

Section 4: Responsibility & Job Descriptions

4.1 Organization Chart

Feb 2015

The Society's Organizational Chart can be found on (*Schedule 4*) and should be viewed with the following in mind:

- A Vice-Chair must be appointed from the existing members of the Board.
- The Assistant Camp Director must be appointed, although that person may already be going to camp as a resource or staff person.
- As per their job descriptions, the Camp Registrar, Camp Chaplain & Camp Prayer Co-Ordinator need not attend the actual camp.

4.2 Risk Management

Jun 2005

(The following material is a portion of and is quoted from the booklet Faithful Footsteps Screening Procedures for Positions of Trust and Authority in the United Church of Canada: A Handbook. The Camp Director and Assistant Camp Director, in particular, are asked to review the Handbook in its entirety.)

The term "risk management" may seem very intimidating, but it need not be. It means taking care to consider the possibility that something could go wrong and taking steps to stop, minimize, prevent or eliminate the circumstances which may lead to injury, abuse or harm to camp participants. Risk management means accepting the fact that harm is possible, either by the deliberate act of an abusive person or through carelessness or accident.

4.2.1 Assessing the Risk

Jun 2005

The programs and activities of a camp have many different levels of risk attached to them, depending on several factors:

- *The Participants:*
How vulnerable are they? How old are they? How dependent are they? Are they ever alone with the leader/staff/volunteer?
- *The Setting:*
Is the room safe? Is there a window in the door? Is it an off-site public space or in a private home?
- *The Activity Itself:*
Is the activity carried out in a group or one-on-one? Is it a physically active event? Is it an activity that demands privacy (i.e. hospital visiting, counselling)?
- *The Supervision Provided:*
Is there documentation kept on the events? Are spot checks conducted on programs on a regular basis?

- *The Nature of the Relationship Between Participant and Leader:*
Is there a significant power differential between participants and leaders? Are leaders in a position of trust? Does the activity itself depend on the fostering of a close and personal relationship (i.e. friendly visiting, mentoring, counselling)?

4.2.2 Risk Assessment Matrix

Mar 2 009

It is important to identify positions according to their level of risk.

- *Low Risk:*
There is minimal or no contact with children or other vulnerable people. Programs take place in large groups.
- *Medium Risk:*
There are activities with vulnerable people, but no private or one-on-one sessions.
- *High Risk:*
The position presents opportunities to be alone with children or vulnerable persons or the position presents opportunities to exert influence over youth or seniors.

Some activities are of higher risk in some factors than others. This Matrix can be used to visually represent an assessment of the risk level of various activities which may be part of a position's job description.

Position	Risk Assessment: 0.0 (Rating)												
Risk Factor	Assessment										Risk Level		
Participant	1	2	3	4	5	6	7	8	9	10	L	M	H
Setting	1	2	3	4	5	6	7	8	9	10	L	M	H
Activity	1	2	3	4	5	6	7	8	9	10	L	M	H
Supervision	1	2	3	4	5	6	7	8	9	10	L	M	H
Relationship	1	2	3	4	5	6	7	8	9	10	L	M	H

For each risk factor, circle the number which best describes your assessment of the level of risk for this position: (1 = lowest 10 = highest)

4.2.3 Calculation Method of Risk Management

Mar 2009

The assessments listed below are based on the following assessment count-level relationship:

- 1 - 3 = Low
- 4 - 7 = Medium
- 8 - 10 = High

The Risk Assessment Number beside the job description [e.g. "Camp Director, Risk Assessment: 7.4 (Medium High)] is calculated by simply averaging all assessment sections of that specific job description ("Participant", "Setting", "Activity", "Supervision" and "Relationship").

4.2.4 Risk Assessments

Oct 2009

Appendix 4 shows the potential Risk Assessments for each position at camp based on average people, program and facilities. Current (for the specific camp) risk assessments must still be completed for each camp function once personnel, settings and schedules are finalized.

4.2.5 Options for Reducing Risk

Jun 2005

Once a risk assessment is completed, there are various options to consider for reducing the risks:

- *Eliminate the activity:*
You may decide the risks are too high for the activity to continue.
- *Modify the activity:*
You may make changes to how the activity is carried out.
- *Transfer the liability:*
You may choose to have the service or program offered by someone else with professional expertise.
- *Assume the risk:*
You may decide that despite potential risks the program is essential to the nature of your camp and so continue to offer it.
- *Minimize the risk you assume:*
If you choose to continue to offer programs with significant risk, you could adopt other measures to reduce and avoid the risks and potential losses.

4.3 Working Alone Policy

Jul 2020

While fulfilling your obligations at camp it is possible that you may come under the legal definition of 'Working Alone' in British Columbia.

Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential risks of injury. Employees and supervisors are required to make every effort to assess hazards, to take steps to avoid unnecessary risk, and to make available methods by which misfortune can be managed to minimize damage or injury.

4.3.1 **Definition** Jul 2020

In accordance with Regulation 105/88 R under the Workplace Safety and Health Act, an employee is working alone when the employee is performing a job function and is not in the presence of his/her supervisor, another person in a supervisory capacity designated by "RLUCC", or another employee of the Camp at the time the job function is being performed. The fact that the employee may be in contact with other adults or campers not eliminate the concept that the employee is working alone and, therefore, assessments and requirements applicable to the risks of the work will still apply.

4.3.2 **Assessment of Risks** Jul 2020

Particular job functions will have inherent hazards associated with them and may be deemed as high risk, low risk or a combination of the two. The degree of risk will not eliminate the requirement to be aware of the hazard control measures applicable, but it will help to determine the appropriate hazard control measures.

All employees should be familiar with the information in the document **Safety Tip Working Alone** at www.worksafebc.com

4.4 **Workplace Violence** Jul 2020

Call 911 if you believe there is immediate danger - Contact the BC Public Service Agency's 24-hour emergency safety line at 1 250 952-0911.

4.4.1 **Definition** Jul 2020

WorkSafeBC defines violence as "the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury."

Violence isn't just a physical assault. It also includes threats, verbal abuse, intimidation and the spillover of domestic violence into the workplace. All staff play a vital role in preventing violence by following safe work procedures, reporting incidents, and helping with risk assessments or investigations.

4.4.2 **Training** Jul 2020

When there is a risk of violence, employees need training in

- How to recognize potential violence
- Workplace-specific violence prevention procedures, such as de-escalation

- Response to violent incidents
- Reporting violent incidents
- Accessing counselling and support.

4.5 Parent or Public Complaint

Jul 2020

A complaint from a parent or a member of the general public can throw us for a loop. Perhaps that's because we feel vulnerable and are never quite ready to handle an upset person. As a result, we aren't quite sure what we can do - or what we should do. After all, we may not have a 'ready answer' to resolve the complaint. Too, we may not feel the complainant is accurate or fair in his/her assessment. Yet if we don't want to be in a lose - lose situation with a complainant, we must be prepared with professional and acceptable responses and actions. If we're not, the complaint won't be resolved and may even escalate. In truth, molehills can become mountains because we didn't have a professional action to employ immediately to defuse the complaints. Here is a professional six-step stance we can use that may prove helpful.

4.5.1 Make it a Concern not a Complaint

Jul 2020

Instantly thank the person for bringing his/her concern to your attention. You may be surprised by the complaint, but don't even consider allowing yourself to be momentarily irritated, perplexed, or defensive. Please note: Never use the word complaint - even if the person does. Instead, introduce the word concern immediately. Then add two sentences: "Your concern is my concern," and "I'm glad you told me your concern so that I can try to fix it - and prevent it from happening again."

4.5.2 Apologize

Jul 2020

Apologize for both the problem and for causing the person's concern. However, never make an apology your first action. Apologizing should be the second step - and for good reason. It will always have more power and impact if it comes after you thank the person - and after you have revealed that you're glad they brought the concern to you. Remember, apologizing first is a patronizing and defensive move and will not defuse parents.

4.5.3 Bring about Calm

Jul 2020

Take any steps necessary to calm the person and help he/she relax. This is easily done by promising that you will listen and deal with the concern immediately. If you can take action without involving others, do so promptly. Remember, people may feel you are putting them off if you make them wait. If it is necessary to involve someone else say so. Tell the person exactly what you will do and when you will do it. Then do it! If you want someone to be able to calm down, they must know you are going to take action. This means they must have a promise from you that you will act - and they must believe you will hold yourself to your promise.

4.5.4 You need all Necessary Information

Jul 2020

Collect additional information, as necessary. Find out what is needed for resolution. If you agree - work towards that goal.

4.6 **New and Young Workers**

Jul 2020

As per the British Columbia Workers' Compensation Act, all businesses must be in compliance with the regulations governing New and Young Workers.

4.6.1 **Definition**

Jul 2020

WorkSafeBC defines a new worker as anyone that is new to your workplace and young workers means any worker under 25 years of age.

4.6.2 **Specific Regulations for New & Young Workers**

Jul 2020

All new & Young Workers . . .

- . . . must be given a health and safety orientation prior to starting employment. Such orientation must be documented by the employer
- . . . employers must have written safe work procedures to cover working alone (Section 4.3), workplace violence (Section 4.4) and emergency procedures (Section 6).

4.7 **Limits and Boundaries**

Jul 2009

While at camp all leaders are expected to set a Christian example for the campers. Campers are to be under adult supervision at all times and occasionally the leader or service provider may have to step into a developing situation to diffuse things. This is the responsibility of each leader at camp. However, the ability to discipline the camper is the responsibility of the Camp Director or a person designated by him/her, who will decide the appropriate discipline and whether the parents need to be involved. The only exception to this would be on the waterfront where the Lifeguard is in charge and may remove water privileges (but never further discipline) as described in this Manual under the Health and Safety Section 5.3.5.

4.8 **Relationship of Position to Goals of Camp**

Jul 2009

Where practical, all activities at camp should be planned using the goals outlined in (Section 1) of this manual and the guidelines as detailed in (Section 12.3).

4.9 **Challenge by Choice**

Nov 2012

All camps are to operate under the basic principle of Challenge by Choice.

Challenge by Choice is a philosophy on how to encourage campers to achieve their goals and to provide them with a safe environment where they can go beyond their own comfort levels. It is not our place to push campers beyond where they are ready for or capable of going. Our responsibility is to offer helpful advice and encouragement that any camper may need to progress beyond his/her comfort zone. It is also our intent to apply this philosophy to how campers treat each other. We do not allow campers to 'bully' one another into doing things they do not feel comfortable doing.

Within the framework of Challenge by Choice, the Camper:

- decides if he/she would like to participate in a particular activity in a physical manner.
- decides when he/she would like to take part.
- decides which activities to participate in.
- decides the degree to which he/she will participate.
- decides how much vocal support he/she would like while doing a particular activity.
- decides if he/she would like to stop participating in a particular activity.

Everyone:

- Fully supports everyone else's choice without question and without asking 'why?.'

Note: There are some times at camp where the principles of *Challenge by Choice* do not apply:

- **Safety Issues:** In some circumstances where safety may be compromised it is necessary not to offer a choice
- **Eating:** A camper can not choose not to eat. Campers need energy and sustenance to stay healthy.
- **Cleanliness:** We must look after our campers, therefore personal hygiene is not a choice
- **Bed Time:** Everyone needs to sleep and get some rest so that we can all make the most of our days at camp.
- **Quiet Time:** Everyone needs a quiet time sometime during each camping day so that we can all make the most of our days at camp.

4.10 Job Descriptions

Jul 2020

Society's policies 4.2.4 Risk Assessments, 4.3 Working Alone, 4.4 Workplace Violence, 4.6 New & Young Workers, 4.7 Limits and Boundaries, 4.8 Relationship of Positions to Goals of Camp, 4.9 Challenge by Choice are an integral part of each job description

All references to 'staff' in these standards should be understood to mean both paid and volunteer staff positions, unless otherwise specified.

Cabin Leaders in Training participate in a planned training program to prepare for future positions as staff members and leaders in the community. They must have direct supervision. They are considered campers while at camp.

Volunteer staff assume the role and responsibilities of staff without pay. To assume this responsibility, volunteers must possess all the requirements necessary for that position and should be treated equal to staff members.

The Camp Director is the person on site with day-to-day responsibility for the care and management of the campers, staff and overall facility. He/She makes informed decisions, supports the aims and philosophy of the camp and maintains the Standards of the UCC and the BCCA in the best interest of the campers and the camp. A Camp Director's education, experience and professional background should prepare him/her for this varying and demanding role.

A Camp Leader is the person who is responsible for a group of campers for a specific period of time, who will live with them in close proximity (within sight or hearing distance at all times, day and night), instruct them, and care for them in the manner of a caring parent.

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 Board with the current amounts listed in (*Schedule 9*).

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 or 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*), a Staff Employment Contract (*Form 21*) 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*).

They must also acknowledge they have read, and agree with, the Job Description for their particular responsibility at camp by signing a copy of same. This copy will be kept in the Employee File.

All adult leaders who are licensed drivers and who carry the appropriate liability insurance (*Section 2.2*) 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.

4.10.1 **Camp Director**

Apr 2019

Qualifications:

The Camp Director must be a minimum of 25 years of age and have two years of leadership and administration experience in a camping or related field.

The Camp Director is the person on site with day-to-day responsibility for the care and management of the campers, staff and overall facility. The Camp Director makes informed decisions, supports the aims and philosophy of the camp and maintains the Standards of the Society, the UCC and the BCCA in the best interest of the campers and the camp. A Camp Director's education, experience and professional background should prepare him/her for this varying and demanding role.

The Camp Director is responsible to:

- develop a camp name and theme and provide a camp program that is consistent with the Society's goals, making effective use of the human and material resources available. This program should meet the needs of the campers and provide participants with a 'fun' time within a Christian setting;
- plan, publicize, coordinate, and direct the camp;
- give leadership, support and encouragement to the Christian Education program of the Society and the UCC and provide progress reports to the Society, as required;
- recruit all leadership staff for his/her camp. This could include, but may not be limited to, Assistant Director, Registrar, Resource People (for games, crafts, Bible studies, music, special events, etc.); service personnel (First Aid Attendant, Lifeguard, Kitchen Staff, etc.) He/she must also recruit Cabin Leaders who must be a minimum of 17 years of age and at least two years older than the oldest camper they will directly supervise;
- to minimize staff conflicts by having on-going communication with each Adult Leader (whether resource or service) and Cabin Leader during camp;
- to prepare a simple performance evaluation for each Leader for the end of camp (*Form 22*);
- understand and apply the UCC's risk assessment rationale, utilizing the Risk Assessment Matrix (*Section 4.2*);
- plan and participate in a Camp Leadership Training Program for all Adult Leaders and Cabin Leaders who will be participating in camp. This training is outlined in (*Section 13*) and must include, but not be limited to, child abuse policies, skill training in leadership (including our Challenge by Choice philosophy), motivation and parenting with particular emphasis on hygiene and health standards, basic first aid, use of PFDs, safety standards and emergency procedures;

This program must be documented and consist of at least 32 hours of training with a

minimum of eight hours being on site. The on-site training should include orientation, camp skills, program and on-site hazards and boundaries;

- prepare a budget in cooperation with the Society Treasurer, bearing in mind that the Treasurer has a responsibility to the Society to ensure that each camp meets the pre-approved budget, so necessary fund raising may have to be done;
- allocate any designated camperships received to needy campers;
- account for all moneys received and spent;
- ensure that registration information is sent out and received; receive all registration forms from the Registrar and keep them in a secure location while camp is in progress;
- maintain ongoing contact with the Registrar prior to camp to be aware of numbers, sex and ages of campers and any special requirements (diet, medication, etc.) that may be involved;
- transfer all campers' registration forms and medical information as well as all staff personnel files to the secured cabinet provided by the Society for safe-keeping for seven years as required by the UCC at the conclusion of camp;
- be responsible for the physical, emotional, social and spiritual well-being of all campers and leaders;
- ensure that each adult leader and cabin leader takes a daily two hour rest period. This may be taken one hour at a time or two hours consecutively. Ensure that each day has a quiet time built into the schedule;
- build good staff relationships and organize staff responsibilities in such a way that all leaders remain well rested;
- conduct or arrange to have conducted a Waterfront & Water Craft Safety Audit (*Form 12*) at least once per camp to ensure program safety standards are being maintained;
- inspect the facility with the Camp Caretaker both before and after the camp (*Form 13*); ensure that the facilities are kept in good condition and that safety standards are met at all times. Any problems or concerns should be reported to the Camp Caretaker
- ensure that all camp rules (*Section 5.5*) are posted and followed;
- designate a smoking area and provide a suitable receptacle for same;
- contact the parents or guardians of any campers in the event of an emergency situation and write up a report on the incident (*Form 14 & Form 15*);
- become familiar with the Manual and offer suggestions for improvement as required;
- participate in any accreditation visits by either the UCC or the BCCA;

- prepare a Report and Recommendations along with a Staff Evaluation for the camp and forward same to the Society's Director of Human Resources no later than six weeks after the completion of the camp;

4.10.2 **Camp Assistant Director**

Feb 2015

This position must be designated but may be assigned to another qualified adult who will already be at camp in another capacity.

The Camp Assistant Director must be capable of assuming responsibility for the entire camp during the Camp Director's rest periods or his/her absence for any other reason

Qualifications:

The Camp Assistant Director must be a minimum of 25 years of age and have two years of leadership and administration experience in a camping or related field.

The Camp Assistant Director is responsible to:

- understand and apply the UCC's risk assessment rationale, utilizing the Risk Assessment Matrix (*Section 4.2*);
- assist the Camp Director in the planning, coordinating and directing of the camp, as required;
- participate in and help the Camp Director plan a Camp Leadership Training Program (*Section 13*), as may be deemed necessary;
- assume the responsibility for training the Camp Cabin Leaders (*Section 13*) and to be the on-site supervisor for them;
- assume the responsibility for the Cabin Leaders Training Program (*Section 14*) and supervise the selected trainees while at camp.
- assume responsibility for the camp in the absence of the Camp Director

4.10.3 **Camp Lifeguard**

Apr 2019

Qualifications:

As required by the BCCA's mandatory standards, the Camp Lifeguard must be a minimum of 17 years old and be NLS certified

NOTE: If the Camp Lifeguard is under 19 years of age, then the Camp Director must appoint a Waterfront Director to oversee all water activities.

The Camp Lifeguard is responsible to:

- ensure the safety of the campers and leaders in the waterfront area during organized events. To facilitate this, the Camp Lifeguard has complete charge of the waterfront while it is being used for camp activities. On the waterfront the Camp Lifeguard will have final authority over all campers and leaders at all times;
- check all aquatic equipment and report any damages or inadequacies to the Camp Director (*Section 5.3.3 & Form 12*), for the appropriate requirements;
- train all camp staff to be able to evaluate the condition of PFDs and how to ensure proper sizing and fit.
- coordinate with the Camp Director regarding the timing of waterfront activities and be punctual and respect these times;
- ensure that swimming areas are properly marked;
- govern all swimming and/or boating periods throughout the duration of the camp;
- complete the appropriate form (*Form 16*) in the event that a waterfront emergency is declared;
- report infractions of waterfront rules to the Camp Director for disciplinary action, although the Camp Lifeguard always has the option of banning someone from or restricting someone's access to the waterfront;
- ensure that campers and leaders are classified as to their swimming ability on their first day (one method of doing this is with coloured wrist bands). This must be done prior to any participation in waterfront activities (*see Section 5.3.8*);
- prepare a brief report of each camp's activities, including any problems and/or suggestions that the Camp Lifeguard might have;

4.10.4 **Camp Activity Leader**

Feb 2015

Qualifications:

The Camp Activity Leader must be a minimum of 21 years of age and have some previous leadership experience as a Cabin Leader or equivalent experience in a camping or related field.

Note: A maximum of two mature young adults (18 - 20 years of age) may be considered as activity leaders at any given camp providing there are enough other adults (both resource & staff personnel) at camp to maintain the appropriate camper/leader ratios.

The Camp Activity Leader is responsible to:

- plan and effectively carry out his/her area of program responsibility (Bible study, crafts, games, music, special events, etc.) to promote the Christian education of each camper based on the theme as established for that camp and in accordance with (Section 12.3) in this manual.

Camp Program:

- be aware of the purpose of camping in the total program of Christian Education and seek to relate all his/her activities to this end;
- be prepared to take active leadership of the portions of the camp program as assigned by the Camp Director;
- prepare for his/her duties by researching and collecting such resources as may be necessary.

Camp Administration:

- seek to maintain good relationships with the Camp Director, other leaders and staff;
- maintain a loyalty to the Camp Director, the Camp First Aid Attendant and the Camp Lifeguard and to assist them, where possible, in their responsibilities;

Relationship to Campers:

- be concerned with the needs and problems of each camper and attempt to fill these needs and satisfy problems, where possible, during the camping experience;
- be extra sensitive during the first few days of camp as to how each camper has adjusted to camp (watching for loneliness, homesickness, ill-ease, aggressiveness, etc.) Extreme problems should be directed to the Camp Director;
- set an example! Have a sense of humour! Treat all campers equally! Have a friendly,

- personal attitude for each camper! Be enthusiastic! Be a guide, rather than a boss! Maintain good discipline! Enter no cliques! Exhibit tolerance! Maintain emotional control! Try to deal with common problems of group relationships!

Campers' Health and Welfare:

- consult with the Camp First Aid Attendant (especially if he/she, as leader, is assigned to a specific group or cabin) regarding individual campers' general health, special diets, physical restrictions, etc. and ensure that these specific needs are met;
- keep a watchful eye among the campers (especially if he/she, as leader, is assigned to a specific group or cabin) for signs of fatigue, constipation, infection and general cleanliness and ensure that all problems are reported to the Camp First Aid Attendant;
- ensure that the campers wear suitable clothing at all times: good shoes for hiking, changes of clothes for good hygiene, warmth at night, after swimming and in cool weather, protection against sunburn, protection against insect bites, etc;
- promote and maintain good morale and welfare among the campers, keeping a composed outlook to avoid friction and competitiveness;
- maintain close supervision at all times, ensuring that camp rules are followed and that all normal and necessary precautions are taken to ensure camper safety;
- be familiar with & fully endorse the Society's Challenge by Choice policy;

4.10.5 **Camp Cook**

May 2017

Qualifications:

The Camp Cook must 21 years old and hold a current FoodSafe (within five years) Certificate and have training and/or experience in a similar environment.

The Camp Cook is responsible to:

- become familiar with and follow the Menu Guidelines as found in (Section 5.4.1) and General Food and Safety Principles & Standards (Section 5.4.2);
- prepare a camp menu, to be approved by the Camp Director and the Camp Nurse, that adequately provides a sound and healthy diet. (See Schedule 2 for a sample menu);
- prepare a Menu Plan as required by and in accordance with the standards established by the British Columbia Ministry of Health (Section 5.4.2);
- provide a shopping list to the Camp Director for all food and kitchen supplies required and, subsequently, to purchase the food and supplies upon approval by the Camp Director. This should be done as early as is practical in order to take advantage of sales. A cash advance will be provided by the Treasurer for this purpose. All receipts for purchases must be retained and returned to the Camp Director for delivery to the Treasurer;
- prepare all camp meals at times agreed upon with the Camp Director;
- supervise the kitchen staff, which will normally consist of one Camp Cook's Assistant and a Dishwasher;
- orient all kitchen personnel with FoodSafe procedures, if they are not currently certified;
- ensure that the sanitation and cleanliness of the kitchen meets or exceeds provincial health standards at all times;
- ensure that all food and supplies are properly stored and used so as to obtain maximum freshness and nutritional value;
- obtain from the Camp First Aid Attendant details of any allergies that the campers and/or leaders may have and to prepare appropriate alternatives for them;
- report any equipment failures or other problems to the Camp Director;
- make minor purchases, as necessary, during the camp;
- ensure that the kitchen is left clean at the end of the camp. NOTE: the campers and staff are responsible for keeping the dining hall clean and for doing their own dishes;

- ensure that the kitchen is strictly controlled for access by non-kitchen staff and campers;
- provide the Camp Director with an inventory listing of unopened food and its disposition at the end of camp;
- prepare a brief report of each camp's activities, including any problems and/or suggestions that the Camp Cook might have.

4.10.6 **Camp Cook's Assistant**

Feb 2015

Qualifications:

Be 21 years of age and both mentally and physically capable of performing all duties required

While it would be preferable for the Camp Cook's Assistant to hold a current FoodSafe Certificate, it must be understood that in accordance with provincial statute the Camp Cook's Assistant may not be in the kitchen alone handling food without the supervision of the Camp Cook unless he/she has a current FoodSafe certificate.

The Camp Cook's Assistant is responsible to:

- assist in the preparation of meals, as directed by the Camp Cook;
- as directed by the Camp Cook, ensure that the sanitation and cleanliness of the kitchen meets or exceeds provincial health standards at all times.

4.10.7 **Camp Kitchen or Dining Hall Dishwasher**

Jul 2020

Qualifications:

Be 18 years of age and both mentally and physically capable of performing all duties required

The Camp Dishwashers are each responsible to:

- wash, rinse and sanitize all surfaces in their area's after each meal;
- sweep their respective floors after each meal; wash their respective floors as required, but at least once per day;
- take out the garbage and the recyclables after each meal;
- the Kitchen Dishwasher reports to the Camp Cook - the Dining Hall Dishwasher reports to the Camp Director;
- help with final clean-up at the end of camp as directed by the Camp Cook or Camp Director.

NOTE: The Camp Kitchen Dishwasher is not to be involved in the preparation or the cooking of any food.

4.10.8 **Camp Cabin Leader**

Jun 2018

Qualifications:

While it is preferred that the Cabin Leader be 18 years of age, the minimum requirement is that he/she be 17 years old and two years older than the oldest camper that they will directly supervise - at the discretion of the Camp Director, mature teens that are 14 to 16-years-old will be eligible to participate in the Cabin Leader Training Program (*Section 14*).

While it is preferable that the Camp Cabin Leader has successfully completed the Society's Cabin Leader Training program, the Camp Director may consider other equally qualified candidates. It is understood that in all cases of applicants having equal qualifications, those trained by the Society will be given preference.

The Camp Cabin Leader is responsible to:

- assist the Camp Activity Leaders in the supervision of the campers within his/her cabin unit;
- take charge of the campers in his/her cabin unit for periods of time as assigned by their Camp Activity Leaders;
- sleep in the cabins with their campers unless alternative arrangements have been made by the Camp Director;
- be a positive and supportive member of the camp leadership team;
- help ensure the safety and physical well-being of the campers within his/her care;
- be responsible for that part of the camp program (games or other activities) as requested and assigned by the Camp Director;
- attend and participate in daily camp meetings, as required;
- attend chapel and Bible teaching to set the example for their campers;
- set a positive example for his/her campers;
- become fully familiar with and fully endorse the Society's Challenge by Choice policy;
- carry-out any additional duties as assigned by the Camp Director.

4.10.9 **Camp Cabin Leader Supervisor**

Feb 2015

This position is not mandatory but can be appointed at the discretion of the Camp Director

Qualifications:

A mature eighteen year old who has had experience as a Cabin Leader at a previous camp.

It would be beneficial to appoint this position in a year where the camp would have a group of inexperienced Cabin Leaders or in the case where a teen is deemed too old to be a Cabin Leader but not yet ready to be an Adult Leader. Thus this position could be used to keep a potential leader interested in the camping ministry by giving them a reason to return to camp.

In a year where the Camp Assistant Director may be overwhelmed with other responsibilities, the appointment of a Cabin Leader Supervisor would help take some of the work load from him/her.

The Camp Cabin Leader Supervisor is responsible to:

- Supervise the Cabin Leaders in a non-threatening way by being a guide and mentor to them
- Perform additional duties as assigned by the Camp Assistant Director
- Follow all rules as established for the camp
- Participate in all leadership training sessions as required by the Camp Director

4.10.10 **Camp Babysitter**

Feb 2015

This position is not mandatory but can be appointed at the discretion of the Camp Director

Qualifications:

A mature sixteen year old who has had related experience. This position might work for a participant in the Cabin Leader Training Program who would be ready for additional responsibilities at camp.

Note: It must be clearly established before camp whether the Camp Babysitter is a Camper or an Adult Leader at times when they are not babysitting.

Oftentimes Adult Leaders come to camp with children who are still too young to attend camp as regular campers. These children are referred to as camp 'mascots' and have always been welcome at camp, with the understanding that their parent (s) are always responsible for their care and control as stated in (Section 2.3.3).

However, recognizing that all leaders need a break while at camp, the Camp Director may appoint a Camp Babysitter.

The Camp Babysitter is responsible:

- At specific times during the day, as planned in the camp schedule, to plan an organized activity for and to take charge of all of the camp mascots whose parent (s) want a break. This must be done in a responsible manner and it should be noted that the Camp Babysitter is not to socialize or visit with others while carrying out his/her duties.

4.10.11 **Camp First Aid Attendant**

Jul 2020

To be in good health suggests that an individual is functioning comfortably at as high a level as possible. It is the Society's philosophy to promote optimum physical, mental, emotional and spiritual health for all campers and leaders. This is to prevent, wherever possible, illness and accidents. However, the Society recognizes that illnesses and accidents do happen and to this end dictates that a qualified First Aid Attendant be on hand at each camp to direct the health and safety of the campers and staff and to provide appropriate treatment, where necessary.

Qualifications:

Because RLC is more than 20 minutes from a first aid station or the arrival of an ambulance, a BCCA mandatory standard dictates that someone at camp holds a valid Advanced First Aid Certificate.

The Camp First Aid Attendant's credentials must be communicated (either orally or visually) to all parents when they drop off campers at the beginning of camp.

There is also a preferred standard suggesting there be a qualified Nurse at camp.

In a preferred situation, the Society would like to see the position of Camp Nurse at camp be covered by a currently licenced Registered Nurse (RN) or a Licenced Practical Nurse (LPN) with another adult leader at camp holding an Advanced First Aid Certificate (generally the lifeguard).

The Camp First Aid Attendant must be covered for medical malpractice. The Society's own insurance policy covers any qualified person providing they are a non-professional (such as a level III certified first-aider). Professionals (such as doctors, registered nurses, licensed practical nurses, emergency first-responders, etc. should have this coverage all ready through their profession. Such professionals would not be covered for medical malpractice under the Society's policy, so it would be incumbent on the Camp Director to ensure that anyone appointed Camp Nurse has the appropriate medical malpractice coverage.

The Camp First Aid Attendant is responsible to:

- ensure that the following first aid supplies are available at the camp:
- BC Regulation Level 3 Kit to be located at the First Aid Station
- Lifeguard First Aid Kit to be located at the waterfront
- Basic First Aid Kit to be located in the kitchen
- Fanny Pack Kits to be carried at all times by each Cabin Leader
- Oxygen cylinder and related equipment should be part of the waterfront kit, providing that the Camp Nurse has access to it at all times.

(Schedule 6) shows a list of required first aid supplies.

Camp Health:

- attend to the health and safety of each camper or leader. The Society wishes to stress that the emphasis is to be on prevention rather than on treatment.
- immediately upon the arrival of each camper, collect, store (under lock and key in the First Aid Station) and dispense (as prescribed), all medications brought to camp by campers and leaders; this applies to both prescription and non-prescription medication except EpiPens, asthma inhalers and insulin pens which will be dealt with as outlined in Emergency Procedures, Allergies (*Section 6.8*).
- retain all medical consent forms, for both campers and leaders and to ensure that they are properly signed, including the signature of a parent or guardian in the case of a minor. These consent forms should accompany the camper to any medical facility they may be required to attend.
- consult with the Camp Director & the Camp Cook with regard to any problems with anyone's diet at camp.
- keep the staff informed of any special camper health cases or needs, such as allergies, special diets, physical restrictions, emotional problems, bed-wetting, etc.
- be aware of the immunization history of each camper
- ensure that the Camp Cook has a supply of food (clear soup, crackers, ginger ale, fruit, etc.) to be used as required for minor medical ailments.
- treat medical ailments, as authorized, with medications and first aid supplies as supplied by the camp in consultation with the Camp Nurse before camp.
- refer any serious cases to the Camp Director for referral to the local doctor, clinic or first aid station, as required.
- implement & maintain the Society's Health Plan (*Section 5.1*), the society' First Aid Plan (*Section 5.2*) and the pertinent sections of the Society's Safety Plan (*Section 5.3*).
- designate a vehicle to be used as the ambulance and appoint a person(s) to act as transport to any medical facility, ensuring that they have adequate instructions and directions of where to go and who to see.
- record all individual treatments (including name, date and time) administered to any camper or leader in the bound medical log book provided for that purpose.
- record all medications dispensed in chronological order (*Form 20*)
- prepare a report for any serious medical incident (*Form F 11*).
- be available at all times to treat any ailment.
- leave a note on the First Aid Station door as to where he/she can be reached in an emergency.
- maintain the First Aid Station in a clean and healthy condition.
- assist, if required, in training the camp staff in health and safety procedures as well as basic first aid.
- assist, if required, in training the camp staff in the proper use of PFDs.
- consult with the Camp Director regarding the purchase of medical supplies.
- consult with the Camp Director and Camp Lifeguard with regard to campers restricted from water privileges.

Camp Sanitation:

- inspect all toilet facilities and cabins for cleanliness on a daily basis and report any problems or concerns to the Camp Director.
- check the kitchen facilities and food storage areas for proper sanitation measures on a regular basis and report any problems or concerns to the Camp Director.
- check the dishwashing area and operation to ensure that all health and safety regulations are being followed and report any problems or concerns to the Camp Director.
- ensure that the First Aid Station is left clean and orderly and that all unopened medical supplies are returned for credit.

Cooperation and Communication:

To help contribute to the smooth running of the camp and to provide a good time for campers and leaders, the Camp First Aid Attendant should:

- keep his/her eyes and ears open for opportunities where they can help out in their spare time - problems such as a homesick child, a child who is feeling left out, a child who just needs a hug or any number of other things which need to be handled.
- assist other leaders (crafts, games, etc.) who are temporarily 'snowed under'.
- prepare a brief report of each camp's activities, including any problems and/or suggestions that the Camp Nurse might have.

4.10.12 **Camp Prayer Co-Ordinator**

Mar 2009

This position is filled at the discretion of the Camp Director.

The Camp Prayer Coordinator is a volunteer position with no honorarium and the incumbent need not be part of the actual camp.

The Camp Prayer Coordinator need not attend camp planning or leadership training sessions but should remain in regular communication with the Camp Director.

Qualifications:

Be spiritually capable and willing to do the job.

From the time the camp is announced until the camp is over, the Camp Prayer Co-Ordinator is responsible to:

- recruit and co-ordinate a group of prayer partners who are prepared to pray for camp and camp issues on a regular basis;
- maintain regular contact with the Camp Director to receive prayer concerns;
- hold regular meetings with the prayer partner group to faithfully pray over these concerns.

4.10.13 **Camp Chaplain**

Oct 2009

UCC policy encourages its Ministers to volunteer as Camp Chaplains. While it is unlikely that a Camp Director would refuse a Minister's presence at camp, final approval for any Minister's presence is vested in the Camp Director in consultation with the RLUCCS. The Camp Chaplain need not be a Minister, he/she could be a lay member of the United Church of Canada.

The Camp Chaplain is a volunteer position with no honorarium; however, if the Camp Chaplain is a United Church Minister, time spent working at the camp does not count as vacation, in accordance with the Policy Manual of the UCC.

The Camp Chaplain need not attend camp. He/she could be on call for the camp should a spiritual need arise, although a person who already has another job at camp may be appointed.

The Camp Chaplain need not attend camp planning or leadership training sessions but should remain in regular communication with the Camp Director.

NOTE: Even if the Camp Chaplain is not scheduled to attend camp, the normal screening process must be followed as the possibility would remain that a spiritual need could arise and the Camp Chaplain's presence could be required at camp.

Qualifications:

- Be spiritually capable and willing to do the job.

The Camp Chaplain is responsible to:

- Provide a pastoral presence for the camp. He/she is the one we trust to address spiritual challenges that may arise.
- United Church Ministers, at camp strictly as Chaplains, need to be respectful of the vision of the Camp Director who is in charge of each camp.

A Camp Chaplain's role at camp, especially if filled by a United Church Minister, may be summarized as follows:

- Be a 'person' who is easily accessible to the campers and who can effectively communicate at the camper's age level
- Be approachable, adapting to the role of caregiver
- Be there to teach the faith
- Believe in the campers and in the vision the Camp Director has for them
- Be respectful of the Camp Director and work in conjunction with the other leaders

4.10.14 **Camp Registrar**

Dec 2018

Qualifications:

Be mentally capable and willing to do the job.

The Camp Registrar is a volunteer position with no honorarium provided. The Camp Registrar need not attend camp, although a person who already has another job at camp may be appointed Camp Registrar.

The Camp Registrar need not attend camp planning or leadership training sessions but must remain in regular communication with the Camp Director.

Expenses for stationery, supplies and postage will be reimbursed through the Rock Lake United Church Camp Society's Treasurer.

If the Camp Registrar is not attending camp, then the normal screening process may be waived.

The Camp Registrar is responsible to:

- ensure that brochures and registration forms are ready for the announcement of camp;
- distribute brochures and registration forms to each of the Pastoral Charge who govern RLUCC, other denominations and the general public, as directed by the Society through the Camp Director;
- to advertise the camp as directed by the Camp Director
- receive, acknowledge and process registration forms in an organized and timely manner;
- keep accurate records of all registrations;
- communicate regularly with the Camp Director to inform him/her of the number of registrants for the camp and transfer all registration forms to the Camp Director for the use of the Camp Nurse;
- submit all fees collected to the Treasurer and keep an accurate record of all money received for campers and issue income tax receipts that may be used for day care expenses.

If the Camp Director decides to bus the campers to or from camp, the Camp Registrar is responsible to:

- reserve the bus;

- find qualified drivers to drive the bus to/from the camp;
- find three people to ride to the camp with the campers on the bus (there are always leaders at camp who can return on the bus with the campers);
- in cooperation with the Cabin Craft Leader, prepare colour-coordinated name tags for each camper, leader & piece of luggage;
- organize a team for Camp Registration Day at a designated location to ensure that all campers are properly greeted and kept busy until the bus leaves;
- account for each camper on the bus and ensure that all gear gets to camp (if all the campers' gear will not fit on the bus then additional trucks, to and from the camp, must be coordinated).

4.11 Responsibilities - Board of Directors Oct 2018

Our Bylaws (2018) require job descriptions for Board members:

4.11.1 Chairperson Oct 2018

- a) A Member of the Executive of the Board
- b) Calls and chairs meetings of the Board
- c) Corresponds with the Provincial and Federal governments, UCC, BC Conference, BCCA & any other entity as required

4.11.2 Vice-Chairperson Oct 2018

- a) A Member of the Executive of the Board
- b) Assumes full duties & responsibilities of the Chairperson in his/her absence

4.11.3 Secretary Oct 2018

- a) A Member of the Executive of the Board
- b) Is responsible for both the Society and the Board activities
- c) Issues notices of meetings
- b) Takes, maintains and distributes minutes of meetings
- c) Maintains a list of the Society's members and directors
- d) Conducts the correspondence of the Board, including information to UCC
- e) Files the annual report of the Society in accordance with the Act and UCC

4.11.4 Treasurer Oct 2018

- a) A Member of the Executive of the Board
- b) Receives and banks monies collected from all sources
- c) Keeps accounting records in respect of the Society's financial position

- d) Prepares the Society's financial statements
- e) Makes the Society's filings with respect to taxes

4.11.5 Director of Programming (Program Committee) Oct 2018

- a) Provide Board direction for activities on a year-round basis
- b) Develop programs for United Church users
- c) Select Camp Directors for United Church camps and assist them with securing leaders

4.11.6 Director of Property & Maintenance (Property Maintenance and Development Committee) Oct 2018

- a) Establish annual and long range plans for year-round facilities with recommendations for capital expenditures.
- b) Maintain the camp at BCCA and UCC standards.
- c) Oversee improvements.
- d) Plan and oversee the duties and responsibilities of the Camp Caretaker.

4.11.7 Director of Publicity (Publicity Committee) Oct 2018

- a) Publicize the programs and use of the property
- b) Maintain the Rock United Church Camp Society's website

4.11.8 Registrar (Booking and Registration Committee) Oct 2018

- a) Book non-UCC activities
- b) Act as Registrar for UCC use of the camp.
- c) Receive registration fees and maintain bank accounts with the assistance of the treasurer

4.11.9 Accreditation Officer (Accreditation Committee) Oct 2018

- a) Maintain the Society's Operating Manual up to BCCA and UCC standards so that the camp can be accredited by both parties.

4.12 Third Party Contractors Jul 2009

Where deemed appropriate, the Camp Director may engage third party contractors for camp to provide certain services (such as first aid, catering, programming, waterfront, etc.) with the understanding that, as with all staff, the Society has final approval over all camp staff.

If the individual (such as a first aid attendant) supplied by the third party contractor could have unsupervised contact with any camper, that individual must be processed through the regular screening procedures. If there would be no unsupervised contact with any camper, it is not necessary to screen the individual.

In either case the onsite individual or contractor must provide proof of any certifications, licenses, insurance, etc. which may be required for accreditation purposes and must be registered, and be in good standing, with WorkSafe BC.

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