

# Volunteers of Kintail Director

## **BROAD RESPONSIBILITY:**

The Volunteers of Kintail Director (VOK Director) must co-ordinate and supervise a group of volunteers in a daily program including a variety of camp activities. They will act as a friend and confidant and seek to enhance the physical, mental, emotional and spiritual growth of each child.

## **RESPONSIBLE TO:**

1. Be aware of and adhere to all camp regulations and policies.
2. Participate in training sessions held prior to camp sessions and in ongoing training sessions throughout the summer.
3. Work co-operatively with partner (co) counsellor ensuring that campers are safe, maintain adequate personal health and hygiene, arrive at scheduled activities on time, participate fully in the camp program and obey all camp rules.
4. Prepare and conduct a daily F.L.A.SH. (Faith Learning And SHaring).
5. Assist program staff in areas of specialized interest.
6. Prepare and conduct program for campers in activity times not given over to specialized activities. (Agora, CHALOF, Cabin Optional, Individual optional, Morning Activities)
7. Ensure that at least one staff person is always with campers during volunteer projects or duties.
8. Supervise and participate with VOK campers in duties and responsibilities. Create a positive atmosphere and environment of Christian servitude towards the betterment of the camp community.
9. Deal to the best of your ability with all campers, showing compassion, understanding and modeling positive behavior.
10. Seek help with disciplinary, emotional or other difficulties from your co-counsellor, the cabin's Program Staff member, the Head Counsellor, the Associate Director and the Camp Directors.
12. Offer specialty programming during weeks without VOK sessions as requested.
13. Review camper information forms that are made available and return them to the office by Tuesday each week.

14. Ensure that all medications, personal and camper, are kept with the nurse and that campers who need regular medication are taken to the nurse at the appropriate time(s).
15. Attend all staff meetings and daily staff FLASH.
16. Fill out evaluation forms as required by the Camp Director at the end of each week.
17. Take care in maintaining the Camp Kintail site. This includes a responsibility of the cleanliness and maintenance of weekly accommodations.
18. Write at least one note or card to each camper in their cabin groups. This is to be done between Labour Day and Christmas.
19. Be an active participant in a Kintail On The Road team as required.
20. Within reasonable limits, perform other duties as assigned by the Associate Director and/or Camp Director including maintenance, kitchen, office, and special program projects.
21. Participate fully as a staff member and by word and deed encourage a faithful Christian witness.

### **QUALIFICATIONS:**

1. A personal living faith.
2. Experience working with children.
3. A willingness to work in a team environment.
4. Candidates with swimming qualifications (Bronze Medallion, Bronze Cross, or NLS) will be given preference.
5. Standard First Aid with CPR "C".

### **DIRECTLY RESPONSIBLE TO:**

- The Executive Director
- The Associate Director

Revised May 2018