



Summer 2022 Camping Season

Paid Staff Position Job Descriptions

- Summer Camp Director (1)
- Programming & Marketing Director (1)
- Health Care Director (1)
- Counsellors (7)
 - Programming Coordinators
 - Lifeguards
 - On-Call (2)
- Assistant Cook (1)
- Head Cook (1)

Application Check List:

All application packages *must* include:

- A résumé.
- A cover letter specific to your desired position. It should include your skillset, relevant experience, and why you are the best candidate for this particular position.
- A completed Camp Ta-Wa-Si application form.
- The contact information of three (3) referees, including two (2) letters of reference. Referees cannot be family members or friends. Appropriate referees include teachers, workplace or volunteer position supervisors/ managers, coaches, ministers, or other persons of leadership.
- Photo evidence of an up-to-date certification for First Aid and CPR Level 'C' (workplace standard). Emergency First Aid is not permissible. Certification cannot expire prior to the end of the camping season (August 19th, 2022).
- For lifeguard applicants, photo evidence of an up-to-date National Lifesaving Society certification (NLS). Pool-deck version is acceptable. Certification cannot expire prior to the end of the camping season (August 19th, 2022).
- Photo evidence of the completion of two (2) vaccine doses against Covid-19.

Please do not submit photocopies of Criminal Record Checks; these checks will be viewed in person by the Chair of Personnel prior to the work term starting.

Summer Camp Director

Overview: This person is hired to act as the on-site leader and supervisor of all persons at camp. They must conduct themselves with a high degree of professionalism, flexibility, and passion for camping. The Summer Camp Director must ensure the adherence of camp policies, procedures, and staff expectations set by the Board of Directors at camp by all staff and volunteers. The Summer Camp Director must adhere to, and ensure the adherence of all other persons on site, the Covid-19 on-site safety protocols as dictated by the province and the Board of Directors.

Reports to: Chair of Personnel.

Oversees: Programming & Marketing Director, Health Care Director, Counselors, CITs, Head Cook, Kitchen Assistant.

Compensation:

- \$750.00 weekly pay for a total of 10 weeks.
- Pay includes room and board.

Key Qualifications:

Camp Director Applicants must:

- Must be fully vaccinated from Covid-19, with available proof of vaccination, by June 1st, 2022.
- Be a minimum of 21 years of age as of June 30th, 2022.
- Possess a valid certification in Standard First Aid and CPR Level 'C'.
- Possess an up to date and clear Criminal Record Check, including a Vulnerable Sector Check and a Child Abuse Registry Check.
- Be available to attend training events.
- Be able to live on-site during camping season (July & August), Sunday-Friday.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Preference will be given to:

- Students or graduates of post-secondary programmes of studies related to caring for child and youth and leadership.
- Persons with leadership experience, ideally in a camping or related setting.

Desired qualities and abilities are:

- Problem solving.
- Functional in high stress situations.

- Peer mediation.
- Counselling capabilities with children and youth.
- Excellent verbal and written communication skills.
- Excellent organizational skills.

Pre-Season Duties:

- Attend and assist in camp marketing events.
- Attend Camp Cleanup.
- Develop and implement training sessions for paid staff and volunteers during pre-season training camp.
- Work closely with and continuously communicate with the Chair of Personnel and Chair of Board.
- Manage the application, interviewing, and acceptance of Counselors in Training (CITs).
- Attend Director's Training and Camp STUFF (United Church Summer Camp staff training).

Seasonal Duties (included but not limited to):

- Attend and participate in camper registration.
- Supervise and support staff in counselling and programming.
- Supervise daily camp schedule.
- Complete and deliver weekly staff evaluations.
- Manage and supervise completion of camp documentation.
- Deliver general camp weekly reports.
- Attend on-site board meetings (monthly) during camp season.
- Act as primary contact on-site for guardians of campers.
- Manage and implement camper and staff discipline as needed.
- Supervise and manage emergency situations.
- Ensure the completion of daily, weekly, and seasonal maintenance.

Programming & Marketing Director

Overview: The Programming & Marketing Director will supervise and participate in the development and implementation of all camp programming during the camping season. The Programming & Marketing Director will assist counsellors during programming weeks in both programming responsibilities and camper support. The Programming & Marketing Director will assist the Summer Camp Director in their duties as needed. The Programming & Marketing Director must adhere to the Covid-19 on-site safety protocols as dictated by the province and the Board of Directors.

Reports to: Summer Camp Director, Chair of Personnel.

Oversees: Counselling staff, CITs, and campers.

Compensation:

- \$550 weekly pay for a total of 7 weeks.
- Room and board included in pay.

Key Qualifications:

- Must be fully vaccinated from Covid-19, with available proof of vaccination, by June 1st, 2022.
- Must be a minimum of 21 years of age by July 1st, 2022.
- Possess a high school diploma or equivalent.
- Possess a valid First Aid & CPR Level 'C'.
- Possess a clear Criminal Record Check.
- Possess a clear Child Abuse Registry Check.
- Possess a clear Vulnerable Sector Check.
- Be able to live on-site during camping season (July & August), Sunday-Friday.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Preference will be given to:

- Students or graduates of post-secondary programmes of studies related to caring for child and youth and leadership, marketing, or recreational leadership.
- Persons with leadership experience, ideally in a camping or related setting.
- Experience in leading recreational activities, particularly in the outdoor setting.

Desired qualities and abilities are:

- Problem solving.
- Flexibility.
- A creative and enthusiastic attitude.
- Excellent verbal and written communication skills.
- Excellent organizational skills.

Pre-Season Responsibilities:

- Attend and assist in marketing events.
- Attend Camp Cleanup.
- Develop programming schedule.
- Oversee counsellors in developing assigned programming.
- Correspondence with and scheduling of outside entertainment.
- Assist the Summer Camp Director and board members in the planning and implementing of staff and volunteer training at pre-season training camp.
- Attend Director's Training and Camp STUFF (United Church Camps of the Maritimes training).

Seasonal Responsibilities (including but not limited to):

- Implement and oversee daily theme day and camp-wide programming with camper age and inclusivity in mind.
- Supervise and attend counsellor-led activities.
- Oversee completion and collection of programming logs.
- Oversee completion and collection of camper Christmas cards.
- Offer support and guidance to other programming staff.
- Manage the updating of camp's social media accounts (taking pictures of activities, creating posters, etc).
- Participate in daily, weekly, and seasonal camp maintenance.

Health Care Director

Overview: The Health Care Director will assume responsibility of all camper medications and their dispersal. They will manage, document, and conduct emergency procedure drills. The Health Care Director will assist counsellors during programming weeks in health concerns and camper needs support. This person will assist in setting and maintaining the high standard of sanitizing and cleanliness expected of camp staff on-site. The Health Care Director will assist the Summer Camp Director in their duties as needed. The Health Care Director must adhere to the Covid-19 on-site safety protocols as dictated by the province and the Board of Directors.

Reports to: Summer Camp Director, Chair of Personnel.

Oversees: Counselling staff, CITs, campers.

Compensation:

- \$550 weekly pay for a total of 7 weeks.
- Room and board included in pay.

Key Qualifications:

- Be fully vaccinated from Covid-19, with available proof of vaccination, by June 1st, 2022.
- Be a minimum of 21 years of age by July 1st, 2022.
- Possess a high school diploma or equivalent.
- Possess a valid First Aid & CPR Level 'C'.
- Possess a clear Criminal Record Check.
- Possess a clear Child Abuse Registry Check.
- Possess a clear Vulnerable Sector Check.
- Be able to live on-site during camping season (July & August), Sunday-Friday.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Preference will be given to:

- Students or graduates of post-secondary studies of health care, with a particular penchant for working with children and youth.
- Persons with leadership experience, ideally in a camping or related setting.
- An understanding and passion for working in the healthcare field.

Desired qualities and abilities are:

- Problem solving.

- Flexibility.
- Ability to remain calm and objective in high stress situations.
- A safety-first approach and excellent health and safety standards.
- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Pre-Season Responsibilities:

- Attend and assist in marketing events.
- Attend Camp Cleanup.
- Assisting Summer Camp Director with the development and planned implementation of camp's health, safety, and maintenance protocols in cooperation with the Board of Directors.
- Assist the Summer Camp Director and board members in the planning and implementing of staff and volunteer training at pre-season training camp.
- Attend Director's Training and Camp STUFF (United Church Camps of the Maritimes training).

Seasonal Responsibilities (including but not limited to):

- Attend camper registration, managing the collection of medications.
- Manage the keeping and dispensing of all camper medications.
- Plan, implement, and document camp emergency drills.
- Supervise all first aid administration.
- Address illness at camp in cooperation with Summer Camp Director and Board of Directors.
- Manage camp sanitary and maintenance schedules.
- Participate in daily, weekly, and season camp maintenance.
- Actively model and ensure in others the modelling of a high standard of hygiene and safety.

Camp Counselor & Programme Coordinator

Overview: Camp Counselors are responsible for building relationships and fostering the positive engagement of campers during the campers' time at camp. Counsellors must be capable of both supervising and acting as play-partners for their campers. Counsellors ensure the basic needs and wellness of campers and CITs are being met. Counsellors with assigned programming must plan and implement developmentally appropriate activities at their scheduled times. All staff must adhere to the Covid-19 on-site safety protocols as dictated by the province and the Board of Directors.

Reports to: Summer Camp Director, Chair of Personnel.

Oversees: Assigned campers and CITs (Counselors in Training)

Compensation:

- \$509 per week for a total of 7 weeks.
- Room and Board included in pay.

Key Qualifications:

- Must be fully vaccinated from Covid-19, with available proof of vaccination, by June 1st, 2022.
- Be a minimum of 16 years of age by July 1st, 2022.
- First Aid & CPR Level 'C'.
- **If applicant is 18+ years in age only:**
 - Possess a clear Criminal Record Check.
 - Possess a clear Child Abuse Registry Check.
 - Possess a clear Vulnerable Sector Check.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Desired Abilities and Qualities are:

- Good organisational skills.
- The ability to be flexible and to adapt to change as needed.
- Compassionate and patient.
- Possess a high level of enthusiasm and energy.
- Be emotionally mature.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Pre-Season Responsibilities:

- Attend Camp STUFF (United Church Camps of the Maritimes training).
- Attend Camp Cleanup.

- Attend pre-season training camp.
- Develop programming for assigned programme/s.
- Attend and assist in marketing and promotional events.

Seasonal Responsibilities (including but not limited to):

- Develop and implement assigned programming with camper age and inclusivity in mind.
- Supervise and entertain campers during unscheduled programming periods.
- Participate in programming with campers.
- Mentor assigned CIT/s.
- Be actively engaged with campers during waking hours, be available to their needs overnight.
- Adhere to and uphold camp values and policies.
- Complete camper and programming documentation as needed.
- Assist in maintenance as assigned.

Counselling/ Lifeguard

Overview: Camp Counselors are responsible for building relationships and fostering the positive development of campers during the campers' time at camp. Counsellors must be capable of both supervising and acting as play-partners for their campers. Counsellors ensure the basic needs and wellness of campers and CITs are being met. Counsellors who have lifeguarding responsibilities

must have a passion and knowledge for health and safety in the workplace. All staff must adhere to the Covid-19 on-site safety protocols as dictated by the province and the Board of Directors.

Reports to: Summer Camp Director, Chair of Personnel.

Oversees: Assigned campers and CITs (Counselors in Training).

Compensation:

- \$550 per week depending on assigned duties, for a total of 7 weeks.
- Room and Board included in pay.

Counsellor/ Lifeguard Applicants Must:

- Must be fully vaccinated from Covid-19, with available proof of vaccination, by June 1st, 2022.
- Be a minimum of 16 years of age by July 1st, 2022.
- First Aid & CPR Level 'C'.
- NLS.
- **If applicant is 18+ years in age only:**
 - Possess a clear Criminal Record Check.
 - Possess a clear Child Abuse Registry Check.
 - Possess a clear Vulnerable Sector Check.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Desired Abilities and Qualities are:

- Emotional maturity.
- Good organisational skills.
- Ability to be flexible and to adapt to change as needed.
- Compassion and patience.
- High level of enthusiasm and energy.
- Experience working in a lifeguard position.

Pre-Season Responsibilities:

- Attend Camp STUFF (United Church Camps of the Maritimes training).
- Attend Camp Cleanup.
- Attend pre-season training camp.
- Develop programming for assigned programme/s.
- Attend and assist in marketing and promotional events.

Seasonal Responsibilities (including but not limited to):

- Develop and implement assigned programming.
- Supervise and entertain campers during unscheduled programming periods.
- Participate in programming with campers.
- Mentor assigned CIT/s.
- Be actively engaged with campers during waking hours.
- Adhere to and uphold camp values and policies.
- Complete camper and programming documentation as needed.
- Assist in maintenance as assigned.
- Supervise campers, staff, and CITs on the waterfront.
- Implement waterfront drills at the discretion of the Summer Camp Director.
- Deliver first aid as needed to campers, staff, and CITs.
- Deliver waterfront safety rules weekly.

Assistant Cook

Overview: The Assistant Cook will be responsible for assisting the Head Cook in the preparation of food, kitchen cleanup and other maintenance, and serving food. All staff must

adhere to the Covid-19 on-site safety protocols as dictated by the province and the Board of Directors.

Reports to: Head Cook, Summer Camp Director, Chair of Personnel.

Oversees: Assigned CITs (Counselors in Training).

Compensation:

- \$509 per week.
- Room and Board included in pay.

Key Qualifications:

- Be a minimum of 16 years of age by July 1st, 2022.
- First Aid & CPR Level 'C'.
- **If applicant is 18+ years in age only:**
 - Possess a clear Criminal Record Check.
 - Possess a clear Child Abuse Registry Check.
 - Possess a clear Vulnerable Sector Check.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

Desired Abilities and Qualities are:

- Emotional maturity.
- Organisational skills.
- Ability to be flexible and to adapt to change as needed.
- Compassion and patience.
- High level of enthusiasm and energy.
- An understanding of health and safety in the kitchen setting.

Pre-Season Responsibilities:

- Attend Camp STUFF (United Church Camps of the Maritimes training).
- Attend Camp Cleanup.
- Attend pre-season training camp.
- Develop programming for assigned programme/s.
- Attend and assist in marketing and promotional events.

Seasonal Responsibilities (including but not limited to):

- Mentor assigned CIT/s.
- Adhere to and uphold camp values and policies.

- Assist in kitchen maintenance as assigned, including but not limited to mopping floors, cleaning the mess hall bathroom, washing dishes, wiping down counters, cleaning appliances, taking out garbage.
- Assist in the preparation of meals.
- Make and serve daily snack/s.
- Participate in kitchen cleanup and other kitchen maintenance.

Head Cook

Overview: The Head Cook is responsible for making three balanced meals daily for up to 70 individuals at a time, overseeing the Kitchen Assistant, and ensuring the camp kitchen is kept

clean and up to the standards of the NB Health and Safety Authority. All staff must adhere to the Covid-19 on-site safety protocols as dictated by the province and the Board of Directors.

Reports to: Summer Camp Director, Chair of Personnel

Oversees: Kitchen Assistant

Compensation:

- \$750 per week for 7 weeks.
- Room and Board included in pay.

Key Qualifications:

- A minimum of 21 years of age by July 1st 2022.
- First Aid & CPR Level 'C'.
- Food Safety Course certification from credible source.
- Ability to live on-site during camping season (July & August), Sunday-Friday (negotiable for Head Cook position)
- Possess a clear Criminal Record Check.
- Possess a clear Child Abuse Registry Check.
- Possess a clear Vulnerable Sector Check.

Desired Abilities and Qualities Are:

- Extensive experience and/or education in working in the culinary field.
- Excellent Organisational skills
- Ability to be flexible and to adapt to change as needed
- Compassion and patience
- High level of enthusiasm and energy
- Excellent problem-solving skills.

Pre-Season Responsibilities:

- Plan mealtime routines.
- Develop meal plans.
- Participate in staff training as needed.
- Train kitchen assistant, set workspace expectations.

Seasonal Responsibilities (including but not limited to):

- Ensure the hygiene and maintenance of the kitchen are well maintained and upheld.
- Mentor and communicate daily with Assistant Cook.
- Manage food orders in cooperation with Board of Directors.
- Prepare for and engage with the Health and Safety Inspector.