

Program Staff Responsibilities

Pre-Camp

- Begin thinking about lesson plans.
- Read previous two years of reports.
- Go on-line for ideas & exciting options for your area and the overall program.
- Review lesson plan outlines and begin preparing if you are interested.

Spring

1. Attend program staff training week.
2. Attend weekly program staff meetings.
3. Ensure that all equipment is maintained to safety standards, both OCA and the Huron County Health Unit. Ensure that all standards are recorded.
4. Thoroughly read the staff manual and program area manuals.
5. Prepare sessions for staff training as requested.
6. Prepare lesson plans and sessions for program area considering the GROW philosophy.
7. Purchase all necessary supplies and equipment within the approved budget, after approval from the Associate Director.
8. Help organize and lead school group sessions as required, either by counselling or programming.
9. Be welcoming to all groups that take part in the ministry of Camp Kintail by taking time to spend with them, to offer tours, to ensure that the coffee table is stocked, and to offer programming as arranged.
10. Take part in maintenance and kitchen responsibilities as requested.
11. Participate in evaluations as requested.
12. Work together with other spring staff as a team for the good of Camp Kintail.

Summer

1. Be fully responsible for supervision, care, and operation of program areas and duties required.
 - a. Clean program area each day.
 - b. Ensure first aid supplies are replenished each week.
 - c. Weekly deposit of recorded inspections to the Assistant Director.
2. Participate in all camp activities when not leading program area which includes Primetime, Free Swim, Cabin Optional, and Individual Optional. If you require time for program area or personal needs, please ask one of the Directors.
3. Be available to assist in other areas of camp life and provide leadership.
4. Prepare a mid-summer report.
5. Keep a running inventory of supplies and equipment in your area.
6. To lead in FLASH, devotions, and chapel.
7. To work an LIT or Staff on Site weekend.
8. To participate in staff and self evaluations as required by the Directors. Submit a bi-weekly self-evaluation.

9. Participate in all meetings that are required for your position including Sunday Night Meeting, Program Area Meeting, Morning Office Meetings and Counsellor Meetings.
10. Be a Program Person for a cabin or program through the week.
11. Provide leadership for one week of Kintail On The Road.
12. Prepare three blog posts throughout the season including pictures.

Close of Summer

1. To responsible for the final clean – up of your program and living area. These will be checked prior to receiving final pay cheque.
2. Prepare an end of summer report, including letter to the next staff member, report, inventory, and recommendations, putting a copy in the appropriate program binder and emailing a copy to Trillium.
3. Turn in any equipment (ie walkie-talkies), VISA cards, and keys that were a part of your position.

Always

1. Keep your personal living areas clean. Any score below a seven will result in an additional check.
2. Be a partner in maintaining the integrity of the ministry of Camp Kintail by ensuring that all staff are following their contracts and reporting to the Directors when this is not the case.
3. To be an example to all counsellors, campers, and staff of maturity, enthusiasm, and growing spirituality.
4. In word and deed, lead by example and uphold the Camp Kintail mission of Christian camping.
5. To perform all other duties as assigned by the Directors with generosity and team spirit.

Note:

All program area staff members, maintenance staff, and kitchen staff are directly responsible to the Associate Director and all supervisory staff members are directly responsible to the Executive Director.