

## CAMP BIMINI

### PROGRAM TEAM

revised 2017

The Program Team is recruited by the Board of Camp Bimini and is accountable to the Camp Bimini Board through the Camp Coordinator for his/her conduct and the performance of his/her responsibilities. This two-person team will work together to fulfill the responsibilities outlined in the position description.

Must be willing to respect each other and the environment while providing a safe space where campers feel welcomed, loved and valued. Must be willing to work as a team member to promote friendships, spiritual growth and the celebration of God's creation within the entire camp community.

*Employment Period:* May – August, required to live on site with appropriate time off as arranged with Camp Coordinator. Will receive Family Camp Weekend (Civic Holiday Weekend) off to rejuvenate.

*Risk:* High

*Screening required:* application, interview, references, police records check (every five years)

*Required to be completed upon employment:* WHMIS, AODA training, Health and Safety Awareness certificate—worker and supervisor modules

#### *Responsibilities:*

1. Plans the themes and a schedule for each camp appropriate to the theology and beliefs of the United Church of Canada, remembering the importance of variety.
2. Assists in the set-up of camp in the spring (e.g. craft cabin cleaning and organization, mess hall set-up, cleaning, painting, moving wood, etc).
3. School Program:
  - a. Plans and leads school programs in the spring with the Coordinator and the Spring Staff that adheres to the Ontario Curriculum requirements.
  - b. participates fully with the students throughout various activities throughout the day
  - c. communicates with teachers and parent volunteers on the needs of the program throughout the day. Reports difficulties and/or concerns with students to Teachers and Camp Bimini Staff
4. Is responsible for developing program, daily themes, and approving all program activities during spring school and summer camp sessions.
5. Is a part of training sessions to communicate with the staff the program for each camp and using them as a resource for ideas. He/She will also work with the Coordinator in training the staff for the upcoming camp season.
6. Supervises and is involved in the leadership of the daily program with support from the Camp Coordinator. To this end, a detailed schedule and program is prepared prior to the beginning of each camp session, fully informing all staff about the details of the daily program, specific program assignments and performance expectations. The schedule and program are coordinated in full cooperation with the cooks, camp coordinator, and all other staff.
7. Consults with nurse and coordinator regarding health of campers and staff, assists in mail distribution, conducts daily staff meeting to explain activities and explains to campers the activities.
8. Is a resource person to the staff—when needed, helping program staff plan their program, helping counselors plan vespers, morning watch and campfires.
9. Attends sessions offering feedback to staff in an appropriate manner.
10. Is available to fill in for staff in the occasion of illness, injury, etc. or for additional support.
11. Is a support to all staff during the summer program, and in particular, supporting the CITs at training and throughout the summer, checking in with them at least once a week helping them to develop leadership skills.
12. Keeps resources organized and accessible for all staff.
13. Plans and leads team building for staff at beginning and throughout each camp.
14. Communicates with Camp Coordinator of staff performances and encourages staff by means of advice on areas where improvement is needed and by means of celebrating areas of excellence. Evaluates (written and oral) the CITs. The Coordinator will evaluate the remainder of the staff.

15. Generates a feeling of welcome to arriving campers and staff.
16. Is responsible, along with the Camp Coordinator, for the well-being and behaviour of the campers and staff.
17. Along with the Camp Coordinator, should be aware of visitors on the campsite.
18. The Camp Coordinator and Program Team must meet in May to discuss themes and programs.
19. Prepares a written report which includes theme, activities, etc. to be handed to Coordinator by September 15 who will then distribute to Camp Bimini Board at September board meeting.
20. Maintains a focus on environmental awareness and conservation in programming and camp activities.
21. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract printed in the staff manual.
22. Extra duties as assigned by the Camp Coordinator and/or the Camp Bimini Board.