



# CAMPS WITH MEANING

## Job Description Manual

Updated November 2021



Camps with Meaning  
is a ministry of  
Mennonite Church Manitoba

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# SUMMER LEADERSHIP STAFF

## *SUMMER PROGRAM DIRECTOR (SPD)*

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### ACCOUNTABILITY

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

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Strives to live out their faith and inspire others with the gospel.
- Likes children.
- Strong organizational skills.
- Ability to communicate with children, caregivers 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
- Ensure that one of the co-directors is on-site at all times
- Conduct summer staff interviews and assist the APD in staff and volunteer recruitment and placement.
- Formulate specific summer program objectives, together with the APD and SMs.
- 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.
- Execute a summer program at one of our sites.
- Coordinate camper registration.
- Lead or coordinate daily and weekly staff meetings and devotions.
- Plan daily schedules including special programs, consulting leaders of those programs where applicable.
- Assign campers and staff to cabins.
- Monitor physical well-being of campers, e.g. sufficient rest, cleanliness, changing clothes.
- 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.
- Plan a closing program to interpret the week's program to parents and caregivers.
- Ensure camp site is kept clean.
- Participate in mid-season program evaluation with APD and site staff.
- Be aware of and mediate relationship problems between staff.
- 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, campers and caregivers.
- Meet weekly to the APD and to the SM to maintain communication.

- Meet regularly with the Camp Pastor to pray for the program.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an end-of-summer report which assesses achievement of program and other goals, and makes program and staffing recommendations for future.

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

Revised October 13, 2021

### **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.
- Strives to live out their faith and inspire others with the gospel.
- Likes children.
- Ability to communicate with children and staff.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Have a good knowledge of the Bible.
- Preferably have completed course work in biblical or theological studies.
- 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**

- Transform available space into a worship space.
- Present the daily Bible lessons 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.
  - Include gathering words, prayers, other elements of worship as appropriate.
  - 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 SPDs with leadership duties as able.
- 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 staff faith stories to be relevant to camper needs.
  - Make self available to pray with campers.
  - Pray for campers' needs.
  - Provide suggestions and resources to help with cabin devotions and prayers.
  - Lead the occasional cabin devotion or "cabin evening prayer/vespers"
- Provide pastoral support to staff as gifting and time allows.
- Work at connecting with Weekly Camp Pastors and use them as a resource.

- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an end-of-summer report which assesses personal and program goals, and makes recommendations for future.

## *NATURE INSTRUCTOR (NI)*

Revised October 13, 2021

### ACCOUNTABILITY

- The NI is directly responsible to the APD for delivery of the nature program, to the Site Managers (SM) 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.
- Strives to live out their faith and 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

- Inspire campers to wonder at God's creation.
- Use the Bible curriculum as a basis for connecting learnings about creation and the daily theme.
- Teach campers to be responsible stewards of creation for God, emphasizing our role and responsibility in creation.
- Share Mennonite biblical beliefs about creation
  - Tell the Creation Story
  - Incorporate use of Bible into every lesson
- 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)
- Build up the profile of Nature as a fun, exciting activity. Experience the natural setting (don't just talk about it.)
- With the assistance of other leadership staff, prep camp out supplies and plan the details.
- 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.
  - Look for ways to assist counsellors with campout/nature activities.
- AD-V: Plan active AD-V nature lessons. Some extra time may be spent increasing knowledge of nature and planning the program.
- Assiniboia: Work closely with the Farm Coordinator to deliver the nature and farm programs. The NI will be primarily responsible for Nature lesson delivery while the FC will be primarily responsible for farm activities.
- Assiniboia: Together with the Farm Coordinator, in discussion with SPDs, plan and execute programming for farm camp.
- 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.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an end-of-summer report which assesses personal and program goals, and makes recommendations for future.



## *FARM COORDINATOR (FC)*

Revised October 13, 2021

### ACCOUNTABILITY

- Responsible to the SPDs and APD in matters related to programming and summer staff.
- Responsible to the SM 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 (chickens, rabbits, 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.

### RESPONSIBILITIES

- Work with the Nature Instructor to deliver the farm and nature camp programs. The NI will be primarily responsible for Nature lesson delivery while the FC will be primarily responsible for farm activities.
- 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.
- Coordinate camp garden crops to fit the needs of the camp kitchen.
- Take lead role in the planning and implementation of the camp garden.
- Together with the Nature Instructor, in discussion with SPDs, plan and execute programming for farm camp.
- Budget management in consultation with SM and APD.
- Assist SPDs and SM as time allows.
- Organize dates and agenda for fall harvest and appoint a person to be in charge if unable to attend
- Report regularly to the SM on the farm animals, operations, and any needs or concerns.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the SM and APD – format will be provided.

## *INCLUSION COORDINATOR (IC)*

Revised October 13, 2021

### ACCOUNTABILITY

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

### QUALIFICATIONS

- Proven ability to lead and inspire individuals.
- Strives to live out their faith and to inspire others with the gospel.
- Likes children.
- Strong organizational skills.
- Ability to communicate with children, adults with disabilities, caregivers and staff.
- Preferably have taken courses in Christian Education, Education, or Psychology.
- Passion for inclusion of all in our camp community
- Preferably member of a church, preferably MCM.
- Experience working with individuals with disabilities.
- Experience with the CwM Integration/Inclusion Program
- Compassion for and sensitivity to campers with different abilities
- 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 campers with different needs 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 Inclusion Coordinator Binder, past IC reports, IC Manual, IC google drive.
- Screen all camper registrations for applicants with needs for adaptation, with the assistance of the office.
- Screen all ADV registrations, arrange for phone interviews with new applicants, assist in cabin placements, and provide information to staff
- Assess whether or not adaptations are needed and whether or not these can be accommodated by CwM staff and program
- Assist SPDs in placing new and returning applicants
- Provide information on campers needing adaptations 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 Inclusion, training staff to identify and deal with various adaptations and training staff on appropriate attitudes, helping staff overcome their fears
- Give presentation at STW on ADV camps, training staff on appropriate attitudes, what to expect, helping staff overcome any fears
- Prepare or update Inclusion binders for each camp and office copy

- One on one workers: Provide orientation materials about CwM expectations, clarify expectations and possible disciplinary procedures with agency.

*At camp*

- Supervise and assist staff who are working with integration campers
- Relieve 1-1 workers daily as able
- Encourage staff and leadership to take their allotted time off for mental health reasons.
- Call the other site at least once during the week

*Post camp*

- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Write end of summer report on Inclusion 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.

## *TEEN VOLUNTEER DIRECTOR (TVD)*

Revised October 13, 2021

### ACCOUNTABILITY

- The TVD is directly responsible to the Associate Program Director (APD) and the Summer Program Directors (SPDs) in matters related to programming and summer staff.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Strives to live out their faith and to inspire others with the gospel.
- Likes children.
- Ability to communicate with children, caregivers 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 SPDs
- Conduct Teen Volunteer (TV) interviews and assist the APD in TV recruitment and placement.
- Plan and execute teen volunteer training at staff training week, in coordination with the APD.
- Coordinate transportation of campers, ensuring adequate staff supervision.
- Lead or coordinate daily and weekly meetings with the TVs.
- Plan daily schedules, working together with SPDs.
- Coordinate camper registration.
- Ensure camp site is kept clean.
- Monitor physical well-being of campers.
- Be aware of and mediate relationship problems between staff.
- Coordinate and supervise evening tasks and activities for TVs.
- Help to create a camp community that is inclusive and welcoming to all staff.
- Maintain camper, staff, and program records and send them to head office.
- Evaluate each TV according to CwM evaluation policy.
- Interpret Camps with Meaning policies to staff, caregivers and campers.
- Meet regularly with the Camp Pastor to pray for the program.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an end-of-summer report which assesses achievement of program and other goals, and makes program and staffing recommendations for future.

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

Revised October 13, 2021

### **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 and to qualify as Junior Counsellors, Activity Leaders or Support Staff in our camping ministry.

### **QUALIFICATIONS**

- Proven ability to lead and inspire individuals, small and large groups.
- Strives to live out their faith and to inspire others with the gospel.
- Likes 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 a member of a church, preferably MCM.
- Strong organizational skills.

### **RESPONSIBILITIES**

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

# COUNSELLORS

## *SENIOR COUNSELLOR (SC)*

Revised March 19, 2020

### 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
- 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 up to 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, taking the opportunities of 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 Coordinator.
- 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 cabin group during free time.
- Lead campers in an overnight camp out.
- Complete all evaluations and forms as requested by SPD.
- Supervise, mentor and encourage any Counsellor, Junior Counsellor or SLTs assigned to cabin.

## **COUNSELLOR**

Revised March 19, 2020

### **ACCOUNTABILITY**

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

### **QUALIFICATIONS**

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

### **RESPONSIBILITIES**

- Live in the cabin with up to 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 Coordinator.
- 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 cabin group during free time.
- Lead campers in an overnight camp out.
- Complete all evaluations and forms as requested by SPD.
- Supervise, mentor and encourage Junior Counsellors or SLTs placed in the cabin.

## *JUNIOR COUNSELLOR (JC)*

Revised March 19, 2020

### **ACCOUNTABILITY**

The Junior Counsellor is responsible to the Senior Counsellor or Counsellor and to the Summer Program Directors.

### **QUALIFICATIONS**

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

### **RESPONSIBILITIES**

- Live in the cabin with up to 8 campers.
- Get to know each camper personally through spending one on one time with them.
- Assist the Senior Counsellor (SC) or Counsellor (C18) 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/C18 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/C18, organize and lead at least one daily devotion.
- Assist the SC/C18 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/C18 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/C18 in integrating developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Coordinator.
- Assist the SC/C18 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/C18 in implementing informal programming with cabin group during free time.
- Assist the SC/C18 in leading campers on an overnight camp-out.
- Complete all evaluations and forms as requested by SPD.



## ***SERVANT LEADER IN TRAINING (SLT)***

Revised March 19, 2020

### **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 and the SLTD during the two observation weeks and to the Summer Program Directors thereafter.

### **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 up to 8 campers.
- Get to know each camper personally through spending one on one time with them.
- Assist the Senior Counsellor (SC) or Counsellor (C18) 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/C18 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/C18, organize and lead at least one daily devotion.
- Assist the SC/C18 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/C18 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/C18 in integrating developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Coordinator.
- Assist the SC/C18 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/C18 in implementing informal programming with cabin group during free time.
- Assist the SC/C18 in leading campers in an overnight camp-out.
- Complete all evaluations and forms as requested by SPD.
- Observe and learn from the other counsellors and staff.
- Upon successful completion of the practical experience portion, SLTs will be considered Junior Counsellors for future service.

## *TEEN VOLUNTEER (TV)*

Revised March 19, 2020

### **ACCOUNTABILITY**

The Teen Volunteer is responsible to the Teen Volunteer Director, as well as to the Senior Counsellors and SPDs.

### **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 with the Day Campers.
- Be willing to take your turn as one of the Bus Supervisors.
- Responsibly and enthusiastically help to lead an activity group and/or lead an activity.
- 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 Counsellors 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 Counsellors 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 Cs in interpreting the Christian faith to the campers through living and learning experiences, especially at teachable moments, and encourage spiritual growth.
- Assist the Cs 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 Cs in integrating developmentally or emotionally challenged campers into the cabin group under the direction of the Integration Coordinator.
- Assist the Cs 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 Cs in implementing informal programming with own activity group during free time.
- Complete all evaluations and forms as requested by the TVD.

# ACTIVITIES

## *ACTIVITY LEADER*

Revised November 16, 2018

### ACCOUNTABILITY

Activity leaders are directly responsible to the APD and Summer Program Directors for delivery of program and to the Site 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.
- Enthusiasm for activity and for engaging with campers.
- 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 SM.
- Participate in the rest of the camp program as requested by the SPDs.

## ***LIFEGUARD/ASSISTANT LIFEGUARD***

Revised November 16, 2018

### **ACCOUNTABILITY**

The Lifeguard is responsible to the Summer Program Directors for the safe and efficient running of all waterfront and pool activities and to the Resident Manager for care of equipment and supplies.

### **LIFEGUARD 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 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 one of the following:
  - 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.
- Conduct swim tests and implement wrist band system for easy identification of campers who have passed.
- In case of accidents notify Health Officer, Summer Program Directors, and/or Resident Manager.
- In conjunction with the Summer Program Directors, 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, in conjunction with SPDs, 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: responsible for keeping beach area safe and clean and to check all life jackets weekly for wear and tear and report needs for repair and replacement.
- ASSISTANT LIFEGUARD is 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 will inform SPD if he/she will be unavailable; SPD will inform Lifeguard.

## *CHILD CARE GIVER*

Revised November 16, 2018

### **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 the family at the beginning of week.
- Discuss with parents the interests of the children and their expectations for child-care.
- 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 activity leaders to arrange time for children to enjoy camp program activities.
- 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 October 5, 2021

### ACCOUNTABILITY

The Camp Pastor is accountable to the Summer Program Director (SPD) and the Bible Instructor (BI).

### 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

- Discuss the schedule, responsibilities, and your role with the BI and/or SPDs (they will initiate).
- Reside at camp for the week, providing a ministry of presence.
- Connect with the summer-long camp pastors to get a sense of how things are going at camp.
- 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/FSC to help schedule this.
- Connect with the leadership staff daily and pray with them for needs of the staff and campers.
- Provide encouragement and support 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.
- Connect with the Associate Program Director to discuss impressions of the ministry.
- Be available to assist as gifted and upon request with daily Bible Lessons.
- Participate in the "Stay-back" firesides on Wednesday and Thursday evenings – as encourager, prayer, 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)
- Talk with the SPDs and BI 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 BI)
- Offer to help staff answer campers' faith questions

## *CAMP HEALTH OFFICER*

Revised November 4, 2022

### ACCOUNTABILITY

The Health Officer is responsible to the Summer Program Director and the Site Manager.

### QUALIFICATIONS

- Must be currently registered RN, LPN, or EMR/EMT (please send copy of certificate to the office for our 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 any emergencies
- 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
- Inform Counsellors of any campers with special needs (e.g. allergies) and how to assist with them
- Confirm with kitchen staff 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 (ie. in original container or bubble pack) for campers and staff and return at end of week (especially important during AD-V weeks)
- Ensure that infirmary is locked at all times
- Chart in log book: medication administered, all injuries, treatments and follow-up
- Inspect camp and report any safety hazards or concerns to SPD
- Monitor and report to SPDs 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 SPDs whether instruction on use of 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 will inform SPD if they will be unavailable.
- Complete accident forms for more serious injuries.
- Assist SPDs in notifying caregivers of campers who are injured and/or 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 overnight program. These additional campers are also under the care of the Health officer.
2. Optional: Bring a stethoscope or other medical equipment.



## *HEAD COOK*

Revised October 5, 2021

### **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 and energy 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.

## ***KITCHEN HELP***

Revised October 5, 2021

### **ACCOUNTABILITY**

Kitchen Helpers are responsible to the Head Cook and Food Services Coordinator.

### **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 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.
- Carry out weekly clean up of kitchen as outlined by Head Cook/FSC.
- Attend staff meetings, devotions and campfires, etc. as time and energy allows (check with Head Cook).
- Take part in camp program as time and energy 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***

Revised October 5, 2021

### **ACCOUNTABILITY**

Maintenance Helpers are responsible to the Site Manager and/or Maintenance Coordinator.

### **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 (check with supervisor).
- Take part in camp program as time and energy 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 October 5, 2021

### **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 lessons for various age groups of campers

### **RESPONSIBILITIES**

- attend Bible curriculum planning sessions
- create a new, or adapt a previous, Bible curriculum for the summer BIs to use
- mentor BIs in the following, as experience allows:
  - 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.

### **TIMELINE**

- ✓ approximately 30 hours of meetings and writing during February and March
- ✓ 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 a \$350 honorarium.

## OTHER ROLES

### *SERVANT LEADER IN TRAINING COHORT LEADER*

Revised November 16, 2018

#### 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 November 16, 2018

Outtrip Leaders are accountable to the Associate Program Director for delivery of program and to the Site 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**

- 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 "en route" learning possibilities.
- Build community, especially interpersonal sharing.
- Record all expenses incurred and submit, with receipts, to the APD.
- Complete, with team, camper evaluation forms and other records required.

# APPENDIX

## SONG LEADING TIPS

1. Choose not more than 20 core songs for the week. Include:
  - fun or nonsense songs: 1-2
  - lively praise songs which can bear repetition through the week: 5-10
  - Bible theme songs: to help reinforce the year's curriculum: 4-5
  - reflective songs: 4-5
  - other songs as needed or as fit the themes
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 – may need to explain some words/ideas – do 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 camper 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 or words from God/Scripture, not just tunes – lead appropriately!
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
  - explain 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 November 2017

### 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.
- Visit staff at activities (lifeguard, wranglers, activity leaders)
- Help with daily cleaning routines – jump in wherever you can!
- 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. Even if they may not acknowledge it outwardly!*

### 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"
- 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, and may have opportunities to do other activities. 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. But it is really 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 up to a half hour before the staff meeting at 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 to 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.