

CAMP BIMINI JOB DESCRIPTIONS 2025

PROGRAM TEAM

revised 2022

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: March—April, 40 hours total mostly off-site time to plan, 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.

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| SPRING STAFF | revised 2020 |
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The Spring Staff 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.

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 and June, minimum four days a week for seven to eight weeks

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), interview

Responsibilities:

1. Plans and leads school programs with the Coordinator, Program Team and other School staff.
2. Participates fully with students throughout various activities throughout the day.
3. Communicates with teachers and parent volunteers on needs of the program throughout the day. Reports difficulties and/or concerns with students to Teachers and Camp Bimini Staff.
4. Helps prepare camp facilities with various jobs such as painting, cleaning, moving wood, repairs, etc.
5. Maintains a focus on environmental awareness and conservation in programming and camp activities.
6. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
7. Other duties as assigned by the Coordinator and/or Program Team.

Remuneration based on number of days worked.

CRAFT DIRECTOR*revised 2019*

The Craft Director is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), two written references (forms), interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Plans a craft program in accordance with the theme chosen by the Program Team, utilizing a variety of resources to create an interesting program and cooperating with the Program Team and Christian Education Director.
2. Prepares a list of materials needed for program ahead of time so that they can be purchased or prepared.
3. Conducts craft sessions throughout the day to include all campers
4. Prepares mini crafts for those who work faster than others.
5. Helps prepares trophies, awards, posters, etc.
6. Prepare a program outline (with the assistance of other Program Staff members and the coordinator) to be submitted and approved by the coordinator.
7. Prepares an inventory list after the last craft period of the week.
8. Cleans up craft cabin, pack all supplies at the end of each week.
9. Assists the Program Team when needed during camp.
10. Helps with supervision during the evenings, as needed.
11. Maintains a focus on environmental awareness and conservation in programming and camp activities.
12. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
13. Other duties as assigned by the Coordinator and/or Program Team.

COUNSELLOR*revised 2019*

The Counsellor is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or

One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: High

Screening required: application, police records check every three years (if over 18 years of age), two written reference (forms), interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. By example and guidance, seeks to maintain a high morale among the cabin group. Models Christian love, patience, sharing and mutual respect.
2. Accepts the responsibility for a cabin group and maintain this responsibility 24 hours per day for the duration of the camp session. This includes knowing where your campers are at all times. Takes a personal interest in each camper.
3. Helps the campers secure adequate relaxation and sleep. Stays with campers at "lights out" and ensures that they are settled by means of a story, a prayer time, or just a quiet talk about the day's events.
4. Encourages by word and example, good health and hygiene habits, good table manners, eating what is provided, personal hygiene and cleanliness.
5. Is aware of and reports to the Camp Coordinator any safety hazards about cabins and the camp grounds. Also, reports any clogged drains or health hazards in the washrooms. Helps keep general camping area clean and litter-free. Keeps fire bucket full of water.
6. Participates fully, along with your campers, in the various activities staff during the day, including pool activities. The counsellor must be prepared to assist with or provide leadership in whole camp activities as required. Helps campers in the washing and rinsing of dishes.
7. Encourages imagination and enthusiasm of the cabin group including the provision of resources for free time, campfire, vespers, morning watch, rainy day projects.
8. Maintains a friendly, patient and helpful relationship with the counsellor-in-training who will receive much of his/her on-the-job training from you.
9. Reports difficulties with campers or fellow staff to Coordinator or Program Team.
10. Ensures appropriate relationships at all times as outlined.
11. Ensures cabin is cleaned (mattresses wiped down, floor swept and mopped, all garbage and luggage removed) at the end of the camp session and left the same way or better than when camp session began.
12. Maintains a focus on environmental awareness and conservation in programming and camp activities.
13. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
14. Other duties as assigned by the Coordinator and/or Program Team.

COUNSELLOR-IN-TRAINING

revised 2019

The Counsellor-in-training (CIT) is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: High

Screening required: application, two written references (forms), interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. By example and guidance, seeks to maintain a high morale among the cabin group. Models Christian love, patience, sharing and mutual respect.
2. Accepts with the counsellor the responsibility for a cabin group and maintains this responsibility 24 hours per day for the duration of the camp session. This includes knowing where your campers are at all times. Takes a personal interest in each camper.
3. Assists the counsellor to help the campers secure adequate relaxation and sleep. Stays with campers at "lights out" and ensures that they are settled by means of a story, a prayer time, or just a quiet talk about the day's events.
4. Encourages by word and example, good health and hygiene habits, good table manners, eating what is provided, personal hygiene and cleanliness.
5. Participates fully, along with your campers, in the various activities during the day, including pool activities. Helps campers in the washing and rinsing of dishes.
6. Encourages imagination and enthusiasm in the cabin group including assisting the counsellor in the provision of resources for free time, campfire, vespers, morning watch, rainy day projects.
7. Takes part in training sessions throughout the summer months.
8. Maintains a friendly, patient and helpful relationship with the counsellor.
9. Reports difficulties with campers or fellow staff to Coordinator or Program Team.
10. Ensures appropriate relationships at all times as outlined.
11. Takes responsibility for campers while counsellor cleans cabin at the end of the camp session.
12. Maintains a focus on environmental awareness and conservation in programming and camp activities.
13. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
14. Other duties as assigned by the Coordinator and/or Program Team.

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| KITCHEN ASSISTANT | <i>revised 2019</i> |
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The Kitchen Assistant is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), two written references (forms), interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Helps the cooks as required before meals, i.e. sets out dishes and cutlery for the gophers, peel and cut vegetables, etc.

2. Helps the cooks set up and serve the meals.
3. Follows proper handwashing techniques throughout the day while working in the kitchen (after using washrooms, touching anything dirty, etc.).
4. Wears protective headwear (hat, hairnet) at all times in kitchen.
5. Wears shoes with a closed toe and heel in kitchen at all times.
6. Wears clean clothing at the beginning of each day.
7. Helps the counsellors and C.I.T.s set up for clearing and washing the dishes for gophers.
8. Records temperatures of freezers, fridges and dishwasher each morning. Reports to caretaker or Camp Coordinator if there is a problem.
9. Gives clear and concise guidance to the gophers of their jobs that they are responsible for and the most efficient manner of completing it.
10. Operates the dishwasher/sterilizer in the kitchen and puts away dry dishes and clean related work area.
11. Assists putting away food orders when needed.
12. Be available for other miscellaneous jobs set out by the Coordinator if needed.
13. Helps with supervision during the evenings, as needed.
14. Maintains a focus on environmental awareness and conservation in programming and camp activities.
15. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
16. Other duties as assigned by the Coordinator and/or Program Team.

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| MUSIC DIRECTOR | <i>revised 2019</i> |
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The Music Director is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), two written references (forms), interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Prepares and conducts creative and active music sessions, music appreciation, dance, musical games, etc. If possible, music program should be in accordance with the theme chosen by the Program Team, utilizing a variety of resources to create an interesting program and cooperating with the Program Team and Christian Education Director.
2. Prepares a list of materials needed for program ahead of time so that they can be purchased or prepared.
3. Is a resource person to campers and staff who are preparing morning watch, campfire and vespers.
4. Prepares a program outline (with the assistance of other Program Staff members and the coordinator) to be submitted and approved by the coordinator.
5. Assists the Program Team when needed during camp.

6. Helps with supervision during the evenings, as needed.
7. Maintains a focus on environmental awareness and conservation in programming and camp activities.
8. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
9. Other duties as assigned by the Coordinator and/or Program Team.

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| HEAD POOL DIRECTOR | <i>revised 2019</i> |
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The Head Pool Director is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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.

Qualifications: Must be 17 years of age and have National Lifeguarding Society (NLS) Certificate, must be current within two years.

Employment Period: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), two written reference letters, interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Keeps the pool locked at all times when qualified lifeguard is not on duty (keeping chain tight).
2. Completes up-keep of pool including sweeping out all leaves at side of cement, tests water, chlorinates according to instructions, vacuum pool and puts pool cover on pool on cool nights.
3. Prepares and conducts pool sessions. If possible, pool program should be in accordance with the theme chosen by the Program Team, utilizing a variety of resources to create an interesting program and cooperating with the Program Team.
4. Instructs staff in life saving assistance, work out emergency procedure the first day. Instructs counsellors in how to help with swimming instructions and the general duties in the pool area.
5. Is on hand to help in any other activities of the camp when pool is not in use.
6. Is the staff member in charge of head counts in case of emergencies.
7. Sees that all general safety rules are followed: no running, no rough play, etc.
8. Sees that other pool rules are adhered to:
 - a. no counsellors in the pool area unless assisting the pool director or with their campers.
 - b. Shoes and clothing must be left outside pool fence, hanging towels through the fence.
9. Prepares a list o
10. f materials needed for program ahead of time so that they can be purchased or prepared.
11. Prepare a program outline (with the assistance of other Program Staff members and the coordinator) to be submitted and approved by the coordinator.
12. Assists the Program Team when needed during camp.
13. Helps with supervision during the evenings, as needed.
14. Maintains a focus on environmental awareness and conservation in programming and camp activities.
15. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
16. Other duties as assigned by the Coordinator and/or Program Team.

ASSISTANT POOL DIRECTOR*revised 2019*

The Assistant Pool Director is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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.

Qualifications: Must be 16 years of age and have Bronze Cross in swimming

Employment Period: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), two written reference letters, interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Will assist the pool director in all duties as listed above.
2. Assists the Head Pool Director with head counts in case of emergencies.
3. Assists the Program Team when needed during camp.
4. Helps with supervision during the evenings, as needed.
5. Maintains a focus on environmental awareness and conservation in programming and camp activities.
6. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
7. Other duties as assigned by the Coordinator and/or Program Team.

NATURE DIRECTOR*revised 2019*

The Nature Director is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), two written references (forms), interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Prepares and conducts interesting and educational nature sessions using the natural beauty of Camp Bimini. If possible, nature program should be in accordance with the theme chosen by the Program Team, utilizing a variety of resources to create an interesting program and cooperating with the Program Team.
2. Prepares a list of materials needed for program ahead of time so that they can be purchased or prepared.
3. Prepare a program outline (with the assistance of other Program Staff members and the coordinator) to be submitted and approved by the coordinator.
4. Assists the Program Team when needed during camp.
5. Helps with supervision during the evenings, as needed.
6. Maintains a focus on environmental awareness and conservation in programming and camp activities.
7. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.

Other duties as assigned by the Coordinator and/or Program Team.

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| SPORTS DIRECTOR | <i>revised 2019</i> |
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The Sports Director is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), two written references (forms), interview

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Prepares and conducts sports sessions for all campers. If possible, the sports program should be in accordance with the theme chosen by the Program Team, utilizing a variety of resources to create an interesting program and cooperating with the Program Team.
2. Prepares a list of materials needed for program ahead of time so that they can be purchased or prepared.
3. Keeps track of all sports equipment.
4. Reports any accidents during sports periods to the camp nurse.
5. Is responsible for the evening "all camp" activity/game.
6. Prepares a program outline (with the assistance of other Program Staff members and the coordinator) to be submitted and approved by the coordinator.
7. Assists the Program Team when needed during camp.
8. Helps with supervision during the evenings, as needed.
9. Maintains a focus on environmental awareness and conservation in programming and camp activities.
10. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
11. Other duties as assigned by the Coordinator and/or Program Team.

The Christian Education Director is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Medium

Screening required: application, police records check every three years (if over 18 years of age), recommendation

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Has knowledge of and appreciation for United Church theology, culture and traditions.
2. Sets up and carries out a Christian Education program in accordance with the theme chosen by the Program Team, utilizing a variety of resources to create an interesting program.
3. Prepares worship with the program team—a 30 minute all-camp time (once a camp session) to relay the theme in an interesting and participatory way using camp staff and campers as needed.
4. Prepares a list of materials needed for program ahead of time so that they can be purchased or prepared.
5. Prepares a program outline (with the assistance of other Program Staff members and the coordinator) to be submitted and approved by the coordinator.
6. Work with the Camp Coordinator and Program Team to see that the general tone of the camp is in accordance with Christian living.
7. Assist the Program Team when needed during camp.
8. Help with supervision during the evenings, as needed.
9. Maintains a focus on environmental awareness and conservation in programming and camp activities.
10. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract.
11. Other duties as assigned by the Coordinator and/or Program Team.

The Nurse is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: High

Screening required: application, police records check every three years (if over 18 years of age), recommendation

Time off: two hours per day as scheduled by camp coordinator, as time allows

Responsibilities:

1. Is responsible for the physical health of campers and staff and is to promote optimum physical, mental, emotional and spiritual health.
2. Prevents illness and accidents if possible through camp inspections (ensures smoke detectors are checked at beginning of each camp).
3. Participates in lost camper or emergency drills at camp unless treating someone ill.
4. Treats illnesses and injuries as they occur (following the St. John's First Aid Handbook or procedures you have learned) and if Nurse has inadequate supplies or knowledge at camp, transports them to the hospital Emergency department.
5. To keep families and Camp Bimini coordinator informed of sick campers or staff as deemed necessary.
6. Be at the registration desk to collect and evaluate immediately all medical forms, collect medications and discuss special needs with guardians. Assesses who can carry medications with them at camp i.e. Epi pen, puffers, etc.
7. Inspects washrooms, dining area and cabins daily (while looking for hazards) and arranges for each camp's cabin inspection award. Inspects cabins at the end of camp to ensure they are clean for the next camp. (look under bunks with a flashlight).
8. Notifies Camp Coordinator or Program Team if camper or staff member is not accepted for medical reasons (i.e. not possible for camp to care adequately for individual).
9. Notifies Camp Coordinator or Program Team if anyone will be absent for a meal, so that the cooks can be informed.
10. Notifies Camp Coordinator or Program Team if any camper or staff member has to leave for any reason, so that parents/guardians can be contacted.
11. Has to remain at camp except in extreme emergencies (a substitute nurse must be on the premises).
12. Writes a detailed report of all sickness and accident cases (including all minor cases). Report must include those taken to a hospital. Keeps records of all medications given using a Medical Administration Record (MAR) sheet and initial when medications are administered.
13. Has valid/current Standard First Aid Certificate and CPR and personal malpractice insurance.
14. Clean the Nurse's cabin at the end of the camp session (i.e. mop the floor, dust, clean washroom, etc.)
15. Informs Camp Coordinator of needed supplies so that they can be purchased or prepared.
16. Follows and adheres to all Rules and Regulations as outlined in the Staff Contract and guidelines in staff manual.
17. Other duties as assigned by the Coordinator and/or Program Team.

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| COOK | revised 2019 |
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The Cook is directly responsible to the Camp Coordinator and for his/her conduct and the performance of his/her responsibilities and is accountable to the Camp Bimini Board of Directors through the Camp Coordinator.

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: One full-week camp (Sunday to Friday) or
One half-week camp (Saturday to Monday or Wednesday to Friday)

Risk: Low - Medium

Screening required: application, police records check every three years (if over 18 years of age)

Time off: two hours per day as scheduled by camp coordinator

Responsibilities:

1. Prepares all meals and snacks each day for campers and staff according to the posted menu.
2. Keeps track of food inventory, informing Camp Coordinator of needed supplies.
3. Follows proper handwashing techniques throughout the day (after using washrooms, touching anything dirty, etc.).
4. Follows proper thawing techniques (using cold water or in the refrigerator).
5. Wears protective headwear (hat, hairnet) at all times in kitchen.
6. Wears shoes with a closed toe and heel in kitchen at all times.
7. Wears clean clothing at the beginning of each day.
8. Gives instructions to kitchen assistant for each meal.
9. Sanitizes kitchen counters after each meal to begin preparing the next.
10. Works along with Program Team and Camp Coordinator to make changes as needed.
11. Other duties as assigned by the Coordinator and/or Program Team.