

STAFF RESPONSIBILITIES

I) CAMP DIRECTOR

- Minimum age 21
- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

RISK ASSESSMENT

Director

Duties: Meet, plan and oversee all operations of camp. Ensure safety of campers and staff. Act as liaison between parents, campers and staff.

Hazard	Who could be Harmed	Risk Level	Controls & Precautions
Camper Protection	Camper, Staff	Medium to High	Child protection policy in place (screening of staff). Guidelines for camper conduct in place. Knowledge of pre-existing medical conditions. Training in Health and Safety regulations, inspections regularly performed. Trained first aid responders. First aid kit available.
Handling emotional Situations	Camper, Staff	Medium	Guidelines on proper intervention in place. Staff trained in conduct and camper discipline.
Time management stress	Camper, Staff	Low to Medium	Preparation done ahead of time for as many tasks as possible. Time management tools available (computer, phone).
Long Hours	Camper, Staff	Medium	Breaks provided. Variety of work environments and jobs so routine is broken up.
Dealing with various social and physical levels of campers	Camper, Staff	Medium	Staff training on tolerance and acceptance, dealing with different

Conducting parent, camper, staff mediations	Camper, Staff, Parent	Medium	<p>personalities. Guidelines on proper intervention in place. Training on how to deal with difficult situations. Guidelines on proper intervention in place. Staff trained in conduct and camper discipline.</p>
Physical injury (from environment)	Camper, Staff	Low to Medium	<p>Weather monitored & sun, heat, storm precautions taken for staff and campers.</p>

CAMP DIRECTOR DUTIES

1. Monitor spending to maintain spending within budget.
2. Carry out regular staff meetings where camp and staff issues are addressed.
3. Conduct staff evaluations at least twice a season.
4. Keep safety in mind, acting as Safety Monitor for the staff, campers and camp grounds.
5. Keep Camp Council supervisor up to date on camp activities.
6. Attend planning meetings with the Program Committee to assist with the planning of pre-camp and leadership camp.
7. Plan, with the assistance of other staff, activities for theme days, wide games and special events.
8. Organize guest speakers for camps prior to the beginning of Camp.
9. Work with the Chaplain and Christian Development Worker to assist in the interpretation of the Christian faith to the campers through living and learning experiences.
10. Complete and submit progress reports at monthly Council meetings and prepare a final report to the Council encapsulating the entire camp seasons programs, strengths, weaknesses and suggestions for the following year.
11. Prepare scheduling for staff rotations to ensure adequate time off for all staff.
12. Assist in the hiring of camp staff.
13. Ensure that the camp is meeting all Ontario Camping Association and United Church of Canada camping guidelines.
14. Ensure professionalism of all staff members and camp ground.
15. Work with staff to maintain a strong team atmosphere.
16. Provide a role model for staff and campers.
17. Promote the Camp in the months prior to camp by arranging to attend area trade fairs, community events, church events etc.
18. Oversee and participate in all areas of camp
19. Maintain incident reports as necessary
20. Properly maintain personal on-site accommodations
21. Be prepared to deal with or assist with any area of camp when needed
22. Deal with Parent/Guardian and camper interactions in professional manner, maintaining the integrity and safety of the camp community.

II) CAMP ADMINISTRATOR

- Minimum age 18
- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

RISK ASSESSMENT

Camp Administrator

Duties: Work in the office and handle inquiries from the public. Assist in operation of the camp as required.

Hazard	Who could be Harmed	Risk Level	Controls & Precautions
Use of Office Equipment	Staff, Campers	Low	Proper training procedures in place. Equipment manual available for review. Equipment properly maintained. Supervision/assistance available if needed.
Dealing with aggressive members of the public	Staff, Campers, Public	Medium	Guidelines on proper intervention in place. Assistance available from Director
Long Hours	Camper, Staff	Medium	Breaks provided. Variety of work environments and jobs so routine is broken up.
Physical injury (from environment)	Camper, Staff	Low to Medium	Weather monitored & sun, heat, storm precautions taken for staff and campers.
Physical injury (slips, trips & falls)	Camper, Staff	Medium	Training of avoidance of trips & falls. Maintain a tidy office, environment. Groundskeeper to maintain general camp

CAMP ADMINISTRATOR: DUTIES

1. Maintain ACCESS database and records
2. Handle phone enquires promptly in a professional manner.
3. Work with program staff to ensure that the necessary inventory is available.
4. Assist the Director by confirming special guests and assisting in the planning of activities.

5. Manage and balance petty cash
6. Greet, process and supervise visitors as needed
7. Create schedules such as rotations, cabin assignments, dining hall duties etc. for each camp
8. Communicate to property manager needs outlined by staff
9. Track registration numbers for upcoming camps to assist in preparations
10. Liaise with registrars and assist at camp registrations
11. Liaise with Chaplains and Health Staff re: needs for upcoming camps
12. Participate in all aspects of the camp program as required.
13. Carry out any other responsibilities as designated by the Director.
14. Sleep in cabin as needed to assist camp staff.
15. Be part of the rotation for night watch and day supervision rotations and where needed.
16. Work with the Chaplain to assist in the interpretation of the Christian faith to the campers through living and learning experiences.
17. Complete and submit a final report to the Council with the Director's report. This report is to consist of an evaluation of the position and recommendations for the future.

III) CHAPLAIN

- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

CHAPLAIN: DUTIES

1. Be responsible for the interactive presentations of the Christian faith.
2. Be responsible for the integration of the Christian theme in the daily activities of the camp.
3. Guide staff as they help each camper grow equally and individually and adjust to other campers and camp life.
4. Be available to staff and campers in times of stress and crisis.
5. Act as spiritual director to staff.
6. Be present and lead in opening and closing prayer at evening staff meetings
7. Be a Christian presence to all campers throughout the daily activities of camp.
8. Be present at all meals and use this time to get to know a wide variety of campers.
9. Work with other staff as required or any other duties as assigned by the Director or designated person in charge.
10. Be available to share areas of interest or specialization with campers on theme days or other special days.
11. Be responsible for daily worship centre where one can go and mediate.

IV) HEALTH STAFF

- Will ideally have DR, RN, RPN, EMT or other suitable qualifications. A minimum of Standard First aid and CPR are a must.
- Level 2 (enhanced) Police Reference Check that has been issued within nine months of commencement of employment.

HEALTH STAFF: DUTIES

ASSESSMENT

1. The Health Staff will discuss any health problems with parent or guardian at registration. This will enable them to assess the camper's current health status.
2. All health registration forms will be collected and filed in provided binder.
3. All illnesses, first aid treatments and emergency situations will be assessed by the Health Staff and appropriate

PLANNING:

1. Health care procedures and policies must be followed.
2. Liaison with a physician will be in place before the start of the camp session.
3. At no time will the Health Staff leave camp unless another qualified person will fill in at camp.
4. In the case of an emergency, the Health Staff will be knowledgeable

IMPLEMENTING:

WHILE IMPLEMENTING THE PLAN OF CARE THE HEALTH STAFF WILL ARRANGE THEIR TIME, SETTING PRIORITIES BASED ON THE CAMPERS NEEDS AND IN CONJUNCTION WITH THE CAMPS PLANNED PROGRAM.

1. Working with the Director and other camp staff is of the utmost importance.
2. The Health Staff may delegate staff to carry out measures to ensure the safety of campers.

<p>action taken according to the policies and procedures of camp.</p> <p>4. On a daily basis the Health Staff and the Camp Director will inspect cabins. Special attention should be given to unclean and unsafe situations. The Health Staff will indicate corrective measures.</p>	<p>of emergency telephone numbers. These numbers are posted at all telephones.</p> <p>5. If a camper is transferred to a health facility, the Health Staff will decide if one or two people are needed to accompany the camper.</p> <p>6. The Health Staff will notify the health facility and the parents of the camper.</p>	<p>3. At all times the Health Staff must carry out an ongoing assessment and evaluation of the camping situation.</p> <p>4. The Health Staff is not responsible for individual acts inappropriately carried out by a non-registered person in their absence. They are accountable for their decision to delegate and their assessment of both the camper's needs and the ability of the person to whom they plan to delegate.</p>
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MEDICATION:

Medication is to be given with the following in mind - the right medication, in the right dosage, to the right person, at the right time and by the right route.

1. Medications are to be kept in a secure locked place.
2. Each camper and camp staff is encouraged to come to the Health Staff to obtain medication at the appropriate time.
3. Campers who are accustomed to accepting the responsibility for taking their own medications may request to continue this practice at camp, (i.e. Inhalers/puffers). The camp Health Staff will enforce the 'lock up' rule to ensure the safety of all campers.
4. Staff may, with the authorization of the Health Staff, select from and self administer over the counter medications that are kept in stock for this purpose as they would in their own home.

MEDICAL DIRECTIVES: Standing orders are available at the Camp. Please read this yourself and utilize them.

EVALUATION:

1. The camp health staff is responsible to evaluate the effects of the nursing care that is given and introduce modifications when appropriate.
2. At all times the camp health staff must work along with the camp management and staff to improve the overall camp health services based on the evaluation.

V) SENIOR LIFEGUARD (WATER) DIRECTOR

- Minimum Age 19
- Must have NLS, RLSSC Instructors, CPR and standard first aid.
- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

RISK ASSESSMENT

Programmer/Lifeguard – Pool / Waterfront/Canoe

Duties: develop and Co-ordinate and pool and waterfront program and ensure a safe, fun, educational camp experience. Care and Maintenance of all related equipment. Work with other staff and Director. Other duties as assigned.

Hazard	Who could be Harmed	Risk Level	Controls & Precautions
Camper Protection	Camper, Staff	Medium to High	Child protection policy in place (screening of staff). Guidelines for camper conduct in place. Knowledge of pre-existing medical conditions. Training in

			Health and Safety regulations, inspections regularly performed. Trained first aid & CPR. First aid kit available.
Dealing with various social and physical levels of campers	Camper, Staff	Medium	Training on tolerance and acceptance, dealing with different personalities. Guidelines on proper intervention in place.
Handling emotional Situations	Camper, Staff	Medium	Guidelines on proper intervention in place. Training in conduct and camper discipline. Assistance immediately available from other staff, Director.
Physical injury (slips, trips & falls)	Camper, Staff	Medium	Training of avoidance of trips & falls. Rules in place to prevent (no running).
Physical injury (from faulty equipment)	Camper, Staff	Medium	Training of how to maintain pool. Inspections & maintenance performed daily. Supervision & training of campers in use of pool and water safety. Training of how to maintain and repair canoe equipment.
Physical injury (from water hazard)	Camper, Staff	Medium	Trained and competent Lifeguard. Supervision at all times. Training of campers in use of pool and water safety. Specialized safety equipment provided. Dedicated phone line available in case of emergency. Pool is fenced and not available to campers during "off use" periods.
Physical injury (from pool chemicals)	Camper, Staff	Medium	Training of safe use of chemicals, MSDS available. Access to chemicals not available to campers. Canoes not available to campers during "off use"

“ periods.

Physical injury (from environment)

Camper, Staff

Medium

Weather monitored & sun, heat, storm precautions taken for staff and campers.

Long Hours

Camper, Staff

Medium

Breaks provided. Variety of work environments and jobs so routine is broken up.

POOL/WATERFRONT/CANOE DIRECTOR: DUTIES

Working with the other Program staff, plan and coordinate programming for the water related area and activities by:

1. Arranging work schedules and rest periods to ensure equal rotation of staff.
2. Serving as a lifeguard at the pool, at the waterfront, or on canoe out-tripping.
3. Briefing other program staff and activity leaders on pool/waterfront regulations and procedures at leadership orientation and pre-camp.
4. Enforcing established pool/waterfront regulations and work with the Director in making any necessary updates to the regulations.
5. Patrolling the waterfront each day and reporting any unsafe conditions to the director. All staff or campers using canoes or planning waterfront activities must first advise the Canoe Director before the activity takes place and suitable measures will be arranged.
6. Explaining the rules to all camper groups before each first swim/use of waterfront
7. Caring and maintaining all waterfront related equipment; canoes, paddles, and life jackets.
8. Teaching canoe skills and safety factors.
9. Planning canoe day trips (if required) for maximum participation by all campers.
10. Giving adequate notice to kitchen staff of food needs for canoe day trips.
11. Participating in all aspects of the camp program as required.
12. Carry out any other responsibilities as designated by the director.
13. Plan alternative activities for children in the event the weather is not suitable for water activities
14. Supervise regular operation of all pool equipment and promptly report problems to the property manger or the property committee.
15. Keeping a daily log of conditions, operation and chemical levels of the pool water.
16. Supervising regular cleaning of pool areas: Vacuuming or brushing down bottom of pool daily. Skimming surface daily or more if needed, Hosing down sidewalk daily, Backwashing filters daily.
17. Supervising chemical balance of the pool regularly.
18. Supervising health and safety at the pool/waterfront. Maintaining well-equipped first aid kits.
19. In the case of accidents, notifying the Health Person, Director or designated person in charge and completely filling in Accident Report forms.
20. Participating in all evaluation sessions of pool/waterfront staff as scheduled.
21. Being available and prepared to participate with other staff in all aspects of the camp program.
22. Working with Chaplain to assist in the interpretation of the Christian faith to the campers through living and learning experiences.
23. Completing and submitting a final written report to the Council with the Director's report. This report is to consist of an evaluation of the program, all inventories, and any recommendations for the future

VI) LIFEGUARD

- Minimum Age 17
- Must have NLS, CPR and standard first aid.
- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

LIFEGUARD: DUTIES

1. Follow work schedules and rest periods to ensure equal rotation of staff.
2. Serve as a Lifeguard at the pool or waterfront on in any other camp capacity as designated by the Senior Lifeguard or Camp Director.
3. Be on time a give a full measure of work.
4. Relate to groups on a personal basis.
5. Enforce established pool regulations.
6. Participate in all training and orientation events.
7. Supervise regular operation of all pool equipment. Report problems to the head lifeguard.
8. Assist with the regular cleaning of the pool area. Vacuum or brush down bottom or pool daily. Skim surface daily or more if needed. Hose down sidewalk daily. Backwash system.
9. Assist with maintenance and checking of chemical balance of pool.
10. Work to ensure health and safety standard at the pool.
11. In case of accidents, notify the Head Lifeguard, Nurse, Camp Director or designated person in charge and fill in a complete Accident Report Form.
12. Discuss with the head lifeguard minor difficulties with the pool and possible solutions.
13. Be prepared and available to participate with other staff in all camp programs.
14. Work with Chaplain to assist in the interpretation of the Christian faith to the campers through living and learning experiences.

VII) ARTS & CRAFTS/REC & NATURE (LAND) DIRECTOR

- Minimum age 18
- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

RISK ASSESSMENT

Programmer – Arts & Crafts

Duties: develop and Co-ordinate and arts and Crafts program and ensure a safe, fun, educational camp experience. Work with other staff and Director. Other duties as assigned.

Hazard

Who could be Harmed

Risk Level

Controls &
Precautions

Camper Protection	Camper, Staff	Medium to High	Child protection policy in place (screening of staff). Guidelines for camper conduct in place. Knowledge of pre-existing medical conditions. Training in Health and Safety regulations, inspections regularly performed. Trained first aid responders. First aid kit available.
Dealing with various social and physical levels of campers	Camper, Staff	Medium	Training on tolerance and acceptance, dealing with different personalities. Guidelines on proper intervention in place.
Handling emotional Situations	Camper, Staff	Medium	Guidelines on proper intervention in place. Training in conduct and camper discipline. Assistance immediately available from other staff, Director.
Physical injury (slips, trips & falls)	Camper, Staff	Medium	Training of avoidance of trips & falls. Maintain a tidy work environment. Groundskeeper to maintain general camp environment.
Physical injury (from arts supplies, tools)	Camper, Staff	Medium	Training of use of specific craft material and tools, non-toxic used when possible. Manufactures instructions followed for storage and use. Health & Safety training provided. Ventilation provided if required as per safe use of MSDS. First aid kit

available.

Physical injury (from faulty equipment)	Camper, Staff	Medium	Training of how to maintain, store & repair related equipment. Inspections performed daily. Supervision & training of campers in use of equipment.
Supervision, class size.	Camper, Staff	Low	Group size appropriate to nature of the craft. Adequate supervision provided.
Physical injury (from environment)	Camper, Staff	Low to Medium	Weather monitored & sun, heat, storm precautions taken for staff and campers.
Long Hours	Camper, Staff	Medium	Breaks provided. Variety of work environments

ARTS & CRAFTS/REC & NATURE DIRECTOR: DUTIES

Working with the other Program staff develop and lead an arts and crafts program by:

1. Planning and coordinating the arts, craft, sports & nature programs.
2. Caring and maintaining all equipment required for these programs.
3. Supervising and delegating responsibilities for all activities.
4. Maintaining a reasonably safe activity environment.
5. Participating in all aspects of the camp program as required.
6. Carrying out any other responsibilities as designated by the Director.
7. Planning alternate activities for children in the event of adverse weather.
8. Ordering supplies and maintaining inventory.
9. Working with Chaplain to assist in the interpretation of the Christian faith to the campers

through living and learning experiences.

10. Completing and submitting a final written report to the Council with the Director's report. This report is to consist of an evaluation of the program, all inventories, and any recommendations for the future.

VIII) ACTIVITY LEADER

- Minimum age 17
- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

RISK ASSESSMENT

Activity Leader

Duties: Guide group of campers and ensure safe, fun, educational camp experience. Work with other staff and Director. Other duties as assigned.

Hazard	Who could be Harmed	Risk Level	Controls & Precautions
Camper Protection	Camper, Staff	Medium to High	Child protection policy in place (screening of staff). Guidelines for camper conduct in place. Knowledge of pre-existing medical conditions. Training in Health and Safety regulations, inspections regularly performed. Trained First Aid responders. First Aid kit available.
Dealing with various social and physical levels of campers	Camper, Staff	Medium	Training on tolerance and acceptance, dealing with different personalities. Guidelines on proper intervention in place.
Handling emotional Situations	Camper, Staff	Medium	Guidelines on proper intervention in place. Training in conduct and camper discipline. Assistance immediately available from other staff, Director.

Physical injury (slips, trips & falls)	Camper, Staff	Medium	Training of avoidance of trips & falls. Maintain a tidy cabin, environment. Groundskeeper to maintain general camp environment.
Physical injury (from environment)	Camper, Staff	Low to Medium	Weather monitored & sun, heat, storm precautions taken for staff and campers.
Long Hours	Camper, Staff	Medium	Breaks provided. Variety of work environments and jobs so routine is broken up.

ACTIVITY LEADER: DUTIES

1. Work with Chaplain to assist in the interpretation of the Christian faith to the campers through living and learning experiences.
2. Guide a group of campers and help each camper grow equally and individually and adjust to other campers and camp life.
3. Assist in the interpretation of safety and health regulations to the campers.
4. Guide the individual camper in participation in group, unit, and all camp activities.
5. Assist with program activities and other camp-wide activities as assigned.
6. Be in charge of a table group in the dining room.
7. Work with the other staff as required or any other duties as assigned by the Camp Director or designated person in charge.
8. Be available to share areas of interest or specialization with staff and campers on theme days or other special days.
9. Maintain a clean and safe cabin environment at all times.

IX) HEAD COOK

- Minimum age 19
- Level 2 (enhanced) Police Reference Check that has been issued within twelve months of commencement of employment.

RISK ASSESSMENT

Cook and Cook's Helper

Duties: preparing, creating and serving of meals. Ensure kitchen is kept clean and tidy and all health and safety guidelines are met.

Hazard	Who could be Harmed	Risk Level	Controls & Precautions
Environment (Falls, Trips, Slips)	Staff, Campers	Medium	Spills cleaned up promptly. Stepstool provided for high shelves. Training for avoidance of

trips & falls.

Environment (high temperatures)	Staff, Campers	Low	Regular breaks provided. Adequate ventilation. Area kept clean. Training of how to recognize and avoid heat stroke.
Food Contamination	Staff, Campers	Medium	Proper food storage and preparation techniques. Temperatures of fridge and food monitored.
Poor Hygiene	Staff, Campers	Low	Hygiene procedures in place. Proper food storage and preparation techniques. Table, floors & kitchen cleaned with approved disinfecting substance. Garbage removed daily.
Burns	Staff, Campers	Medium	Proper procedures for handling hot items in place. First aid kit available.
Scalding from dishwasher	Staff	Low to Medium	Follow manufactures instructions and safety procedures. First aid kit available.
Fire	Staff, Campers	Low to Medium	Training on how to prevent and control fire. Emergency evacuation procedures in place. Proper storage of flammable materials.
Cuts	Staff, Campers	Medium	Knives kept sharp & stored properly. First aid kit available on site
Reactions to Food (allergies)	Staff, Campers	Medium to High	Campers with allergies identified. Procedures in place to ensure no cross contamination.
Inappropriate use of Equipment	Staff	Low to Medium	Training in safe use, follow manufactures instructions. Testing of equipment each spring. Proper maintenance and storage procedure followed. Donated equipment thoroughly checked and recall history verified.
Long Hours	Camper, Staff	Medium	Breaks provided between meals. Variety of work tasks and jobs so routine

Chemicals (floor
cleaners/bleach)

Staff

Low to Medium

is broken up.

Manufactures
recommendations on
storage & use followed.
Material Data sheets
available.

HEAD COOK: DUTIES

1. Participate in all aspects of pre-camp training and leadership orientation
2. Supervise Cook's Helpers:
 - a. assigning tasks
 - b. arranging daily breaks
 - c. rotating responsibilities
 - d. maintaining good relationships
 - e. guiding and teaching
 - f. reporting to Camp Director
3. Responsible for food preparation, cooking, serving and assist in cleanup when necessary
4. Determine whether leftovers should be stored or disposed of according to Health Standards
5. Works with Camp Director, Administrative Assistant or management committee in the preparation updating and revision of menus as required
6. Ensures that special menus are prepared for those with specific nutritional needs
7. Receives and stores all food and supplies; checks incoming order against invoices and maintains all invoices to submit to camp treasurer/accountant
8. Keeps a record of all purchases and a regular inventory of all food and kitchen supplies
9. Seeks to stay within budgetary limits without sacrificing quality or quantity to economy; does cost accounting for meals
10. Enforces health and safety regulations to meet Ministry of Health Standards: cleanliness of kitchen (cleaning utensils, counter tops, stove, exhaust hood, dishwasher, sweeping all floors after each meal; mopping floors daily, removal of garbage and waste to the approved storage areas daily; weekly cleaning of refrigerator, freezers, oven, cabinets, shelves fans, mixers, etc.; food and cooking equipment properly stored to avoid contact with insects or rodents
11. Adhere to and enforce: cleanliness of personnel; regular washing of hands; clean, neat clothing and personal appearance; hair appropriately covered; closed toe and heel shoes, and any other standard as set out by the Council and Ministries of Health and Safety.
12. Maintains a cooperative working relationship with Program Staff in planning for cook-outs, special snacks and out-tripping
13. Will be on site for all meal service
14. Will remain on site, supervising and assisting until entire kitchen building is properly cleaned and prepared for the next day of use.

15. Will properly maintain personal onsite accommodations
16. Will act in a Christian manner at all times using language and decorum suitable for a Children's camp.
17. Participates in evaluation sessions of Kitchen Staff as scheduled.
18. Participates in other facets of camp life as time and schedule permits.

X) COOK'S HELPER

- Minimum age 16
- Level 2 (enhanced) Police Reference Check that has been issued within six months of commencement of employment.

COOK'S HELPER: DUTIES

1. Participate in all aspects of pre-camp training and leadership orientation.
2. Assists with food planning, preparation, cooking and serving, clean-up and duties as assigned by head cook.
3. Assists with the receipt of foods and food storage.
4. Helps to maintain health and safety conditions in the kitchen at all times as required by the Ministry of Health:
 - Regular cleaning of utensils, preparation/serving ware, dishes.
 - Cleaning of appliances, toaster, dishwasher, counters, sinks and cupboards.
 - Sweeping and mopping of all kitchen and dining room floor as instructed
 - Maintains neat and clean personal appearance at all times, with hair appropriately covered
 - Wear closed toe and heel foot ware at all times
5. Works with the cook in the preparation of foods for cookouts, snacks, and out-tripping canoe trips.
6. Participates in other facets of camp life as time and schedule permits.