in building community, with special attention to:
  - building up self-worth of individuals
  - facilitating relationships between campers
  - camper participation in planning, decision-making and sharing duties.
  - encouraging a high level of morale
- Assist the SC in interpreting the Christian faith to the campers through living and learning experiences, especially at teachable moments, and encourage spiritual growth.
- Assist the SC with responsibilities for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Assist with program and other activities as the campers take part in them.
- Assist the SC in integrating developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Counsellor.
- Assist the SC with responsibilities for interpreting the rules, policies and traditions of the camp to the camper and obtaining camper cooperation with same.
- Assist with program and other activities as the campers take part in them.
- Assist the SC in implementing informal programming with own activity group during free time.
- Complete all evaluations and forms as requested by the DCD.

# ACTIVITIES

## *ACTIVITY LEADER*

Revised December 8, 2015

### ACCOUNTABILITY

Activity leaders are directly responsible to the Summer Program Director for delivery of program and to the Resident Manager for care of equipment and supplies.

### QUALIFICATIONS

- Leadership knowledge and ability.
- Ability to get along with and motivate others to fulfil responsibilities.
- Be able to appropriately adapt area of specialty to age group.
- Possess a level of skill/interest in the specialty area and be able to communicate this to others.
- Know safety requirements of the specialty area.

### RESPONSIBILITIES

- Be familiar with relevant Manitoba Camping Association Standards.
- Plan and submit to SPD the week's lessons before camp.
- Foster Christian character and growth through activity.
- Work within the total camp program and cooperate with other staff members.
- Help campers relate activity to spiritual objectives.
- Help plan activity so that campers have fun, make measurable progress in skill, and participate in the planning and carrying out of plans within activity.
- Practice and teach safety standards for activity area.
- Adjust activity to meet individual needs.
- Teach skills required for activity.
- Keep accurate records of lesson activities.
- Communicate environmental awareness and responsibility in all program areas.
- Promote out-trips related to your activity area, e.g. canoe, horse, bike.
- Ensure best practises for care of equipment are being followed.
- Report all damaged equipment to the RM.
- Participate in the rest of the camp program as requested by the SPDs.

## ***WRANGLER***

Revised December 8, 2015

### **ACCOUNTABILITY**

Responsible to the Horsemanship Coordinator and Summer Program Director.

### **QUALIFICATIONS**

- Like children.
- Be flexible with good disposition and work as part of a total camp team.
- Knowledge and skills in horsemanship, caring for horses and equipment, skills in riding.
- Ability to supervise campers and enforce rules.
- Willingness to learn.
- Willingness to serve and to perform tasks beyond those assigned.
- Safety conscious, flexible and open to Camp Assiniboia's methods of horse care and horse management.

### **RESPONSIBILITIES**

The Horsemanship Coordinator (HC) will be in overall charge of the riding program; weekly wranglers will be responsible to HC. The HC will assign tasks and supervise assistant wranglers, rides, and all other duties.

Duties may include:

- Participate in training, orientation, and evaluation; explain procedures and policies.
- Be on time and give full attention to work.
- Practice and teach safety standards at all times.
- Relate to groups on personal level.
- Chores: muck out the barn and carry pails of grain and/or bales.
- Grooming of horses as when necessary, according to needs.
- Feeding horses.
- Bringing the horses in the morning as required (this will mean early rising on a daily basis).
- Watch for saddle sores or other sores or injuries, and treat appropriately or notify Head Wrangler.
- Have horses ready on time for scheduled rides.
- Actively participate in teaching appropriate to individual skill and knowledge.
- Discipline and/or work a horse as assigned.
- Care for equipment as instructed by the Horsemanship Coordinator.
- Participate in the rest of the camp program as requested by the SPDs.

## *LIFEGUARD/ASSISTANT LIFEGUARD*

Revised December 8, 2015

### **ACCOUNTABILITY**

The Lifeguard is responsible to the Summer Program Director for the safe and efficient running of all waterfront and pool activities.

### **QUALIFICATIONS**

- holds a current CPR Level C or higher
- holds one of the following
  - St. John Ambulance Standard First Aid
  - Red Cross Standard First Aid
  - Lifesaving Society Aquatic Emergency Care
  - Lifesaving Society Standard First Aid
  - Criti Care, Inc. Standard First Aid
- Holds the Lifesaving Society National Lifeguard Service Award
- Is 16 years of age or older

### **ASSISTANT LIFEGUARD**

- holds a current CPR Level C or higher
- holds one of the following
  - St. John Ambulance Standard First Aid
  - Red Cross Standard First Aid
  - Lifesaving Society Aquatic Emergency Care
  - Lifesaving Society Standard First Aid
  - Criti Care, Inc. Standard First Aid
- holds one of the
  - Current Lifesaving Society Bronze Cross
  - Current lifesaving society Award of Distinction
- Minimum age 16

### **RESPONSIBILITIES**

- Responsible for the safety of all individuals in the pool or waterfront area.
- Be familiar with relevant Manitoba Camping Association Standards.
- Re: MCA Standard 10M6: Staff trained for aquatic emergencies: Ensure that at on-site orientation, the lifeguard trains staff to assist in supervision during large group swim and response to aquatic emergencies.
- Act as lifeguard whenever pool or waterfront is being used for camp activities.
- Maintain a well-equipped first aid kit.
- Enforce all rules and regulations for the use of the pool or waterfront.
- In case of accidents, notify health officer, summer program director, or resident manager.
- In conjunction with the program director, organize and implement all waterfront activities.
- Responsible for the care and storage of all pool/waterfront equipment.
- Assist with staff training both pre-camp, and during camp.
- When pool/waterfront is not in use, the lifeguard will assist with camper/cabin activities as assigned by the camp director.
- Ensure a ratio of 1 adult to 10 campers is maintained for all waterfront activities.
- Explain weekly to campers the signs of a swimmer in trouble.
- Responsible to check water and weather conditions daily, including currents, sandbar activity, lightening/thunder activity, wind, etc.

- At Assiniboia, responsible for pool, i.e. vacuuming, water testing and general cleanliness of pool and pool area (including washrooms) and other pool maintenance as instructed by the Resident Manager.
- At Koinonia/Moose Lake
  - responsible for keeping beach area safe and clean;
  - responsible to check all life jackets weekly for wear and tear and report needs for repair and replacement .
- At Assiniboia -- ASSISTANT LIFEGUARD responsible to the lifeguard. Must assist lifeguard in fulfilling his/her responsibilities.
- Provide program activities to enhance enjoyment of swim time by campers.
- In the instance where the Health Officer is unavailable, a qualified staff member will act as Health Officer. This will normally be the Lifeguard. Health Officer to inform SPD if he/she will be unavailable. SPD to inform Lifeguard.

## *CHILD CARE-GIVER*

### **ACCOUNTABILITY**

The Child Care-Giver is accountable to the parents of the children cared for and the Summer Program Directors.

### **QUALIFICATIONS**

- Must be able to entertain children.
- Must be safety conscious.
- Minimum of 14 years of age.
- Recommended: graduate of babysitting course.
- Must have child-care experience.

### **RESPONSIBILITIES**

- Introduce self to parents of the children at beginning of week.
- Discuss with parents the interests of the children.
- Plan a daily program for the children taking care not to interfere with camp programming.
- Focus full attention on the children.
- Keep children occupied during parents' critical work hours.
- Consult with recreational leaders to arrange time for children to enjoy recreational programs.
- Check plans with parents daily.
- Consult with Summer Program Director as to staff privileges, if any, e.g. use of staff lounge.
- Get adequate rest.

### **NOTE**

- The Child Care Worker must attend any orientation meetings provided at Staff Training Week.

# SUPPORT STAFF

## *CAMP PASTOR (CP)*

Revised December 8, 2015

### ACCOUNTABILITY

The Camp Pastor is accountable to the Summer Program Director (SPD)

### QUALIFICATIONS

- Ability to relate with young adults and campers.
- The Camp Pastor will be either a minister of a Mennonite Church Manitoba congregation or a (lay)person recognized by their congregation as having pastoral gifts.

### RESPONSIBILITIES

- Contact SPD in advance to discuss suitable devotional topics for week assigned (avoid duplication)
- Reside at camp for the week, providing a ministry of presence.
- Attend staff meetings, Bible Sessions and Firesides.
- Lead worship (devotions) for counselling staff. Suggestions below.
- Lead a separate worship (devotions) for support staff. Ask Manager to help schedule this.
- Connect with the Program Directors daily and pray with them for needs of the staff and campers.
- Provide encouragement to the Bible Instructor daily.
- Pray daily and specifically for the ministry of the camp.
- Provide spiritual and emotional support for staff at all levels through prayer and conversation.
- Give additional encouragement to staff who have special needs that week.
- Invite persons to share their prayer requests for themselves or the ministry
- Share impressions on the effectiveness of the camp's ministry with the leadership team
- Report to the Associate Program Director on impressions of the ministry.
- Be available to assist as gifted and upon request with daily Bible Lessons
- Participate in the "Invitation to faith" on Thursday evening – as encourager, prayer, if requested as presenter, or as counsel-giver for both campers and staff
- Be available as a friend also to the year round staff – they are sometimes overlooked.

### OPTIONAL

- Read the current Bible Curriculum before camp (summary attached)
- Attend the camp pastor orientation session (if provided)
- Talk with the SPDs about the type of role you'd like to fill (i.e. are you more of an up-front person? Behind-the-scenes helper? Do you enjoy story-telling? Shepherding?)
- Share your faith story with the campers, either at Fireside or cabin devotions (arrange with SPD)
- Offer to help staff answer camper's faith questions



## *SUMMER LONG CAMP PASTOR*

Revised December 8, 2015

### **CAMP ACCOUNTABILITY**

- Day to Day: Summer Program Director
- End of summer, periodic, overview: Interim Program Director of Camps with Meaning

### **AMBS PRACTICUM PROGRAM ACCOUNTABILITY:**

- Supervisor (See Congregationally Supervised Pastoral Education handbook from AMBS)

### **QUALIFICATIONS**

- well grounded in Anabaptist theology
- ministry experience with youth and young adults
- committed to the ministry of prayer
- prior camp experience (love of creation!)
- experience teaching Bible to children, youth and young adults

### **TASKS**

- build meaningful relationships with summer staff
- pray regularly for the specific and general needs of the camp staff
- present or facilitate daily worship times (devotions) for counselling staff and support staff
- discern and speak words of growth into the lives of summer staff (encouragement, challenge etc.)
- hold staff accountable to growth goals (provide support for staff reflection and growth week to week)
- be a part of the blessings/commissioning of the actual camp site for the summer season
- model and encourage staff in spiritual disciplines
- mentor Bible Teacher with encouragement, advice, feedback
- stay in communication at all times with the summer leadership
- equip staff in ministry areas such as preparing devotions, faith stories
- be present at and assist with Staff Training Week
- be in communication with Summer Leadership and Year Round Site Staff prior to camp starting
- gather resources for both staff and camper devotions
- help staff transition to the world and church after camp
- help discern which staff issues require counselling which is beyond the scope of the camp

### **PREPARATION**

- read Confession of Faith in an Anabaptist Perspective on topics related to summer theme
- read Summer Bible Curriculum and related scriptures
- reflect and think about potential spiritual and support scenarios at camp:
  - the Bible Teacher provides enthusiastic lessons but scripture is not handled accurately.
  - a staff person is asking for assistance for vocational direction.
  - the camp staff as a whole show evidence of cliques.
  - a camper has made an abuse or suicide disclosure
  - a staff displays self centeredness in the way they draw attention to themselves in using their gifts.
  - a staff person experiences a strange spiritual occurrence at evening fireside

### **REMUNERATION**

- pay: this would need to be a voluntary position however, room and board would be provided
- expenses: we would be willing to assist with travel expenses on an individual basis

## *CAMP HEALTH OFFICER*

*updated July 23, 2008*

### ACCOUNTABILITY

The Health Officer is responsible to the Summer Program Director.

### QUALIFICATIONS

- Must be currently registered RN, LPN, or EMR/EMT (please bring certificate and a photocopy for the Summer Program Director to keep in their files)
- Current CPR certification
- Current first-aid certification desirable
- Willingness to remind staff of basic health practices, e.g. hygiene
- Organizational ability and thoroughness
- Patience and gentleness
- Adaptability
- Preferable: interest and skills in helping campers with emotional difficulties

### RESPONSIBILITIES

- Read Health Officer Manual
- respond to emergencies such as injuries
- respond to illnesses of campers and staff; advise SPD as to staff or campers who should be sent home to recuperate from illness or to avoid spreading contagious disease
- assess camper health at registration
- assess camper health during designated slot on Monday (check with SPD)
- Inform Counsellors of any campers with special needs (e.g. allergies) and how to assist with them
- inform kitchen staff of all food allergies and special diets
- update the medical supplies according to the standards CWM inventory provided (manual)
- collect, store and administer all medication securely for campers and staff and return at end of week
- ensure that infirmary is locked at all times
- chart in log book: medication administered, all injuries, treatments and follow-up
- inspect camp, including site, campers cabins and report any safety hazards or concerns to SPD
- monitor and report to SPD's on basic health practices of campers and staff e.g. camper hand washing, bathroom cleanliness, wearing sunscreen and hats; instruct in these areas upon request
- ensure emergency first aid kits are available at all designated sites (see manual); inspect them weekly and restock as needed. Check with SPD's whether instruction on use of f.a. kits is required
- in the instance where the Health Officer is unavailable, a qualified staff member will act as Health Officer. This will normally be the Lifeguard. Health Officer to inform SPD if he/she will be unavailable.
- complete accident forms for more serious injuries.
- notify parents, in consultation with SPD, of campers injured and taken to hospital
- manage disposal of all contaminated items and sharps
- post or update list of all First Aid and CPR certification holders in the infirmary; (consult SPD's)
- keep staff informed about your whereabouts at all times
- be as involved as time permits with the camp program and staff

### NOTES

1. at Camp Assiniboia there is a Day Camp program running parallel to the resident program. These additional campers are also under the care of the Health officer. Inquire for details.
2. Optional: Bring a stethoscope or other medical equipment.

## *HEAD COOK*

Revised December 8, 2015

### **ACCOUNTABILITY**

The Head Cook is accountable to the Food Services Coordinator for all matters relating to menu, food preparation, supervision of staff, clean-up, etc.

### **QUALIFICATIONS**

- Experience in cooking for large groups.
- Be in good health.
- Be flexible.
- Be able to get along with others.
- Have skills to work with menus and recipes for group cooking.
- Be able to work 8-10 hours per day

### **RESPONSIBILITIES**

- Assume responsibility for the kitchen.
- Delegate work, plan the work day.
- Supervise food preparation, ensuring that quantities prepared are sufficient for the camp.
- Supervise daily and weekly cleaning schedule as set out by the Food Services Coordinator.
- Operate kitchen equipment safely.
- Take part in camp program as time allows, e.g., interacting with campers in meal line or in free time, telling a story or leading a game
- Attend staff meetings, devotions and campfires, etc. as time and energy allows (check with FSC).

### **NOTES**

1. Summer kitchen staff duties for the first day (Sunday) are as follows  
3:00 p.m. - Meeting and Worship for all summer staff  
4:00 p.m. – kitchen orientation and prepare supper
2. Menu planning and ordering is taken care of by the Food Services Coordinator.
3. There is some heavy lifting required in kitchen, but there are persons available to help with this - consult with Food Services Coordinator.
4. There will be an opportunity to take part in a daily Support Staff devotional.

## *ASSISTANT COOK*

Revised February 2008

### **ACCOUNTABILITY**

The Assistant Cook (AC) is responsible to the Head Cook.

### **QUALIFICATIONS**

- Experience in cooking for large groups.
- Be in good health.
- Be flexible.
- Be able to get along with others.
- Have skills to work with menus and recipes for group cooking.
- Be able to work 8-10 hours per day

### **RESPONSIBILITIES**

- Cook foods, e.g. following camp recipes, baking.
- Prepare foods, e.g., washing, peeling, measuring.
- cleaning kitchen: dishes, pots and pans, counters and appliances.
- Serving food, labelling leftovers.
- Checking stocks of supplies.
- Attend staff meetings, devotions and campfires, etc. as time and energy allows (check with Head Cook).
- Take part in camp program as time allows, e.g., interacting with campers in meal line or in free time, telling a story or leading a game
- Attend staff meetings as schedule allows (check with Head Cook)

### **NOTES**

1. Summer kitchen staff duties for the first day (Sunday) are as follows  
3:00 p.m. - Meeting and Worship for all summer staff  
4:00 p.m. – kitchen orientation and prepare supper
2. Menu planning and ordering is taken care of by the Food Services Coordinator.
3. There is some heavy lifting required in kitchen, but there are persons available to help with this - consult with Food Services Coordinator.
4. There will be an opportunity to take part in a daily Support Staff devotional.

## *KITCHEN HELP*

Revised February 2008

### **ACCOUNTABILITY**

Kitchen Helpers are responsible to the Head Cook.

### **QUALIFICATIONS**

- Must be willing to work with food.
- Must be willing to accept direction and learn food preparation skills.
- Be able to work 8-10 hours per day

### **RESPONSIBILITIES**

- Assist head or assistant cook in preparation of food, e.g. washing, peeling, cutting.
- Clean up of kitchen, dining hall and outdoor eating areas.
- Responsible for the preparation, serving and clean up of evening snack.
- Build fires, bring equipment and food to and from outdoor cooking areas as assigned.
- When not required in the kitchen, to become involved in camper activities as assigned by the Summer Program Director and cleared with the Head Cook.
- Carry out weekly clean up of kitchen as outlined by Head Cook.
- Attend staff meetings, devotions and campfires, etc. as time and energy allows (check with Head Cook).
- Take part in camp program as time allows, e.g., interacting with campers in meal line or in free time, telling a story or leading a game

### **NOTES**

1. Summer kitchen staff duties for the first day (Sunday) are as follows  
3:00 p.m. - Meeting and Worship for all summer staff  
4:00 p.m. - prepare supper and begin weekly kitchen routines
2. There is some heavy lifting required in kitchen, but there are persons available to help with this - consult with Food Services Coordinator.
3. There will be an opportunity to take part in a daily Support Staff devotional.

## *MAINTENANCE HELP*

Updated February 08

### **ACCOUNTABILITY**

Maintenance Helpers are responsible to the Resident Manager (Koinonia, Moose) or Maintenance Coordinator (Assiniboia).

### **QUALIFICATIONS**

- Must be a self-motivator.
- Safety consciousness.
- Be familiar with tools and equipment required for maintenance work (basic tools, power tools, riding mowers, tractors, etc.).
- Must have valid driver's license.
- Health and energy for the tasks involved.

### **RESPONSIBILITIES**

- Summer program maintenance tasks as required (e.g. painting, mowing, trail clearing, minor repair, cutting firewood).
- Assist with minor building projects as opportunity arises and gifts allow.
- Custodial duties, e.g. cleaning floors, bathrooms.
- Responsible for running errands for program, kitchen and maintenance staff.
- Keep firewood supplies at cooking areas stocked.
- Light fires for kitchen as required.
- Assist in camp clean up.
- Attend staff meetings, devotions and campfires, etc. as time allows.
- Take part in camp program as time allows, e.g., interacting with campers in meal line or in free time, telling a story or leading a game
- Note: the use of dangerous or toxic products, e.g. insecticide, is governed by camp policy and in some cases requires special certification. Please clarify with the Camp Manager which, if any, of these products you will be asked to use

### **NOTES**

1. There will be an opportunity to take part in a daily Support Staff devotional.

## *BIBLE SHEPHERD*

Revised December 8, 2015

### ACCOUNTABILITY

- The Bible Shepherd is accountable to the APD

### QUALIFICATIONS

- experience with the summer program in action
- insights into pastoral ministry with children (possible insights to pastoral ministry with adults with disabilities)
- experience with curriculum development
- theological
- able to coach, instruct, guide our leaders to go out and be Bible Instructors
- assist our Bible Instructors in creating Bible time for various age groups of campers

### RESPONSIBILITIES

- lead devotions
- facilitate sessions
- teaching how to lead well rounded/planned Bible sessions including:
  - teach about the stages of worship, how various ages and stages of children, youth and young adults, adults with disabilities worship etc.
  - provide theology: making sure that we have articulated our core beliefs for a given topic etc
  - provide pedagogy: communicating theology in age appropriate and effective ways
- skits, object lessons, stories, visuals, etc.
- Jesus Day objectives etc.
  - how children learn
    - ✓ guiding our Bible instructors to be “pastors” to the campers
  - what are the spiritual needs of children?
  - how can we meet these needs?
    - ✓ provide resources (i.e. resource centre)
    - ✓ provide consulting/pastoral support
    - ✓ teach about the stages of worship, how various ages and stages of children, youth and young adults, adults with disabilities worship etc.
    - ✓ provide consulting/pastoral support
    - ✓ provide theology: making sure that we have articulated our core beliefs for a given topic etc
    - ✓ provide pedagogy: communicating theology in age appropriate and effective ways
  - skits, object lessons, stories, visuals, etc.
  - Jesus Day objectives etc.
    - ✓ guiding our Bible instructors to be “pastors” to the campers
  - what are the spiritual needs of children?
  - how can we meet these needs?

### TIMELINE

- ✓ approximately 40 hours of shepherding with our group of three Bible instructors in April and May
- ✓ willingness to be available (via phone) throughout the summer as resource/support/consultant to our Bible instructors
- ✓ end of summer meeting with Bible instructors and APD

Payment will be \$300 for the duration.

## *NATURE SHEPHERD*

Included December 17, 2014

### ACCOUNTABILITY

- The Nature Shepherd is accountable to the APD

### QUALIFICATIONS

- experience with the summer program in action
- insights into creation care ministry with children (possible insights to creation care ministry with adults with disabilities)
- experience with curriculum development
- theological
- able to coach, instruct, guide our leaders to go out and be Nature Instructors
- assist our Nature Instructors in creating Nature time for various age groups of campers

### RESPONSIBILITIES

- develop curriculum
- facilitate sessions with Nature Instructors
- teaching how to lead well rounded/planned Nature sessions including:
  - ✓ skits, object lessons, stories, visuals, etc.
  - how children learn
    - ✓ guiding our Nature instructors to engaging, passionate, knowledgeable, creative, and tangible teaching methods.
  - how can we meet these needs?
    - ✓ provide resources
    - ✓ provide support
    - ✓ teach about the learning development, how various ages and stages of children, youth and young adults, adults with disabilities experience nature etc.
    - ✓ provide theology: making sure that we have articulated our core beliefs for a given topic
    - ✓ provide pedagogy: communicating theology in age appropriate and effective ways

### TIMELINE

- ✓ Approximately 10 hours of shepherding with our group of Nature Instructors (Two Saturday Workshops with the Nature Instructors in April or May)
- ✓ Willingness to be available (via phone) throughout the summer as resource/support/consultant to our Nature Instructors
- ✓ End of Summer meeting with Nature Instructors and Associate Program Director

Payment will be \$200 for the duration.



## OTHER ROLES

### *SERVANT LEADER IN TRAINING COHORT LEADER*

Revised November 20, 2015

#### ACCOUNTABILITY

The Servant Leader in Training Cohort Leader is accountable to the SLT Directors.

#### QUALIFICATIONS

- Training and experience in counselling
- Experience with out-tripping
- Ability to lead others
- Prior experience as a CwM staff is preferred

#### RESPONSIBILITIES

- Supervise SLT behaviour.
- Navigate out-trip route.
- Build cohort unity.
- Lead cohort devotions.
- Act as a role model for SLTs.
- Counsel and encourage SLTs in spiritual growth as needed.
- Provide encouragement to SLTs in their servant role.
- Use teachable moments to instruct in values and skills related to service and camping.

## *OUT-TRIP LEADER*

Revised December 8, 2015

Outtrip Leaders are accountable to the Associate Program Director for delivery of program and to the Resident Manager for care of equipment.

### QUALIFICATIONS

- Sensitivity to safety.
- Ability to minister to spiritual needs of teens.
- Each type of trip (canoe, trail ride, mountain bike, etc.) is governed by standards set by the Manitoba Camping Association regarding skill levels, first aid training, CPR training, etc.
- Experience with wilderness camping.
- Expertise in a given area of wilderness camping.
- Must hold a valid driver's licence.

### RESPONSIBILITIES

- Their primary responsibility is to conduct a safe outdoor adventure which provides opportunity for growth and adventure in Christian faith.
- Become familiar with Camps with Meaning outtrip policies.
- *Be familiar with relevant Manitoba Camping Association Standards.*
- Organize the trip in consultation with the Associate Program Director.
- Plan the trip route.
- Plan and shop for food and supplies needed for the trip in consultation with RM and FSC.
- Make a pre-trip inspection of all equipment to be used on the trip.
- Write a pre-trip letter to campers to help them prepare for the trip.
- Meet with out-trip team to plan and prepare.
- Prepare devotional talks and become sensitive to "enroute learning" possibilities.
- Build community, especially interpersonal sharing.
- Record all expenses incurred and submit, with receipts, to the APD.
- Complete, with team, camper evaluation form and other records required.

## *INTEGRATION COUNSELLOR*

Revised December 8, 2015

### **ACCOUNTABILITY**

The Integration Counsellor is accountable to the Summer Program Director and Integration Coordinator.

### **QUALIFICATIONS**

- Experience with the CwM Integration program.
- Interest in working with Special Needs campers.

### **RESPONSIBILITIES**

- Familiarize self with special needs campers' files.
- Consult with the Integration Coordinator
- Supervise and assist staff who are working with special needs children while at camp.
- Help with program planning as required to accommodate special needs campers
- Provide medical information on special needs campers to health officer and collect at end of week.
- Relieve 1-1 workers for one hour per day.

### **TASK LIST**

#### **1. Cabin Assignments**

- Ensure campers are placed in appropriate cabins (washrooms, ramps, distance to the lodge).
- Try to match campers and workers to appropriate CwM staff

#### **2. Before campers arrive**

- Place individual camper files in cabin assignment files (for the Counsellors)
- Report during staff meeting (camper and worker names, cabin assignments, important information for all staff to know)
- Make sure bottom bunks are saved for campers with physical disabilities and for their workers

#### **3. First day (Sunday night)**

- Meet campers and workers at registration
- Support Worker Orientation – introductions, schedules, hours off, morning devos, staff lounge, fruit tree, camp-out, phones, where directors live, health officer, medical forms, questions . . .

#### **4. During the week**

- Do frequent check-ins with the workers (at least 2 x per day)
- Send notes of encouragement to the workers
- Schedule hours off early in the day (during Bible or Breakfast)
- Do respite for workers during activities and rec
- Check with workers about camp-out, suggest appropriate campsites to campout organizer
- Check in with agency coordinators and CwM office staff regularly
- If time permits, meet in the evening a couple times a week to debrief with 1-1 workers.

#### **5. End of week**

- Thank the workers for being at camp
- Make sure Counsellor evals are filled out appropriately
- Add you own comments to the evals as appropriate letters to the care givers of the Integration campers (how the week went, highlights, concerns)
- Send integration files and letters back to the camp office so IC can send out letters.

# APPENDIX

## *SONG LEADING TIPS*

1. Choose not more than 20 core songs for the week. Include
  - fun or nonsense songs: e.g. Father Abraham, 1-2
  - lively praise songs which can bear repetition through the week: e.g. Kum Ba Ya, 5-10
  - Bible theme songs: to help reinforce the year's curriculum: 4-5
  - reflective songs: e.g. Create in Me, 4-5
  - other songs
2. Songs to be chosen at the "average" camper's level
  - can they read it: especially with younger campers, avoid songs which are too wordy or have difficult words
  - can they understand it
  - can they sing it with conviction
3. For every 10 songs sung, not more than 2 should be new. Introduce new songs gradually, e.g. teach the chorus one day, the verses the next, explain the actions and try them out before singing with actions.
4. Select 4-6 new songs per week, but not more.
5. Do very few new songs after Wednesday.
6. Avoid the following pitfalls in song leading
  - choosing too many different songs in a week. It is better and more memorable for campers to do 20 songs well than 30-40 poorly.
  - choosing songs to meet staff preferences, not camper needs
  - being unaware of how much campers are actually participating
  - wasting singing time with guitar tuning
7. Tips for song leading
  - introduce songs creatively, enthusiastically, thematically
  - try a campers-only verse now and then to monitor learning
  - allow campers input into the week's songs selection, e.g. develop a lists of songs to cover during the week
8. Really important
  - song leaders are worship leaders, not pop stars
  - most) songs are prayers or praises to God, not just tunes
9. Remember your Audience. Try to make it possible for the unchurched camper to understand
  - singing is cool for both males and females
  - we sing songs to please a God who loves us
  - unfamiliar words and stories in the song
10. Gather feedback from staff.

## *WHAT WE LOVE IN A CAMP PASTOR!*

compiled from discussions with and observations by camp staff; updated February 09

### **GET INVOLVED IN THE PROGRAM AS A WAY TO GET TO KNOW THE STAFF YOU ARE CARING FOR**

- Your most important contribution is not devotions – it's the relationships you build.
- Make staff feel special: provide special treats, caring, get to know names.
- Ask where you are needed and then fill in, whether in program or behind the scenes.
- Share your fresh energy! Show the love!
- "Sometimes parental wisdom is what we need"
- Take part in camp activities.
- Supervise a cabin for an afternoon.
- Visit staff at the pool or lake
- Help with daily cleaning routines
- Announce a thought question which you will ask individuals as you encounter them during the week, e.g. relating to faith, vocation, relationships, experiences;
- "Ask camp staff from your church (before you go to camp)! how to be involved."

*Staff are comforted to know that there is somebody there for them as they pour themselves into the lives of the campers. They also welcome and respect a mature presence and perspective.*

### **ABOUT YOUR INPUT (DEVOTIONS)...**

- Plan for a 10-15 minute devotion time. This is not the sermon-style devotions!
- "Tell us things that are tangible and relevant to our day"
- "Tell us stories"
- "Give us "assignments" like "Look for Jesus in someone today""
- "Be creative, make us laugh or think."
- Help staff rest in God's care.
- Simple Bible verses or slogans are good.
- "Visual reminders (i.e.: posters, signs) are helpful."
- "You can play music for us (there's a CD player where we do devotions)".
- Facilitate discussion and prayer; you are welcome to suggest partners or groups for these.
- "You are invited to lead some devotions in a contemplative/reflective/worshipful style."
- "We like hearing about church connections, we should pray for our churches, too!"
- Share experiences or stories related to the summer's curriculum.
- Reflect on encounters with Jesus (biblical, and then in life today).
- Reflect on living as Christian community.
- Providing a daily blessing and encourage staff to bless each other.
- Reflect on living as a servant.
- Address needs as suggested by summer leaders or as observed.
- Reflect on ending the summer well, and on the transition back into the "real world".

## *HELPFUL HINTS FOR THE CHILD CARE WORKER*

### GENERAL INFORMATION

Child care is offered for children up to age 12. Child care workers supervise up to three children at a time. Parents are expected to do their job full time, so child care worker's hours depend on the parent's schedule. It's the responsibility of the parents to tell the child care worker if they have any concerns about the care given. Children in the child care program are not treated as campers, so they can't go to activities with campers, but they generally have access to the pool or lake. Children in the child care program are expected to obey all camp rules and procedures, and to respect and respond to the instructions of their child care worker.

"Child Care" is a position that is often very unstructured and the job description is quite vague. It can sometimes feel unimportant, and like you're not really a part of camp. It is important because you're allowing parents to give their services to camp, and if you weren't there, they couldn't be either! If you can, try to be involved with the camp program when you have time off, like at fireside in the evenings. You'll need to take initiative with the parents and decide with them what exactly is required of you and when. Here are some hints to help you get started at the beginning of the week.

- ❖ On Sunday afternoon, make yourself available to meet the kids and the parents before staff meeting, since the parents will probably need to be at the meeting. It's not a bad idea to be there a little bit earlier than 3 p.m.
- ❖ Ask the parents for their schedule, so you know when you are needed and when you'll have time off.
- ❖ Go over the rules of camp and camp child restrictions.
  - e.g., no going on activities when campers are in session
- ❖ Ask parents if the child has any allergies.
- ❖ Ask parents about the child's schedule.
  - e.g., naps? potty trained? snacks? etc.
- ❖ Ask parents about the child's swimming ability: if they need a floatation device, their swimming level, etc.
- ❖ Find out the location of extra clothing, sunscreen, bathing suites, towels, etc.
- ❖ You should let the parents know as to your activity plans for the day or days, so they know what to expect, and where to find you. This is also important for avoiding plans that interfere with the program.
- ❖ If you can, try to have some "quiet time" everyday where the kids spend time sleeping, reading, colouring, etc.
- ❖ Come prepared with some supplies: stories, craft ideas, craft supplies if you're willing to share, etc.

## ACTIVITY IDEAS FOR CHILD CARE

- ❖ Make a volcano: Mound dirt 6-10 inches high, clear a hole down the middle of it; put in 2 tsp of baking soda. Pour some inexpensive vinegar down the hole and watch the eruption.
- ❖ Write secret messages to each other using white crayon on white paper. To decipher the message, tell the person to paint the paper with water colours and the message will appear.
- ❖ Paper Mache. Made with strips of newspaper and a paste of flour and water. Put paper mache on bottles, tubes, boxes, balloons, etc. to make animals, masks, miniature towns, etc.
- ❖ Finger painting with Tempera Paint. You can also use sponges or styrofoam to make shapes.
- ❖ Guessing game. Get kids to find several small objects (can be done inside or outside) and bring them back to you secretly and place under a blanket. Remove the blanket for a minute (more or less time depending on the age of the kids) and see how many of the objects they can remember. Get them to make a list of what they saw (to prevent cheating) if they can write. Use your imagination to make up many other possible variations of this game.
- ❖ Find out what the banquet theme is and help out with decorations, like making coasters for everyone, or centre pieces.
- ❖ Other: