

Ryerson Camp Job Descriptions 2012

These are the positions that we are considering for the 2012 Camping Season. Depending on the skills and qualifications of those who apply, we may not designate all of these positions, some roles and responsibilities may be combined if needed. Start and end dates as well as Weekly wages will be confirmed when the successful applicant signs their contract with the Camp Director.

Staff 2012

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Assets for All Staff Positions

The following are considered an asset when applying for any position on Ryerson Camp Staff:

- First Aid Qualification (SFA and CPR C)
- First Aid Instructor Qualifications
- Life Guarding Qualification (Bronze Cross, NLS)

Ryerson Camp Job Description
– Counsellor –

Start Date - Approximately June 22, 2012

End Date - August 28, 2012

Weekly Wage - \$150.00 (for 9 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer staff clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Must be 17 or turning 17 in 2012.
- Past camping experience an asset.
- Priority will be given to graduates of the Leadership Development Camp.

Responsibilities:

- To live with a group of 4-8 campers, making sure they are supervised at all times, and helping them to adjust to, and grow within, the camp community.
- To accommodate the special medical needs of any of your campers.
- To report any illness or injury immediately to the Health Care Coordinator (to work within the Ryerson Camp Health Plan).
- To ensure, to the best of your ability, the safety and well-being of each camper in your care.
- To document and report to the Directors any camper disclosures of abuse, and call CAS/FACS.
- To make sure that camp rules are understood and adhered to.
- To assume responsibility for the use and care of camp facilities and equipment.
- To facilitate a fun and dynamic camping experience for each of the campers in your group.
- To treat the campers with dignity and respect.
- To actively encourage any LDC counsellors in developing their counselling and leadership skills.
- To provide written evaluations on any LDC counsellors with whom you work.
- To act as a support and resource for the counselling staff and Directors.
- To work alongside the rest of the counselling staff in accomplishing the above.

**Ryerson Camp Job Description
– Kitchen Staff –**

Start Date - Approximately June 22, 2012

End Date - August 28, 2012

Weekly Wage - \$150.00 (for 9 weeks)

Accountable to the Head Cook, Assistant Head Cook, Camp Director, and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Must have knowledge of, and/or interest in, basic nutritional principles.
- Must be willing to work under the direction of the Head Cook and Assistant Head Cook.
- Large group cooking experience an asset.

Responsibilities:

- Ensure that Health standards in the kitchen are maintained.
- To ensure that the kitchen and Dining Hall is thoroughly cleaned at the end of each day.
- To ensure meals are nutritious, ample and on schedule.
- To work within a daily work schedule around the preparation of food, serving of food, storage of food and cleaning of kitchen, on a daily basis.
- To support the Head Cook in his/her duties.
- To take part in other aspects of the program as required or as appropriate.
- To work alongside the other kitchen staff in accomplishing the above.

Ryerson Camp Job Description
– Program/Audio-Visual Coordinator –

Start Date - Approximately June 22, 2012

End Date - August 28, 2012

Weekly Wage - \$150.00 (for 9 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Must have the necessary skills for creating a slideshow for the camp (i.e., photography skills and computer skills such as a photo editing program and Powerpoint or alternative).
- Have the computer skills to produce a DVD for the Slideshow (or be willing to learn)
- Must have a computer on which a slideshow can be produced.
- Experience with sound systems is an asset.
- Must be comfortable leading large or small groups.
- Must be willing to assist in leading recreational programs.
- Must be willing to assist counsellors with campers requiring extra attention.

Responsibilities:

- To be a part of the program team under the direction of the Program Coordinator.
- To create a slideshow of each week of camp which offers a summary of the week in picture form; this includes:
 - Taking pictures of various activities throughout the week.
 - Editing photos.
 - Entering images in Powerpoint for final presentation.
- To take the weekly all camp photo and prepare it digitally to be taken for printing.
- To set up for the week-end presentation.
- To organize and administer the sales of Ryerson merchandise such as T-Shirts and copies of the slide show.
- To make copies of the slide show for sale and distribution.
- To make copies of slide shows for promotional use throughout the year.
 - For staff and committee.
 - Make a “Summer Slideshow” which captures the whole summer in one slideshow for showing at Churches or for distribution to churches.
- To ensure that visual aids, such as the overhead projector and overheads, are set up where needed.
- To ensure that sound system is set up and ready for use when needed.
- To submit a summary report to the Directors at the end of the season.

**Ryerson Camp Job Description
– Program/Craft Co-ordinator –**

Start Date - Approximately June 22, 2012

End Date - August 28, 2012

Weekly Wage - \$150.00 (for 9 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Must be creative, enthusiastic and outgoing.
- Must be capable of creating and implementing a dynamic craft program for children ranging in age from 6-14.
- Must be comfortable in leading both large and small groups.
- Must be willing to assist in leading recreational programs.
- Must be willing to assist counsellors with campers requiring extra attention.

Responsibilities:

- To be a part of the program team under the direction of the Program Coordinator.
- To prepare a pre-season inventory of supplies and equipment, and submit a purchase order to the Directors.
- To keep the Craft Shack clean and tidy over the course of the summer.
- To assist with other areas of the program as required or appropriate.
- To affirm the camper's sense of accomplishment through craft skills.
- To help the campers discover their own artistic talents and ideas.
- To submit a summary report to the Directors at the end of the season.
- To act as a support and a resource for the counselling staff and Directors.

**Ryerson Camp Job Description
– Assistant Maintenance –**

Start Date - Approximately June 22, 2012

End Date - August 28, 2012

Weekly Wage - \$150.00 (for 9 weeks)

Accountable to Head of Maintenance and Camp Director, and through them the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Must have a good eye for detail as pertains to cleaning.
- Maintenance experience an asset (e.g., janitorial, plumbing, electrical, carpentry, etc.).
- Must be able to work well unattended.

Responsibilities:

- To perform the maintenance and cleaning duties necessary in order for the camp to run efficiently and safely. This will include such duties as...
 - Cleaning
 - Grass Cutting/Trimming
 - Basic Repair Jobs
- To take part in other areas of the program as necessary or appropriate.
- To work alongside the Head of Maintenance in accomplishing all of the above.

**Ryerson Camp Job Description
– Program Co-ordinator –**

Start Date - June 15, 2012

End Date - August 28, 2012

Weekly Wage - \$176.67 (for 10 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Minimum age 18
- Must be capable of creating and implementing programs and recreational activities for children ranging in age from 6-14.
- Must have previous Camp leadership experience.
- Must be comfortable leading both small and large groups.
- Must be willing to assist counsellors with campers requiring extra attention.

Responsibilities:

- To keep recreational equipment in good repair and order new equipment as needed.
- To keep the program room clean and organized over the course of the summer.
- To lead the program team and work alongside the craft/program director, the head lifeguard, the audio-visual/program person and the Special Needs Coordinator in all aspects of the program.
- Ensuring that all activities are inclusive and build up all participants.
- Overseeing the development of theme game.
- Dreaming and implementing new and exciting activities, equipment, games, skits, etc.
- Organizing games on registration day, during the morning, in the evening, after camp-out, and on rainy days.
- Organizing first day campfire and vespers with the site staff.
- Coordinating afternoon chunks and recruiting leaders for activities and ensuring that they have been adequately trained to lead the activity.
- Having activities available for free time.
- To submit a summary report to the Directors at the end of the season.
- To act as a support and a resource for the counselling staff and Directors.

**Ryerson Camp Job Description
– Integration Co-ordinator –**

Start Date - June 15, 2012

End Date - August 28, 2012

Weekly Wage - \$176.67 (for 10 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Must be comfortable leading and supporting other staff in their role working with campers with special needs.
- Have a knowledge of working with children with exceptionalities.

Responsibilities:

- Be familiar with the work and mission of our Partner, Reach for the Rainbow
- To attend the Reach for the Rainbow Conference.
- To act as a liaison between Ryerson Camp's Integration program and Reach for the Rainbow.
- To support counsellors offering one on one support to campers with special needs, including:
 - Preparing one on one support counsellors for the participant they will be working with (i.e., reading Reach for the Rainbow profile, discussing the camper's needs and planning strategies for integration).
 - Making a pre-camp phone call to the parents of the participant in order to reassure them and discuss any questions or concerns they may have.
 - Preparing the "tools" for each one on one worker which will assist them in working with the participant (e.g., picture schedules, countdown schedules, P.E.C.S., strategies, etc.)
 - Checking in regularly with one on one support counsellors to encourage them and support them.
 - Organizing time off for one on one support counsellors.
- To promote an environment of ever increasing integration and inclusion for Ryerson participants with special needs (to creatively find ways to encourage and challenge participants to become more integrated in the Ryerson programs).
- To ensure the completion of Participant Reports for Reach for the Rainbow records.
- To submit a summary report to the Directors at the end of the season.

**Ryerson Camp Job Description
– Health Care Co-ordinator –**

Start Date - June 15, 2012

End Date - August 28, 2012

Weekly Wage - \$176.67 (for 10 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Must possess current Standard First Aid and CPR and it is recommended that the individual have first response experience and/or be in a nursing program.
- Must provide police check with clearance to work with individuals in the vulnerable sector.

Responsibilities:

- To be familiar with Public Health Standards that apply to camp (Health Department, OCA standards, and United Church Camping Standards).
- Set up the Camp Health Care Clinic at the beginning of the Season.
- Ensure that the Health Care Clinic is clean and usable at all times throughout the Camping Season
- To know and implement the Ryerson Camp Health Plan and Policies.
- To provide leadership (along with Directing Staff and other Health and Safety Staff) within the Ryerson Camp Emergency Plans and Procedure and participate in leading and evaluating regular practice situations of the Plan.
- To ensure that the emergency numbers and directions to the camp have been posted in the “Med Shed” (Health Clinic) and all telephone locations.
- To receive health forms and do follow-up by phone where necessary.
- To meet campers at the start of each camp to obtain and store any necessary medications brought to camp, and to check and file health forms.
- To inform Counsellors in advance of the specific health needs of their campers.
- To inform directors of specific health needs of the campers.
- Administration of all medications and treatments in accordance with all prescriptions.
- Maintaining a daily log book with entries of each treatment.
- Preparation and weekly maintenance of First Aid kits.
- To submit a summary year-end report to the directors at the end of the season which includes an evaluation of the Health Plan and with recommendations.
- To participate as needed and outlined by the directors in other aspects of the camping program
- To act as a support and a resource to the staff and directors.

**Ryerson Camp Job Description
– Head Lifeguard –**

Start Date - June 15, 2012

End Date - August 28, 2012

Weekly Wage - \$176.67 (for 10 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Familiarise themselves with Waterfront Policies of the Ontario Camps Association and the United Church Camping Association.
- Minimum 18 years old.
- Current NLS, First Aid and CPR.
- Must have previous lifeguarding experience - minimum experience is 250 hours.

Responsibilities:

- To layout and install a safe swimming area at the beginning of the season.
- To create a safe and enjoyable waterfront environment.
- Provide training at the beginning of the summer for all Lifeguarding Staff.
- Provide bi-weekly in-service training for all Lifeguarding Staff.
- To determine each day if weather allows for the daily swim.
- To have complete authority over all campers and all staff while at the waterfront.
- To take part in other aspects of camp program, as needed.
- To be a part of the program team under the direction of the Program Coordinator.
- To act as a support and a resource for the counselling staff.

Ryerson Camp Job Description
– Head of Maintenance –

Start Date - Approximately June 1, 2012 (to be determined upon hiring)

End Date - August 28, 2012

Weekly Wage - \$240.91 (to a maximum of 14 weeks)

Accountable to the Camp Director, Ryerson Camp Site Team and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Minimum age 18.
- An eye for detail as it pertains to keeping the camp clean.
- The ability to plan and organize how to keep camp maintenance running efficiently.
- Must be self-motivated and able to direct an assistant and sometimes a team.
- Must be able to prioritize jobs by importance to overall camp program.
- Maintenance experience an asset (e.g., janitorial, plumbing, electrical, carpentry, etc.).
- Currently certified as, or willing to be certified as an Operator of Small Water Systems.

Responsibilities:

- Become familiar with the opening and closing the camp.
- To keep the site and buildings clean and in working order.
- Perform daily and bi-weekly water tests.
- To perform light repairs on buildings as needed.
- To work within the Maintenance Budget as laid out by the Board of Directors.
- To work with the Administrator in accounting for and allocating the funds within the maintenance budget.
- To take part in other aspects of the program as required or appropriate.
- To act as a support and a resource for the other members of the staff.
- To work alongside the assistance Maintenance person in accomplishing all of the above.
- To oversee and direct the Assistant Maintenance person in their duties.
- To liaise with the Directors and the Leadership Development Camp leaders in planning work projects for the LDC campers.

**Ryerson Camp Job Description
– Head Cook –**

**Start Date - June 8, 2012
End Date - August 28, 2012**

Weekly Wage - \$241 (for 11 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Minimum age 20.
- Must know Health Canada Standards.
- Must be knowledgeable of the *Food Services* section of the Ontario Camping Association Manual.
- Must have knowledge of, and/or interest in, basic nutritional principles.
- Large group cooking experience an asset.

Responsibilities:

- Set up the Kitchen at the beginning of the Season for Camp use.
- Create adequate training program for Kitchen Staff
- Ensure that Health standards in the kitchen are maintained.
- To keep a record of invoice food purchases and menus of all meals served on or off site.
- To work within the established budget when ordering food for the season.
- To ensure that the Kitchen and Dining Hall is thoroughly cleaned at the end of each day.
- To ensure that meals are nutritious, ample and on schedule.
- To plan a daily work schedule for self and kitchen staff around the preparation of food, serving of food, storage of food and cleaning of kitchen, on a daily basis.
- To anticipate purchase needs well in advance in order to promote efficiency.
- To consult with the Health Care Coordinator about the special food requirements of staff and campers, and to make provision for these requirements.
- To submit a summary report on the kitchen – including a final inventory of supplies and equipment – to the Directors, at the end of the season.
- To take part in other aspects of the program, as required or appropriate.

**Ryerson Camp Job Description
– Assistant Head Cook –**

Start Date - June 15, 2012

End Date - August 28, 2012

Weekly Wage - \$176.67 (for 10 weeks)

Accountable to the Head Cook and Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Minimum age 18.
- Must know Health Canada Standards.
- Must be knowledgeable of the *Food Services* section of the Ontario Camping Association Manual.
- Must have knowledge of, and/or interest in, basic nutritional principles.
- Large group cooking experience an asset.

Responsibilities:

- Ensure that the health standards in the kitchen are maintained.
- To ensure that the kitchen is thoroughly cleaned at the end of every day.
- To ensure meals are nutritious, ample, and on schedule.
- To work within a daily work schedule around preparation of food, serving of food, storage of food and cleaning of the kitchen, on a daily basis.
- To support the Head Cook in his/her duties.
- To take part in other aspects of the program as needed or appropriate.
- To work alongside the other kitchen staff in accomplishing the above.

Ryerson Camp Job Description
– Administrator –

Start Date - June 8, 2012
End Date - August 28, 2012

Weekly Wage - \$176.67 (for 11 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Minimum age 18
- Must have experience in an administrative capacity.
- Must be organized and able to balance financial records of the camp.
- Must be comfortable functioning as a liaison between the camp and public.

Responsibilities:

- Organize the office in the best possible manner for your working needs.
- Plan how the registration table will work for opening day (registering campers, lice checks, selling clothing and DVD's, etc. – coordinate with Health Care Coordinator, AV Coordinator, and Director).
- Pay Bills, send receipts and invoices and ensure that all financial transactions are recorded in the Ryerson Camp Books
- Answer the phone and pass on messages to the appropriate recipient.
- To receive and send mail, including both snail mail and electronic mail. Camper emails will be printed off and distributed at Mail Call.
- Make one trip into town weekly to print off camp photo and pick up supplies necessary for running the program (this is not to pick up personal items for other staff).
- To develop ways of encouraging the staff and have the office as a place of spiritual encouragement.
- Keep record of people who should receive thank you letters and organize appropriate gestures of appreciation.
- To submit a summary report to the Directors at the end of the season.
- To keep those in head positions aware of their spent/available budget.

Ryerson Camp Job Description
– Wilderness Section Head –
Start Date - June 15, 2012
End Date - August 28, 2012
Weekly Wage - \$176.67 (for 10 weeks)

Accountable to the Camp Director and through them to the Camp Committee.

Requirements:

- Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
- Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer staff clean-up and debrief days).
- Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
- Minimum age of 18.
- Past camping experience is an asset.

Responsibilities:

The Wilderness Section Head will work with the Assistant Director supporting Wilderness to accomplish these tasks.

General

- To live with a group of 8-15 campers, making sure they are supervised at all times, and helping them adjust to, and grow within the camp community.
- To make sure that camp rules are understood and adhered to, overseeing disciplinary measures at the Wilderness camp.
- Provide on-site leadership to the Wilderness Counselling Staff
- To ensure the conduct of all wilderness staff (including LDC counselors and volunteers) is consistent with Christian Camping.
- To assume responsibility for the use, care and condition of camp facilities and equipment

Planning and Administrative

- To plan the session teaching; to ensure the message is consistent firstly, with scriptural truth and the Gospel of Christ, as well as with the Mission and Purpose of Ryerson Camp.
- To actively encourage any LDC counselors in developing their counseling and leadership skills.
- To provide written evaluations on any LDC counselors with whom you work.
- To provide written schedules for each week for wilderness staff.

Tripping

- Plan week long Bike and Canoe Trip.
- Be a conscientious trip leader.
- Plan all day trips (Beach Trips, Canoe Outings, Pond Studies)
- To provide a written trip schedule, route, emergency contact and additional research for Directors in any off-site tripping.

Health and Safety

- To ensure to the best of your ability, the safety and well-being of each camper in your care.
- To accommodate the special medical needs of any of your campers.
- To respond to any illness or injury following Standard First-Aid procedure and report any illness or injury to the Health Care Coordinator. (To work within the Ryerson Camp Health Plan, in specific the Wilderness Emergency Procedure)
- To document and report to the Directors any camper disclosure of abuse, and call CAS/FACS.