

Job Descriptions (General Information Applicable to All Camp Positions)

All positions at camp are voluntary; however the Society may, at its discretion, offer an honorarium for some or all of these positions, recognizing that all of the time spent preparing for camp and at camp could never be fully compensated.

These honorariums are set by the Rock Lake United Church Camp Board.

The Society offers room and board to all leaders while at camp and will reimburse all appropriate expenses related to their position, provided that those expenditures are pre-approved by the Camp Director and in the case of the Camp Director's position are pre-approved by the Society's Treasurer.

All positions at camp, other than that of the Camp Director who is appointed by the Society on the recommendation of the Director of Human Resources, are selected by, and report to the Camp Director, with the provision that the Society has final approval over all camp staff.

Before being accepted as leaders for camp, everyone must complete and submit the appropriate Adult Leader Application & Health Information Form (*Form 3*) or Cabin Leader Application & Health Information Form (*Form 4*). Note: Cabin Leaders 18 years-of-age or older must complete an Adult Leader Application & Health Information Form and follow all other criteria that has been established for Adult Leaders.

All camp staff must provide proof of any required certificates to the Camp Director prior to camp.

All Adult Leaders and Cabin Leaders are required to attend Leadership Training sessions as directed by the Camp Director.

All personnel must also sign & date the appropriate Adult Leader Agreement (*Form 7*) or Cabin Leader Agreement (*Form 8*) and undergo full employment screening. In addition all Adult Leaders and Cabin Leaders who will be eighteen years of age or older anytime during camp, must authorize the Society to obtain a RCMP Criminal Records Check as detailed in *Section 10.2*

All adult leaders who are licensed drivers and who carry the appropriate liability insurance must provide the Camp Director with a current Driver's Abstract before camp if they may be needed to drive any camper anywhere. If the appropriate abstract is not provided then that particular leader can not transport campers under any circumstances.

All Adult Leaders and Cabin Leaders at camp are expected to:

- have a personal, growing relationship with Jesus Christ and a desire for each camper to have that relationship as well
- be thoroughly committed to the aims of the camp
- have a caring sensitive and accepting manner to the needs of the campers
- be trustworthy
- have a conscientious approach to job responsibilities
- have a standard of personal conduct that is consistent with Christian camping

- live up to the standards of Christian community as established by the Society;
- respect all camp rules and policies.

Note: While at camp no leader may leave the camp boundaries at any time or for any reason without the permission of the Camp Director or the person designated as in charge.