



Recreation Staff – Arts & Crafts Job Description

Staff Code of Conduct

1. The #1 priority of the staff is the well being and safety of the campers and other staff members. Any mistreatment of campers or others including sexual or emotional abuse or inappropriate behavior will be cause for dismissal.
2. Staff should be a positive role model of acceptable behavior and values, and should display enthusiasm at all times. Staff behavior (language and actions) represents the camp and its values.
3. The possession and/or use of illicit drugs, alcohol or tobacco at camp will not be tolerated and will result in immediate dismissal. All medications must be reported to the assigned first-aider and kept in the medical cabin.
4. The care of camp property and equipment is everyone's responsibility. Staff will be held responsible for blatant misuse of or negligence towards the camp property.
5. Be aware that Sherbrooke Lake is a Christian camp and is owned by the United Church of Canada and must understand the important beliefs of the church.
6. Arrives at camp by 12:30pm on Sunday. To depart on Friday when the Camp Director has declared that all necessary tasks have been completed.
7. Take part in all recommended training sessions and camp-wide activities.
8. Report problems with campers, staff (or children) to the Camp Director immediately.
9. Complete and submit a week-end report as require by the Camp Director.
10. Submit a summer end report to the Personnel Committee of Camp Council before the final cheque is given to the staff member.
11. Follow all rules and regulations as laid down by Camp Council and adhere to the Policy Manual.
12. Staff is to complete incident or accident reports immediately after any occurrence and give them to the Camp Director.
13. The Leader's Lodge is out of bounds to Counsellors and CITs. Senior staff will enforce this.
14. Staff rooms are to be kept tidy and clean. This includes the deck outside their rooms. Electrical appliances are to be used conservatively.
15. The kitchen is out of bounds to staff members except the cooks or those whom the cooks request to help. The Camp Director will set up a schedule for use of the shower.
16. Counsellors and CITs must stay with their campers a minimum of 30 minutes after lights out or until the campers are settled. Counsellors and CITs are to go to bed by 12midnight and Senior staff must be in their rooms by 12:30pm.
17. Use of the telephone must be cleared with the Camp Director.
18. All staff must complete, with the Camp Director, their weekly verbal or written evaluations.
19. Complete a Criminal Records Check from local RCMP/Police station and pass to Camp Director prior to the commencement of the summer.
20. All staff are under the supervision of the Camp Director and must carry our duties assigned by the Camp Director.

Recreation Staff – Arts & Crafts

1. Be a Senior Counsellor where required and provide supervision for Counsellors and campers assigned to them
2. Prepare, by June 1st, 2010 in cooperation with the other Rec team members program for the month of July with themes and appropriate material needed. Prepare, by August 1st, 2010 a program for the month of August. Discussion with the Camp Director and other recreational staff is crucial.

3. Work as a team with the other Recreation Staff to plan activities, games, themes and events for the camp as a whole.
4. Work with Recreation counterparts to deliver daily activity periods for camp wide activity.
5. Be in a mentor and role model position for all Counsellors and CITs
6. With the assistance of recreational staff organize Rotation schedules for campers.
7. Meet regularly with Recreation Staff members to plan and organize programming.
8. As part of the Recreation Staff organize Rotation schedules for the campers.
9. Keep an inventory of all craft supplies.
10. Keep an inventory of all sports equipment.
11. Consult with the Camp Director and Business Manager regarding the purchase of new or replacement supplies. This list needs to be to Business Manager by Friday of each week.
12. Prepare a meaningful creative take home craft, in consultation with the Camp Director, that includes participation by campers.

I agree to abide by and uphold the United Church of Canada values of Sherbrooke Lake Camp, the job description of Recreation Director and the Staff Code of Conduct and the policy and procedures as set out by Camp Council.

Agreed Salary: _____

Name (printed): _____

Signature: _____ Date: _____