



# CAMPS WITH MEANING

## Job Descriptions

Updated January 2025



Camps with Meaning  
is a ministry of  
Mennonite Church Manitoba



# SUMMER LEADERSHIP STAFF

## *SUMMER PROGRAM DIRECTOR (SPD)*

Revised December 2024

### 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.
- Actively explores faith and lives out faith values.
- 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 some 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.
- Owns a laptop or tablet for office organizational tasks.

### RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- 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 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 sessions 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 weekly camper registration.
- Coordinate and lead daily staff meetings.
- Plan daily schedules including special programs, consulting leaders of those programs where applicable.
- Assign campers and staff to cabins.
- With the help of cabin counsellors, monitor physical well-being of campers, e.g. sufficient rest, cleanliness, changing clothes.
- Plan a closing program to share about the week 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 with the APD and to the SM to maintain communication.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.
- Check-in and support the well-being of all staff as able.

## *BIBLE INSTRUCTOR (BI)*

Updated December 2024

### ACCOUNTABILITY

The BI is directly responsible to the Associate Program Director (APD) for delivery of the Bible curriculum and to the Summer Program Directors (SPDs) for other roles.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- 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 a member of a church, preferably MCM.
- Owns a laptop or tablet for office organizational tasks.

### RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Transform available space into a worship space.
- Present the daily Bible lessons using the curriculum provided.
- Inspire justice, community and Jesus, based on the Anabaptist faith.
- 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.
  - With the help of the curriculum provided, create a daily visual symbol to represent and summarize worship.
- Use a variety of teaching methods, including stories, skits, object lessons, and visual aids.
- Work with activity leaders as able to integrate bible themes into other areas of camp (ex. Bible in nature).
- Prepare a short presentation for the weekly closing program which summarizes the Bible program.
- Give leadership to evening fireside worship times, including:
  - Meeting with the staff sharing to provide feedback and/or support
  - Leading the worship (gathering, prayer, other elements)
- Prepare and lead workshops on the Bible curriculum, fireside sharing, and cabin devotions at STW.
- Be alert for additional opportunities to use gifts and talents to enhance camp program.
- Assist SPDs with leadership duties as able: leading special activities, campout prep, serving snack, etc...
- Act as "Pastor (or Pastoral Friend) to Campers." This includes:
  - Finding opportunities to listen to and reflect on campers' needs.

- Being aware of questions which campers are expressing about life or faith.
- Responding to these questions in the Bible group setting as able, or finding time to address them after Bible time.
- Providing resources for counsellors to deal with these questions.
- Shaping teaching examples according to the needs of campers.
- Coaching staff faith stories to be relevant for campers.
- Praying for camper and staff needs.
- Providing suggestions and resources to help with cabin devotions and prayers.
- Leading the occasional cabin devotion when asked or needed.
- Provide pastoral support to staff as gifting and time allows.
- Work at connecting with Weekly Camp Pastors and use them as a resource for feedback, conversation and help with bible lessons.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

## ***NATURE INSTRUCTOR (NI)***

Revised December 2024

\*At Koinonia only

### **ACCOUNTABILITY**

- The NI is directly responsible to the Associate Program Director (APD) for delivery of the nature program, to the Site Managers (SM) in matters related to facilities, equipment, and permanent staff, and to the Summer Program Directors (SPDs) for other roles as assigned.

### **QUALIFICATIONS**

- Accept and present Anabaptist/Mennonite Creation theology.
- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- 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, Environmental Studies).
- Be creative in presenting ideas.
- Owns a laptop or tablet for office organizational tasks.

### **RESPONSIBILITIES**

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Inspire campers to wonder at God's creation.
- Teach campers to be responsible stewards of creation for God, emphasizing our role and responsibility in creation.
- Connect bible theme and stories into nature curriculum as applicable (creation story, stewardship, etc)
- 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.)
- Take the lead on planning and preparing camp out supplies.
- 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.
- \*Koinonia: Provide leadership to out-trips, preparing routes and maps, helping with food and packing everything including supplies, special activities, safety equipment. Attending as one of the lead staff on the trip.
- 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.
- Be available during meals to help health officer distribute medication safely to all campers, especially during AD-V weeks.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

## *FARM COORDINATOR (FC)*

Revised December 2024

\*At Assiniboia only

### ACCOUNTABILITY

- Responsible to the Associate Program Director (APD) in matters related to lessons and farming plans, and to the Summer Program Directors (SPDs) around staff and other leadership roles.
- Responsible to the Site Manager (SM) in matters related to facilities, equipment, and animals.

### QUALIFICATIONS

- Enjoy working with children and able to supervise campers.
- Actively explores faith and lives out faith values.
- Likes children.
- Knowledge and skills in farm animal care (chickens, rabbits, etc.).
- Knowledge and skills in gardening.
- 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.
- Respectful of 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 a member of a church, preferably MCM.
- Owns a laptop or tablet for office organizational tasks.

### RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Maintain strong communication with the Food Services Coordinator to determine the needs of the kitchen.
- Prepare and lead a Farm Tour during STW.
- Maintain detailed records of produce delivered to the camp kitchen.
- Coordinate livestock 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 and farm lessons.
- Take lead role in the planning and implementation of the camp garden.
- Lead and delegate tasks to the weekly Farm Crew.
- Budget management in consultation with SM and APD.
- Assist SPDs in leadership duties as time allows: planning and setting up special activities, supervising activities, serving snack, etc.
- 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 APD – format will be provided.

## INCLUSION COORDINATOR (IC)

Revised December 2024

### ACCOUNTABILITY

The IC is accountable to the Associate Program Director (APD) regarding screening, spring office work, and paperwork, and to the Summer Program Directors (SPDs) regarding camper needs and leadership roles.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals.
- Actively explores faith and lives out faith values.
- Likes children.
- Strong organizational skills.
- Ability to communicate with children, adults with disabilities, caregivers, and staff.
- Preferably have taken some courses in Christian Education, Education, or Psychology.
- Passion for inclusion of all in our camp community.
- Preferably a member of a church, preferably MCM.
- Experience working with individuals with disabilities.
- Familiar with the CwM Inclusion Program.
- Compassion for and sensitivity to campers coming with different needs.
- Must be physically capable of performing the duties assigned.
- Preferably one year of college education or the equivalent in experience significant for camping.
- Owns a laptop or tablet for office organizational tasks.

### 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 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 or accommodation, with the assistance of the office and CampBrain system.
- 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 in cabins and groups.
- 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.
- Assist with 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.
- Assist with presentation at STW as well as Spring Training on ADV camps, training staff on appropriate attitudes, what to expect, helping staff overcome any fears.

- Prepare or update Inclusion binders for each camp.
- One on one workers: Provide orientation materials about CwM expectations, clarify expectations and possible disciplinary procedures with agency.

*At camp*

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Supervise and assist staff who are working with inclusion campers.
- Work at inclusion and support of campers and staff (mental health, physical and/or intellectual support)
- Relieve 1-1 workers (with the help of other leadership if needed) so they get an hour off each day.
- Encourage staff and leadership to take their allotted time off for mental health reasons.
- Ensure evaluation forms are filled out appropriately and returned to the office.
- Call the other site at least once during the week.
- Help with other team tasks, as indicated by SPDs, like planning and leading special events, supervising, serving snack, etc.
- Send an end-of-week email to parents of inclusion campers to summarize how the week went.

*Post camp*

- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.
- 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 on the google drive.

## ACTIVITY AND STAFF SUPPORT COORDINATOR

\*NEW for 2025 – at Camp Assiniboia only

Created December 2024

### ACCOUNTABILITY

- The ASSC is directly responsible to the Summer Program Directors (SPDs) to help coordinate volunteers, activity leaders and other staff in their roles during the week and to provide support to any staff who need, and responsible to the APD for any staff related concerns or crisis.

### QUALIFICATIONS

- Strong organization and interpersonal skills.
- Innovative and flexible.
- Actively explores faith and lives out faith values.
- Like working with children, youth and adults.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken some courses in Counselling, Psychology or Education.
- Be able to accept and present Anabaptist/Mennonite theology to 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.
- Ability to mentor youth with patience, kindness and encouragement.

### RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Work as part of a leadership team in close connection with the SPDs.
- Welcome, check-in and connect with one-week volunteers.
- Be a point person for activity leaders; check in and assist with lesson plan when needed and ensure they have the equipment they need to lead effective and engaging activities!
- Act as a consistent and summer long support person for staff to come to when they need specific support needs or extra breaks from programming.
- Coordinate extra hours off for staff, so that it doesn't interrupt with programming needs.
- Fill in for staff in activity leading or activity group leading when needed.
- Act as a liaison for staff who are working in support staff roles (like kitchen, maintenance and child care, to ensure they understand their responsibilities for the week.
- Be aware of and help mediate relationship problems between staff, in collaboration with SPDs.
- Interpret Camps with Meaning policies to staff, caregivers and campers.
- Meet with the Camp Pastor of each week.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

## **TEEN VOLUNTEER DIRECTOR (TVD)**

Revised December 2024

\*At Assiniboia only

### **ACCOUNTABILITY**

- The TVD is directly responsible to the Associate Program Director (APD) to prepare, deliver, interpret, and evaluate a program to train and mentor persons completed grade 9, and to 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.
- Actively explores faith and lives out faith values.
- Likes children and youth.
- Camping program experience of at least two years, preferably with Camps with Meaning.
- Preferably have taken some courses in Christian Education, Education, or Psychology.
- Be creative in presenting ideas.
- Be able to accept and present Anabaptist/Mennonite theology to 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 preference to have a driver's license and access to a vehicle.
- Ability to create and implement exciting programming.
- Ability to mentor youth with patience, kindness and encouragement.
- Strong organizational skills.
- Owns a laptop or tablet for office organizational tasks.

### **RESPONSIBILITIES**

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- 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 staff supervision of campers during transportation, drop off and pickup times.
- Lead or coordinate daily and weekly meetings with the TVs.
- Plan daily schedules, working together with SPDs for the successful integration of day camp and overnight camp.
- Coordinate the signing in and out of campers by caregivers at camp and on the bus.
- Guide TVs and day camp staff as they lead campers during day camp-specific activity times (cabin cleanup, siesta, campout morning).
- Monitor physical well-being of TVs and guide them through mentorship, making their first year as camp staff as good as possible, support them mentally and emotionally when needed.
- Be aware of and mediate relationship problems between staff.
- Coordinate and supervise evening tasks and activities for TVs.
- Maintain camper, staff, and program records and send them to head office.
- Evaluate each TV according to CwM evaluation policy.
- Act as a summer long mentor and guide to TVs in camp work and personal growth.
- Interpret Camps with Meaning policies to staff, caregivers and campers.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.

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

Revised December 2024

### ACCOUNTABILITY

- The SLTD is accountable to the Associate Program Director (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.
- The SLTD is accountable to the Summer Program Directors (SPDs) regarding other leadership roles during observation weeks.

### QUALIFICATIONS

- Proven ability to lead and inspire individuals, small and large groups.
- Actively explores faith and lives out faith values.
- Likes children and youth.
- Ability to communicate with children, staff and parents.
- 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.
- Outdoor/wilderness skills and experience.
- Strong organizational skills.

### RESPONSIBILITIES

- Help to create a camp community that is inclusive and welcoming to all staff, campers and volunteers.
- Organize all aspects of the program in consultation with the APD.
- Interview all SLT applicants and assist APD in staffing placements.
- Organize a one-week training program which includes discipleship, servanthood, 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 APD (if needed).
- Scout and organize a Creation Adventure out-trip, with the assistance of the Koinonia NI.
- Prepare out-trip menu and food with assistance from Koinonia Food Services Coordinator.
- Find and supervise any staff in charge of the SLTs during Training Week or Creation Adventure (ie. cohort leaders).
- 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.
- Observe and support SLTs in their observation weeks.
- Prepare and evaluate SLTs twice during their observation weeks.
- Decide whether SLT is ready for further placements after program ends and recommend placements to APD.
- Participate in an end-of-summer debrief and assist with paperwork clean-up at the office.
- Submit an End of Summer Report to the APD – format will be provided.
- Optional: plan and organize a post-summer gathering, in October or November.

# COUNSELLORS

## *SENIOR COUNSELLOR (SC)*

Updated January 2025

### ACCOUNTABILITY

The Senior Counsellor is accountable to the Summer Program Director (SPD) and will work in cooperation with a co-Counsellor.

### QUALIFICATIONS

- Must enjoy being with children.
- Must be able to share a cabin with a co-counsellor and campers.
- Minimum of 18 years of age and completed one year out of high school.
- Demonstrates an appropriate degree of responsibility for working with children.
- Must have experience at Camps with Meaning, other camp, or working with children.

### RESPONSIBILITIES

- Senior Counsellors are the leaders of the cabin and act as role models for co-counsellors and campers.
- Live in the cabin with a co-counsellor and up to 10 campers.
- Get to know each camper personally through spending one on one time with them.
- 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
- 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 campers with adaptations or accommodations into the cabin group under the direction of the Inclusion 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.
- Take initiative and responsibility for any additional program tasks assigned each week (activity leading, bible skit, snack, dishes, etc.,)

## **COUNSELLOR (C17 OR C18)**

Updated January 2025

### **ACCOUNTABILITY**

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

### **QUALIFICATIONS**

- Must enjoy being with children.
- Must be able to share a cabin with a co-counsellor and campers.
- Must have completed Grade 12 (C18 or C17).
- Preferably has completed Servant Leader in Training program or has experience working with children.

### **RESPONSIBILITIES**

- C18 and C17 counsellors, as needed, will act as the leader in a cabin and be a role model to younger co-counsellors and campers.
- Live in the cabin with a co-counsellor and up to 10 campers.
- Get to know each camper personally through spending one on one time with them.
- 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
- 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 campers with adaptations or accommodations into the cabin group under the direction of the Inclusion Coordinator.
- Assume responsibility for interpreting the rules, policies and traditions of the camp to the campers.
- 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, or, when acting as the younger counsellor, learn from and work with Senior Co-Counsellor.
- Take initiative and responsibility for any additional program tasks assigned each week (activity leading, bible skit, theme meal planning, talent show host, snack, dishes, etc.,)



## *JUNIOR COUNSELLOR (JC)*

Updated January 2025

### **ACCOUNTABILITY**

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

### **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 a co-counsellor and up to 10 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
- 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
- Work with the SC/C18 to interpret the rules, policies, and traditions of the camp to the campers.
- Be aware of and help in camp program and other activities as the campers take part in them.
- Work with the SC/C18 to integrate campers with adaptations or accommodations into the cabin group under the direction of the Inclusion Coordinator.
- Work with the SC/C18 to implement informal programming with cabin group during free time.
- Work with the SC/C18 to lead campers on an overnight camp-out.
- Complete all evaluations and forms as requested by SPD.
- Take initiative and responsibility for any additional program tasks assigned each week (activity leading, bible skit, theme meal planning, talent show host, snack, dishes, etc.,)

## *SERVANT LEADER IN TRAINING (SLT)*

Updated January 2025

### **ACCOUNTABILITY**

The Servant Leader in Training is responsible to the Servant Leader in Training Directors (SLTDs) 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 (SPDs) 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 a co-counsellor and up to 10 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
- 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 campers with adaptations or accommodations into the cabin group under the direction of the Inclusion Coordinator.
- 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)*

Updated January 2025

### **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**

- Live responsibly in a cabin with the other day camp staff.
- 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 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 all campers into the cabin group under the direction of the Inclusion Coordinator.
- 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*

Updated January 2025

### ACCOUNTABILITY

Activity leaders are directly responsible to the Activity and Staff Support Coordinator (ASSC) at Assiniboia and Summer Program Directors (SPDs) at Koinonia, for delivery of program and to the Site Manager (SM) for care of equipment and supplies.

### QUALIFICATIONS

- Leadership knowledge and ability.
- Able to creatively plan and implement lessons.
- 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 (an Activity Manual will be provided).
- Log lessons and safety checklist in binder provided.
- Submit safety checklist to Activity and Staff Support Coordinator each day.
- Foster Christian character and growth through activity.
- Work within the total camp program and cooperate with other staff members.
- Plan activities 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.
- Communicate environmental awareness and responsibility in all program areas.
- 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 (small program tasks, or counselling duty if assigned that week).

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

Updated January 2025

### **ACCOUNTABILITY**

The Lifeguard is responsible to the Summer Program Directors (SPDs) for the safe and efficient running of all waterfront activities and to the Site Manager (SM) 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 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 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.
- In case of accidents notify Health Officer, Summer Program Directors, and/or Site Manager.
- In conjunction with the Summer Program Directors, organize and implement all waterfront activities.
- Responsible for the care and storage of all waterfront equipment.
- Assist with staff training both pre-camp, and during camp.
- When waterfront is not in use, the lifeguard will assist with camper/cabin activities as assigned by the Summer Program Directors (SPDs).
- Ensure a ratio of 1 adult to 10 campers is maintained for all waterfront activities.
- Explain weekly to campers the waterfront rule, including 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.
- 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 their responsibilities.
- Perform buddy tests every 15 minutes and document in logbook provided.

## CHILD CARE GIVER

Updated January 2025

### ACCOUNTABILITY

The Child Care Giver is accountable to the parents of the children cared for and the Activity and Staff Support Coordinator (Assiniboia only) Summer Program Directors (SPDs).

### QUALIFICATIONS

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

### RESPONSIBILITIES

- Introduce self to the family at the beginning of week, and then each morning.
- Discuss with caregivers the interests of the children and their expectations for child-care.
- Gather crafts, games and supplies with the help of the Activity and Staff Support Coordinator (Assiniboia) and Summer Program Directors (Koinonia) to entertain and engage childcare children.
- Focus full attention on the children.
- Keep children occupied during caregivers' critical work hours (schedule will be given).
- Join camp activities with childcare children when appropriate.
- Get adequate rest.

### NOTE

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

Schedule recommendations as able:

For Maintenance staff children	For Kitchen staff children	For Camp Pastor children	For Health Officer Children
<ul style="list-style-type: none"><li>• Breakfast-lunch</li><li>• Post-lunch until supper</li><li>• Evening Off</li></ul>	<ul style="list-style-type: none"><li>• 7:30am – Siesta</li><li>• Afternoon break</li><li>• 4pm – 7pm</li></ul>	<ul style="list-style-type: none"><li>• 9am-1pm</li><li>• Afternoon off</li><li>• During fireside in the evening</li></ul>	<ul style="list-style-type: none"><li>• Breakfast-lunch</li><li>• Post-lunch until supper</li><li>• Evening Off</li></ul>

# SUPPORT STAFF

## *CAMP PASTOR (CP)*

Updated January 2025

### 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). This will come via email from the Bible Instructor a week or two before your time at camp.
- 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 are provided in the appendix of this document.
- Lead a separate worship (devotions) for support staff (typically right after lunch is served).
- 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.
- Provide spiritual and emotional support for staff at all levels through prayer and conversation.
- Give additional encouragement to staff who are specifically struggling during your week at camp.
- Share impressions on the effectiveness of the camp's ministry with the leadership team.
- Fill out a survey and/or 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 – Bible Instructor will include this in their email to you.
- 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 if the opportunity presents itself.
- Offer to help staff answer campers' faith questions.



## **CAMP HEALTH OFFICER**

Updated January 2025

### **ACCOUNTABILITY**

The Health Officer is responsible to the Summer Program Director (SPD) and the Site Manager (SM).

### **QUALIFICATIONS**

- Must be currently registered MD, RN, LPN, or EMR/EMT (please send copy of certificate to the office for our files)
- Current CPR certification
- Current Standard First Aid certification
- Willingness to remind staff of basic health practices, e.g. hygiene
- Organizational ability and thoroughness.
- Patience and gentleness
- Adaptability

### **RESPONSIBILITIES**

- Read Health Officer Manual (provided at camp, or emailed if preferred).
- Prepare for the week by reviewing camper medical forms before campers arrive.
- Respond to any accidents/incidents and 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.
- 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 ADV weeks), along with MAR sheets.
- Ensure that infirmary or medicine cabinet is always locked – keep the key with you.
- Chart in logbook: medication administered, all injuries, treatments and follow-up (may be digital).
- Inspect camp as time allows, and report any safety hazards or concerns to SPDs and/or SM.
- 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.
- Check first aid kits weekly to ensure they are properly stocked. Inform SPDs of any items needed.
- Complete accident forms for more serious injuries (SPDs will guide you through this).
- Assist SPDs in notifying caregivers of campers who are injured and/or taken to hospital.
- Manage disposal of all contaminated items and sharps.
- Keep staff informed about your whereabouts at all times.
- Be as involved as time and interests permit with the camp program and staff.

## *HEAD COOK*

Updated January 2025

### **ACCOUNTABILITY**

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

### **QUALIFICATIONS**

- Experience 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.
- Have current Food Handlers' certification.

### **RESPONSIBILITIES**

- Assume responsibility for the kitchen.
- Delegate work, plan the workday.
- Supervise food preparation, ensuring that quantities prepared are sufficient for the camp.
- Able to accommodate dietary concerns and allergies.
- 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 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*

Updated January 2025

### **ACCOUNTABILITY**

Kitchen Helpers are responsible to the Head Cook (HC) and Food Services Coordinator (FSC).

### **QUALIFICATIONS**

- Must be willing to work with food.
- Must be willing to accept direction and learn food preparation skills.
- Must be willing and excited to work as a team and uphold the values of Camp.
- Be able to work 8-10 hours per day.

### **RESPONSIBILITIES**

- Assist FSC/HC 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 all meals.
- Build fires, bring equipment and food to and from outdoor cooking areas as assigned.
- Carry out weekly clean-up of kitchen as outlined by HC/FSC.
- Attend staff meetings, devotions, and campfires, etc. as time and energy allows.
- 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***

Updated January 2025

### **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.
- Take part in camp program as time and energy allows.
- 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 Site 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***

Updated January 2025

### **ACCOUNTABILITY**

- The Bible Shepherd is accountable to the APD to revise and create a Bible Curriculum.

### **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 or lesson planning.
- Theological training.
- Assist our Bible Instructors (BIs) 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.
    - ✓ provide pedagogy: communicating theology in age appropriate and effective ways.
  - skits, object lessons, stories, visuals, etc.

### **TIMELINE**

- ✓ Approximately 25-30 hours of meetings and writing between January and March.
- ✓ If possible, provide an introduction to the curriculum at Leadership Training Week in May.
- ✓ Willingness to be available occasionally (via phone or email) throughout the summer as resource/support/consultant to our Bible instructors.
- ✓ Potential end of summer meeting with Bible instructors and APD.

Payment will be a \$500 honorarium.

# OTHER ROLES

## *SERVANT LEADER IN TRAINING COHORT LEADER*

Updated January 2025

### ACCOUNTABILITY

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

### QUALIFICATIONS

- Training and experience in counselling, preferably at CwM.
- Experience with out-tripping.
- Ability to lead others.
- Strong mentorship skills.
- Current Wilderness First Aid would be a plus.

### 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*

Updated January 2025

### **ACCOUNTABILITY**

Out-trip Leaders are accountable to the Associate Program Director (APD) for delivery of program, to the Summer Program Directors (SPDs) for coordination with on-site camping programs and camper registrations, and to the Site Manager (SM) for care of equipment.

### **QUALIFICATIONS**

- Sensitivity to safety.
- Ability to minister to spiritual needs of teens.
- Experience with wilderness camping.
- Expertise in a given area of wilderness camping.
- Must hold a valid driver's licence.
- Current Wilderness/Remote First Aid.

### **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 out-trip policies.
- Be familiar with relevant Manitoba Camping Association Standards.
- Organize the trip in consultation with the APD and SPDs and submit required paperwork to the office.
- Plan the trip route.
- Plan and shop for food and supplies needed for the trip in consultation with Koinonia's 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
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 any age and person
  - we sing songs to praise 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 (water, archery, nature, zipline, etc.)
- 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 15 minute devotion per day. 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 two 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 all the time, but they generally have access to the pool or lake and may have opportunities to do other activities with the regular camp program. 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. Check in with the Activity and Support Staff Coordinator to help with this meeting.
- ❖ Go over the child care schedule and make sure it will work with the parents of the children.
- ❖ Go over the rules of camp and camp child restrictions.
- ❖ 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. The Activity and Staff Support Coordinator will also have some supplies ready at camp.

## 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 mâché on bottles, tubes, boxes, balloons, etc. to make animals, masks, miniature towns, etc. There is lots of recycling at camp you can use for this!
- ❖ 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 theme meal is and help with decorations, like making coasters for everyone, or centre pieces.