



# Summer 2023 – Staff Hiring Information Package

## About Camp Kidston

Camp Kidston is located on over 400 acres of land surrounding Long Lake, just outside of Middle Musquodoboit, Nova Scotia. As an accredited member of the Camping Association of Nova Scotia and Prince Edward Island (CANSPEI) and The United Church of Canada, Camp Kidston has been building meaningful summer experiences for children and youth for more than 50 years!

A week of summer camp at Kidston includes out-tripping, environmental education, sports and games, low elements, arts and crafts, canoeing and kayaking, faith exploration, campfires, and so much more! Led by an Executive Director and a volunteer Board of Directors, successful staff applicants work together to welcome children, youth, and families to our summer programs.

At Kidston, we are committed to creating a just, nurturing environment in which all are fully free to be themselves and to explore their place in creation. We appreciate the beautiful diversity of all people reflected in race, colour, national or ethnic origin, sexual orientation, and gender identity or expression.

## Our Staff Culture

At Kidston, we strive to establish a collaborative and positive community where we treat one another with kindness, understanding, and respect. As an organization, our core values are to build an intentionally inclusive community, create joy and connection through play, encourage personal growth and development, and act as good stewards of our environment. Specifically, we teach our campers the values of community, compassion, faith, and adventure – and so our staff must be strong role models of these values as well! We celebrate new ideas, encourage each other to try new things, and ultimately, we expect each staff member to contribute positively to our team and environment.

## Why Get Involved?

Working at Camp Kidston means being part of a passionate team of staff who are genuine, enthusiastic, creative, and caring. Our staff say that some of the best parts of the job include the awesome camp community, working with amazing kids, being outside all summer, and growing as a person!

Working at summer camp will also help you develop skills that will serve you well on your future career path. We'll help you to develop strong leadership, communication, problem-solving, and teamwork skills. You'll also learn how to be flexible, organized, and creative, all while working with some of the most incredible colleagues and campers.

## Contract Dates

### Staff Training:

- Staff Orientation – May 28<sup>th</sup>, 2023
- ORM Leadership Retreat – TBC
- Pre-Camp Staff Training (On Site) – June 25<sup>th</sup>-30<sup>th</sup>, 2023

Attendance at all staff training is required. Staff training is paid work time.

Staff Orientation takes place in the Halifax area and allows staff members to meet each other, go over required paperwork, and ask questions about the summer. We also review our staff manual in advance of on-site staff training.

The ORM Leadership Retreat provides the opportunity to connect and collaborate with staff from other United Church Camps in the Maritimes.

Pre-Camp Staff Training is a week-long mandatory training program that ensures all staff are prepared to facilitate safe and incredible summer camp experiences for the children and youth that come to Kidston. This training covers topics such as counselling skills, risk management, team-building, program facilitation, camper well-being, staff well-being, and emergency procedures.

### Summer Programs:

Camp Kidston typically hires staff that are available for the duration of our Summer Programs. While some weeks may vary, staff typically arrive for 11am on Sunday and depart around 3pm on Friday. Staff work from approximately 7:00am to 11:00pm during each full day of camp. Staff are assigned two one-hour breaks per full workday.

- Session 1 – July 2<sup>nd</sup>-7<sup>th</sup>, 2023
- Session 2 – July 9<sup>th</sup>-14<sup>th</sup>, 2023
- Session 3 – July 16<sup>th</sup>-21<sup>st</sup>, 2023
- Session 4 – July 23<sup>rd</sup>-28<sup>th</sup>, 2023
- Session 5 – July 30<sup>th</sup>-August 4<sup>th</sup>, 2023
- Mid-Summer Staff Training – August 7<sup>th</sup>-8<sup>th</sup>, 2023
- Session 6 – August 8<sup>th</sup>-11<sup>th</sup>, 2023
- Session 7 – August 13<sup>th</sup>-18<sup>th</sup>, 2023
- Session 8 – August 20<sup>th</sup>-23<sup>rd</sup>, 2023
- Post-Camp/Closing – August 23<sup>rd</sup>-25<sup>th</sup>, 2023

## Location & Accommodations

Camp Kidston is located approximately 1 hour and 15 minutes outside of Halifax, Nova Scotia. Travel to and from Kidston is not provided.

Counselling staff live in rustic cabins with other counsellors and campers (staff and campers are in separate rooms). All other staff lived in a shared staff house (two people/room). Staff have access to laundry facilities for emergencies only.

Phones and other personal electronics must be stored and used only during staff time off. Access to the internet is not currently available at Kidston, and cell service is very limited.

## Salary Range

Camp Kidston strives to pay all staff fairly. In 2022, general staff salaries ranged from \$470-485 per week. Cook salaries vary from \$600-800 per week depending on experience and education.

Food and accommodation are provided for the entirety of the contract.

## We're Looking For...

Working at Camp Kidston is a demanding yet rewarding job! It requires a great deal of stamina, enthusiasm, interpersonal skills, and patience. All Camp Kidston staff are held to high standards to ensure that campers have the best experience possible.

Each summer, we hire a team with diverse strengths, skills, and backgrounds. Counselling and program staff must be over the age of 16 and legally eligible to work in Canada. Previous experience working with children and youth is required for all counselling and program positions (not kitchen positions). Previous camp experience is not required!

We look for people to join us who are:

- Open-minded and always willing to learn
- Team players and ready to live in a unique camp community
- Willing to help in all areas of camp
- Strong communicators
- Passionate about working with children and youth
- Flexible and able to problem-solve
- Kind and compassionate
- Able to work long and challenging days
- Ready to create life-changing experiences for campers!

Camp Kidston is committed to employment equity, and welcomes and encourages applications from people of all identities. If you require accommodation at any point during the hiring/employment process, please reach out to [director@campkidston.com](mailto:director@campkidston.com) and we will work with you to meet your needs.

## COVID-19

Camp Kidston's Executive Director and Board of Directors are committed to ensuring the health and safety of our entire camp community. The following staff applications and accompanying documents outline the planned model for the 2023 Summer Season, and have been developed with health and safety as the priority after consulting the most recent information from our accrediting bodies. Due to the unknown of possible developments in the COVID-19 pandemic, public health guidelines, and government regulations, these job descriptions and program offerings are subject to change at any point in the recruiting process or term of employment.

## Qualifications & Certifications

Each position description includes a list of required qualifications. It is the responsibility of staff to ensure that they hold all necessary certifications before the start of employment and that all certifications remain current for the duration of their employment.

All staff are required to hold a minimum of **Standard First Aid & CPR 'C'**. This is a two-day course offered by organizations such as the Canadian Red Cross and St John's Ambulance. Please note that Emergency First Aid Courses (1 day) do not count towards this requirement.

Camp Kidston is not able to pay seasonal staff for time spent in courses or cover course fees, unless otherwise noted in the position description. We strongly encourage interested applicants and staff to seek opportunities in their local communities. Schools, volunteer organizations, and community groups regularly offer courses (such as Standard First Aid) for free or at a discounted cost.

## Criminal Record Check

All Camp Kidston staff require a Criminal Record Check with a Vulnerable Sector Check and a Child Abuse Registry Check. Further information will be provided upon successful hiring. Staff are responsible for the cost of obtaining these checks. Depending on your location in Nova Scotia, this may range from \$0-50.

## How to Apply

All staff applications are available at <https://campkidston.campbrainstaff.com>.

Our application deadlines are as follows:

- Summer Director Applicants must submit their application by January 15<sup>th</sup>, 2023.
- General Applicants (Counsellors, Program, Kitchen, etc.) must submit their application by January 25<sup>th</sup>, 2023.
- After that time, applications for any unfilled positions will be accepted on a rolling basis until the positions are filled.

Camp Kidston's hiring process is competitive. When hiring, we consider multiple factors, including: previous experience working with children, previous volunteer or work experience (including at Camp Kidston), other experience and qualifications, and quality of your online application and interview.

All applicants will be contacted once their application has been reviewed. All interviews in 2023 will be conducted over Zoom.

For more information or assistance filling out an application, please contact Janice Noble (Executive Director) at [director@campkidston.com](mailto:director@campkidston.com).

## Looking for More Information?

Have questions about working at Camp Kidston in 2023? Need help with the online application system? Kidston's annual Summer Staff Information Session will be held on Wednesday, January 11<sup>th</sup>, 2023 at 7pm on Zoom. Advance registration is required and the registration link can be found at [www.campkidston.com/jobs](http://www.campkidston.com/jobs).

## Positions Descriptions

### Available positions:

- Summer Director (1)
- Administrative Lead (1)
- Camp Counsellor (11)
- Program Lead (4)
- First Aider (1)
- Kitchen Assistant (3)
- Lead Cook (1)

All positions descriptions are attached below.

## **Job Description – Summer Director**

### **Overview**

Accountable to and supported by the Executive Director, the Summer Director provides positive leadership and mentorship to all campers and staff while implementing a summer camping program that aligns with the mission and values of Camp Kidston. Additionally, the Summer Director is responsible for ensuring that summer programs meet the standards and guidelines outlined by Camp Kidston policies and procedures, CANSPEI, and The United Church of Canada.

### **Requirements and Qualifications**

- Minimum 19 years of age.
- Minimum 2 years of camp-related experience or administration/programming/other similar experience.
- Current Certification in Standard First Aid and CPR Level C.
- Experience working with children.
- Experience in a supervisory capacity.
- Other certifications such as: WHMIS, Food Safety, Cultural Awareness, Mental Health First Aid, Program trainings, etc. are considered assets.
- Completion of a college/university program is considered an asset.

### **Specifications**

- Term of employment: 12 weeks full-time in Summer Season. Additional part-time hours in Spring Season.
- Weekly salary. Room and board provided; live-in position (Sunday morning to Friday afternoon) in Summer Season.
- Attendance at all staff trainings required.

### **Job Responsibilities**

#### **Spring Season:**

- Attend The United Church of Canada's Outdoor Recreation Ministries 'Director's Training' and 'Camp Staff' Staff Training.
- Complete Kidston's Expert Online Training.
- Take part in the staff interviewing and hiring process.
- Participate in Kidston promotional activities during the spring season.
- Assist with Kidston rental groups and programs during the spring season.
- In coordination with the Executive Director and the Administrative Director, create and implement a Staff Training and Development program which focuses on camper care, leadership skills, and program skills. This includes Meet & Greet (May), Pre-Camp Staff Training (June), and Mid-Summer Staff Training (August).
- Be available to field inquiries from staff prior to the start of the summer season.
- Provide leadership and guidance to program staff as they complete training, develop program plans, and prepare for the summer season.
- Work with the Administrative Director to create daily camp schedules for the summer.
- Understand and implement Kidston's policies and procedures as stated in the Kidston Staff Manual.

#### **Summer Season:**

##### **General**

- Work with the Administrative Director and Program Leads to provide effective leadership to all staff and campers.
- Represent Camp Kidston in a positive way to campers, parents, community members, and staff.
- In partnership with the Administrative Director, ensure the security of the camp site and the safety and excellent care of all campers and staff.
- Be prepared to assist with other roles as needed in all areas of Kidston (such as program, administration, and kitchen).
- Coordinate any visits from persons other than paid staff with the Executive Director.

- Care for and respect all camp property, including but not limited to: the natural environment, buildings/structures, and items assigned to you.
- Oversee and assist with daily and weekly cleaning procedures.
- Undertake any additional duties assigned by the Executive Director.

**Staff Development**

- Provide ongoing skill development, mentorship, support, and evaluation to all staff. Foster and encourage their spiritual, emotional, mental, and physical well-being and growth.
- Ensure all staff understand and follow Kidston’s policies and procedures as stated in the Kidston Staff Manual.
- Ensure all staff understand the roles of the Executive Director and Board of Directors in the operation of Kidston.
- Conduct staff meetings at minimum three times per week-long session (first day, mid-session, final day).
- Consult with the Executive Director when gross disciplinary measures with staff become necessary.
- Conduct mid-season and end-of-summer staff evaluations, providing all feedback in writing and uploading copies to CampBrain.
- Meet at least once per session with kitchen staff to provide feedback and support the Lead Cook in promoting effective teamwork. Assist Kidston’s Lead Cook with kitchen staff evaluations and upload copies to CampBrain.

**Camper Care**

- Foster and encourage the spiritual, emotional, mental and physical well-being and growth of campers.
- Be responsible for interactions with parents/guardians, such as pre-camp welcome emails and phone calls home. Keep detailed records of all contact in CampBrain and any incidents in incident reports.
- Support counselling and program staff in addressing any concerns that arise with the campers in their care, including those that require additional resources or support.
- Handle behavioural or medical issues that require contact with parents/guardians and/or early departure of a camper. Keep detailed records of these incidents in incident reports.
- Monitor the quality of food service and ensure that kitchen/food safety policies and procedures are followed at all times.
- Evaluate and assist staff in improving Kidston program areas on a continual basis.

**Administrative**

- Work with the Administrative Director to modify and finalize daily camp schedules for each session.
- Have working knowledge of the CampBrain platform. Assist the Administrative Director in creating weekly cabin assignments, with close attention given to requests and behavioural/medical needs.
- Assist the Administrative Director in providing counsellors with necessary medical information about their campers and providing Kidston’s Lead Cook with all food-related medical information.
- Keep the Executive Director updated on the progress and happenings of camp life each session. As required by policy, notify the Executive Director of incidents, camper/staff departure from Kidston, illness of staff/campers, emergency situations, or other critical situations.
- Complete forms (as per Kidston and CANSPEI requirements) and submit weekly to the Administrative Director.
- Approve staff short-term absences from Kidston for appointments, medical care, etc.

**End-of-Summer**

- Coordinate and facilitate Post-Camp, including clean-up, inventory, and staff debriefing.
- Prepare and submit a final evaluation report for the season which includes successes, challenges, and recommendations for the future.
- Be available for an in-person or virtual Exit Interview at the end of the summer.

**Risk Assessment of Position**

Sole supervision of children	Yes	Supervision of high-risk activities	Yes
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Position of authority over campers	Yes	Requires physical contact with campers	Yes
Position of authority over team members	Yes	Requires special qualifications or training	Yes
Other:			

**Level of Screening: High**

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

## **Job Description – Administrative Lead**

### **Overview**

Accountable to and supported by the Summer Director, the Administrative Lead is responsible for Camp Kidston's daily administrative operations (scheduling, required paperwork, management of digital camp software, weekly newsletters, etc.). The Administrative Lead also assists the Summer Director in ensuring compliance with all Camp Kidston policies and procedures in addition to accreditation standards as outlined by the Camping Association of Nova Scotia and Prince Edward Island (CANSPEI) and The United Church of Canada.

### **Requirements and Qualifications**

- Minimum 19 years of age.
- Minimum 2 years of camp-related experience or administration/programming/other similar experience.
- Current Certification in Standard First Aid and CPR Level C.
- Experience working with children.
- Other certifications such as: WHMIS, Food Safety, Cultural Awareness, Mental Health First Aid, Program trainings, etc. are considered assets.

### **Specifications**

- Term of employment: 12 weeks full-time in Spring/Summer Season (June-August).
- Weekly salary. Room and board provided; live-in position (Sunday morning to Friday afternoon) during camp sessions.
- Attendance at all staff trainings required.

### **Job Responsibilities**

#### **Spring Season:**

- Attend The United Church of Canada's Outdoor Recreation Ministries 'Director's Training' and 'Camp Stuff' Staff Training.
- Complete Kidston's Expert Online Training.
- As required, participate in Kidston promotional activities during the spring season and/or assist with Kidston rental groups and programs during the spring season.
- In coordination with the Executive Director and the Summer Director, create and implement a Staff Training and Development program which focuses on camper care, leadership skills, and program skills. This includes Meet & Greet (May), Pre-Camp Staff Training (June), and Mid-Summer Staff Training (August).
- Provide leadership and guidance to program staff as they complete training, develop program plans, and prepare for the summer season.
- Work with the Summer Director to create daily camp schedules for the summer.
- Understand and implement Kidston's policies and procedures as stated in the Kidston Staff Manual.

#### **Summer Season:**

##### **General**

- Work with the Summer Director and Program Leads to provide effective leadership to all staff and campers.
- Represent Camp Kidston in a positive way to campers, parents, community members, and staff.
- In partnership with the Summer Director, ensure the security of the camp site and the safety and excellent care of all campers and staff.
- Be prepared to assist with other roles as needed in all areas of Kidston (such as program, administration, and kitchen).
- Care for and respect all camp property, including but not limited to: the natural environment, buildings/structures, and items assigned to you.
- Oversee and assist with daily and weekly cleaning procedures.
- Undertake any additional duties assigned by the Summer Director or Executive Director.



## **Administrative**

- Work with the Summer Director to modify and finalize daily camp schedules for each session, including program groups/leaders, cabin duties, and staff break schedules.
- Have working knowledge of the CampBrain platform. Use CampBrain to create weekly cabin assignments, with close attention given to requests and behavioural/medical needs.
- Prepare counsellors with the necessary medical information about their campers and provide Kidston's Lead Cook with all food-related medical information in advance of each session.
- Manage the collection, organization, and retention of camper registration and medical forms.
- Organize and oversee camper sign-in and sign-out on opening and closing days.
- Create a weekly camp newsletter and circulate to camper families.
- Complete weekly operational and safety checklists and forms to submit at the end of each camp session.
- Collect completed forms from all relevant staff, review, and submit at the end of each camp session (as per Kidston and CANSPEI requirements).
- Escalate any program, equipment, property, or safety issues identified through daily/weekly inspections and forms to the Summer Director.
- Manage inventory of supplies and coordinate necessary purchases with the Executive Director.
- Take cabin photos each week. Deliver photos and t-shirts to cabins on closing day.

## **Staff Development**

- Provide ongoing mentorship and support to all staff. Foster and encourage their spiritual, emotional, mental, and physical well-being and growth.
- Ensure all staff understand and follow Kidston's policies and procedures as stated in the Kidston Staff Manual.
- Ensure all staff understand the roles of the Executive Director and Board of Directors in the operation of Kidston.
- Assist the Summer Director in conducting staff meetings at minimum three times per week-long session (first day, mid-session, final day).
- In the absence of the Summer Director, provide supervision and guidance to all camp staff as required.

## **Camper Care**

- Foster and encourage the spiritual, emotional, mental and physical well-being and growth of campers.
- Support counselling and program staff in addressing any concerns that arise with the campers in their care, including those that require additional resources or support.
- Assist the Summer Director in handling behavioural or medical issues. Keep detailed records of these incidents in incident reports.
- Evaluate and assist staff in improving Kidston program areas on a continual basis.

## **End-of-Summer**

- Assist the Summer Director in coordinating and facilitating Post-Camp, including clean-up, inventory, and staff debriefing.
- Prepare and submit a final evaluation report for the season which includes successes, challenges, and recommendations for the future.
- Ensure all final reports and final inventories from staff are organized and submitted.
- Be available for an in-person or virtual Exit Interview at the end of the summer.

## **Risk Assessment of Position**

Sole supervision of children	Yes	Supervision of high-risk activities	Yes
Position of authority over campers	Yes	Requires physical contact with campers	Yes
Position of authority over team members	Yes	Requires special qualifications or training	Yes
Other:			

**Level of Screening: High**

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

## **Job Description – Camp Counsellor**

### **Overview**

Accountable to and supported by the Summer Director, the Camp Counsellor is responsible for supervising and ensuring a safe and positive camping experience for all campers. The Camp Counsellor participates in all aspects of daily camp life with campers, setting a positive example and helping to lead various activities.

### **Requirements and Qualifications**

- Minimum 16 years of age; preference may be given to applicants 17 years and older due to age restrictions as per the CANSPEI Accreditation Standards.
- Current Certification in Standard First Aid and CPR Level C.
- CIT Experience or other experience working/volunteering with children.
- Other certifications such as: WHMIS, Food Safety, Cultural Awareness, Mental Health First Aid, Program trainings, etc. are considered assets.

### **Specifications**

- Term of employment: 9 weeks full-time in Summer Season (June-August).
- Weekly salary. Room and board provided; live-in position (Sunday morning to Friday afternoon) during camp sessions.
- Attendance at all staff training required.

### **Job Responsibilities**

#### **General**

- Adhere to all Kidston policies and procedures specified in the Staff Manual.
- Represent Camp Kidston in a positive way to campers, parents, community members, and staff.
- Foster and encourage the spiritual, emotional, mental, and physical well-being and growth of campers and staff colleagues.
- Participate in all orientation, staff training, and post-camp events.
- Attend all staff meetings.
- Actively and positively participate in all daily activities and programs.
- Practice positive and effective shared leadership and communication with all other staff members.
- Assist with daily and weekly cleaning procedures.
- Report to the Summer Director any matters that you need assistance handling.
- As per Policy 3.11, report any incidents to the Summer Director and complete an incident report at the office.
- Be willing to learn, share ideas, and accept constructive feedback from team members.
- Care for and respect all camp property, including but not limited to: the natural environment, buildings/structures, and items assigned to you.
- Undertake any additional duties as assigned by the Summer Director.
- Complete mid-term and final evaluations during the summer season. Be available for an in-person or virtual Exit Interview at the end of the summer.

#### **Camp Counsellor:**

- Foster and encourage the spiritual, emotional, mental, and physical well-being and growth of campers.
- Diligently supervise children in your care, ensuring their safety.
- Sleep in cabins, providing assistance to campers as needed throughout the night.
- Design, plan, and facilitate basic camp programs such as crafts, games, stories, etc.
- Assist program staff in leading all other camp programs, such as canoe/kayak, faith exploration, etc.
- Set a positive example for campers.
- Follow the daily program schedule, being on time to all activities and taking required breaks.
- Carefully review medical and/or any other relevant information concerning campers in your cabin. Ask for clarification from the Administrative Lead/First Aid if needed.

- Help campers work through minor challenges, such as homesickness or minor behavioural challenges.
- In keeping with Policies 3.11 and 6.4 (Incident Reporting and Camper Behaviour), inform and consult with the Summer Director when incidents occur, when challenging camper behaviour occurs, or any other time you need assistance handling a situation.

**Risk Assessment of Position**

Sole supervision of children	Yes	Supervision of high-risk activities	Yes
Position of authority over campers	Yes	Requires physical contact with campers	Yes
Position of authority over team members	No	Requires special qualifications or training	No
Other:			

**Level of Screening: High**

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

## **Job Description – Program Lead**

### **Overview**

Accountable to and supported by the Summer Director, the Program Lead is responsible for developing and implementing all program activities in their assigned area. This also includes providing leadership to staff and campers in their assigned area and completing all associated administrative work.

### **Requirements and Qualifications**

- Minimum 16 years of age; preference may be given to applicants 17 years and older due to age restrictions as per the CANSPEI Accreditation Standards.
- Minimum 1 year of camp-related experience or programming/other similar experience.
- Current Certification in Standard First Aid and CPR Level C.
- Required program-specific trainings (may be provided by Camp Kidston).
- Experience working with children.
- Other certifications such as: WHMIS, Food Safety, Cultural Competency, Mental Health First Aid, additional program trainings, etc. are considered assets.

### **Specifications**

- Term of employment: 9 to 10 weeks full-time in Spring/Summer Season (June-August).
- Weekly salary. Room and board provided; live-in position (Sunday morning to Friday afternoon) during camp sessions.
- Attendance at all staff trainings required.

### **Job Responsibilities**

#### **General**

- Adhere to all Kidston policies and procedures specified in the Staff Manual.
- Represent Camp Kidston in a positive way to campers, parents, community members, and staff.
- Foster and encourage the spiritual, emotional, mental, and physical well-being and growth of campers and staff colleagues.
- Participate in all orientation, staff training, and post-camp events.
- Attend all staff meetings.
- Actively and positively participate in all daily activities and programs.
- Practice positive and effective shared leadership and communication with all other staff members.
- Assist with daily and weekly cleaning procedures.
- Report to the Summer Director any matters that you need assistance handling.
- As per Policy 3.11, report any incidents to the Summer Director and complete an incident report at the office.
- Be willing to learn, share ideas, and accept constructive feedback from team members.
- Care for and respect all camp property, including but not limited to: the natural environment, buildings/structures, and items assigned to you.
- Undertake any additional duties as assigned by the Summer Director.
- Complete mid-term and final evaluations during the summer season. Be available for an in-person or virtual Exit Interview at the end of the summer.

#### **Canoe/Kayak Lead**

- Develop a canoe and kayak program consistent with Paddle Canada and CANSPEI guidelines prior to the start of camp.
- Be knowledgeable about and follow all Camp Kidston Waterfront policies and procedures.
- Lead a Canoe/Kayak session during staff training that informs all staff of what to expect during scheduled canoe/kayak activities, safety procedures, and their roles.

- Provide instruction to campers and staff on basic skills for canoeing and kayaking, including how to use canoes/kayaks safely.
- Plan and lead scheduled canoe/kayak activities.
- Supervise campers and staff during canoe/kayak activities, ensuring safety procedures are followed.
- Revise the canoe/kayak program as required based on camper/staff skill levels and/or weather situations.
- Inspect canoes and kayaks daily to ensure they are properly maintained and have the correct safety equipment. Report any deficiencies or submit any purchase requests to the Administrative Lead, if required.
- Evaluate the canoe/kayak program on a weekly basis to determine areas of success, areas for improvement/change, and/or any concerns that need to be brought to the Summer Director.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.
- Prepare and submit a final, updated inventory for Canoe/Kayak supplies at the end of the summer.

### **Outdoor & Environmental Education Lead**

- Develop an out-trip program consistent with Camp Kidston and CANSPEI guidelines prior to the start of camp.
- Develop an environmental education program prior to the start of camp, using the resources provided by the Camp Kidston Program Committee.
- Be knowledgeable about and follow all Camp Kidston out-trip policies and procedures.
- Lead an out-trip during staff training that informs all staff of what to expect during scheduled outdoor/environmental ed. activities, safety procedures, and their roles.
- Evaluate out-trip sites for safety prior to sending campers/staff on out-trips.
- Plan and lead scheduled outdoor/environmental ed. activities.
- Supervise campers and staff during out-trips, ensuring safety procedures are followed and providing support as needed.
- Work with the Summer Director to identify when out-trips will occur each session, based on weather forecasts and other scheduled activities.
- Prepare all out-trip supplies for cabin groups and co-ordinate required food with the Lead Cook.
- Inspect out-trip supplies weekly to ensure they are properly maintained. Report any deficiencies or submit any purchase requests to the Administrative Lead, if required.
- Evaluate the outdoor/environmental ed. program on a weekly basis to determine areas of success, areas for improvement/change, and/or any concerns that need to be brought to the Summer Director.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.
- Prepare and submit a final, updated inventory for outdoor/environmental ed. supplies at the end of the summer.

### **Low Elements Lead**

- Develop a low elements program consistent with CANSPEI guidelines prior to the start of camp.
- Be knowledgeable about and follow all Camp Kidston program policies and procedures.
- Lead a low elements training session during staff training that informs all staff of what to expect during scheduled low elements activities, safety procedures, and their roles.
- Plan and lead scheduled low elements activities.
- Supervise campers and staff during low elements activities, ensuring safety procedures are followed and providing support as needed.

- Inspect low elements equipment daily to ensure it is properly maintained. Report any deficiencies or submit any purchase requests to the Administrative Lead, if required.
- Evaluate the low elements program on a weekly basis to determine areas of success, areas for improvement/change, and/or any concerns that need to be brought to the Summer Director.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.
- Prepare and submit a final, updated inventory for low elements supplies at the end of the summer.

### **Sports & Games Lead**

- Develop a sports & games program consistent with Camp Kidston and CANSPEI guidelines prior to the start of camp.
- Be knowledgeable about and follow all Camp Kidston program policies and procedures.
- Lead a sports & games training session during staff training that informs all staff of what to expect during scheduled sports & games activities, safety procedures, and their roles.
- Plan and lead scheduled sports & games activities.
- Supervise campers and staff during sports & games activities, ensuring safety procedures are followed and providing support as needed.
- Inspect sports & games equipment daily to ensure it is properly maintained. Report any deficiencies or submit any purchase requests to the Administrative Lead, if required.
- Evaluate the sports & games program on a weekly basis to determine areas of success, areas for improvement/change, and/or any concerns that need to be brought to the Summer Director.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.
- Prepare and submit a final, updated inventory for sports & games supplies at the end of the summer.

### **Arts & Crafts Lead**

- Develop an arts & crafts program consistent with Camp Kidston guidelines prior to the start of camp.
- Be knowledgeable about and follow all Camp Kidston program policies and procedures.
- Lead an arts & crafts training session during staff training that informs all staff of what to expect during scheduled arts & crafts activities, safety procedures, and their roles.
- Plan and lead scheduled arts & crafts activities.
- Supervise campers and staff during arts & crafts activities, ensuring safety procedures are followed and providing support as needed.
- Check arts & crafts supplies daily to ensure an adequate inventory is maintained. Submit any purchase requests to the Administrative Lead, if required.
- Evaluate the arts & crafts program on a weekly basis to determine areas of success, areas for improvement/change, and/or any concerns that need to be brought to the Summer Director.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.
- Prepare and submit a final, updated inventory for arts & crafts supplies at the end of the summer.

## **Faith Exploration Lead**

- Develop a faith exploration program consistent with Camp Kidston and United Church of Canada guidelines prior to the start of camp.
- Be knowledgeable about and follow all Camp Kidston program policies and procedures.
- Lead a faith exploration training session during staff training that informs all staff of what to expect during scheduled faith exploration activities, safety procedures, and their roles.
- Plan and lead scheduled faith exploration activities.
- Supervise campers and staff during faith exploration activities, providing support as needed.
- Check faith exploration supplies daily to ensure an adequate inventory is maintained. Submit any purchase requests to the Administrative Lead, if required.
- Evaluate the faith exploration program on a weekly basis to determine areas of success, areas for improvement/change, and/or any concerns that need to be brought to the Summer Director.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.
- Prepare and submit a final, updated inventory for faith exploration supplies at the end of the summer.

## **Lifeguards**

- Be knowledgeable about and follow all CANSPEI and Camp Kidston waterfront policies and procedures.
- Lead a waterfront session during staff training that informs all staff of waterfront policies and safety procedures.
- Lifeguard scheduled waterfront swim activities, ensuring safety procedures are followed and providing support as needed.
- Inspect waterfront equipment daily to ensure it is properly maintained. Report any deficiencies or submit any purchase requests to the Administrative Lead, if required.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.
- Prepare and submit a final, updated inventory for waterfront supplies at the end of the summer.

## **Counsellor-in-Training (CIT) Lead**

- Develop a CIT/Leadership program consistent with Camp Kidston and CANSPEI guidelines prior to the start of camp.
- Be knowledgeable about and follow all Camp Kidston program policies and procedures.
- Lead a CIT training session during staff training that inform staff of what to expect when working with CITs, their role in mentoring CITs, and program procedures.
- Plan and lead scheduled CIT training sessions during the first CIT week.
- Supervise CITs throughout their subsequent CIT/volunteer weeks, providing constructive feedback to help improve their leadership and childcare skills.
- Evaluate the CIT program on a weekly basis to determine areas of success, areas for improvement/change, and/or any concerns that need to be brought to the Summer Director.
- Complete daily and weekly forms in a timely manner and submit to the Administrative Lead at the end of each session.
- Prepare and submit a final written report at the end of the summer which includes successes, challenges, and recommendations for future summers.



**Risk Assessment of Position**

Sole supervision of children	Yes	Supervision of high-risk activities	Yes
Position of authority over campers	Yes	Requires physical contact with campers	Yes
Position of authority over team members	No	Requires special qualifications or training	Yes
Other:			

**Level of Screening: High**

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

## **Job Description – First Aider**

### **Overview**

Accountable to and supported by the Summer Director, the First Aider is responsible for all aspects of First Aid care at Camp Kidston, including the provision of First Aid to campers and staff, maintenance of supplies and the First Aid room, incident reporting/record-keeping, and daily administration of staff and camper medications.

### **Requirements and Qualifications**

- Minimum 18 years of age.
- Minimum 1 year of camp-related experience or programming/other similar experience.
- Current Certification in Standard First Aid and CPR Level C.
- Willingness to complete Wilderness and Remote First Aid Certification prior the summer season (provided by Kidston).
- Experience working with children.
- Experience/education in a first aid-related field is considered an asset (e.g. nursing).
- Other certifications such as: WHMIS, Food Safety, Cultural Awareness, Mental Health First Aid, Program trainings, etc. are considered assets.

### **Specifications**

- Term of employment: 10 weeks full-time in Summer Season (June-August).
- Weekly salary. Room and board provided; live-in position (Sunday morning to Friday afternoon) during camp sessions.
- Attendance at all staff trainings required.

### **Job Responsibilities**

#### **General**

- Adhere to all Kidston policies and procedures specified in the Staff Manual.
- Represent Camp Kidston in a positive way to campers, parents, community members, and staff.
- Foster and encourage the spiritual, emotional, mental, and physical well-being and growth of campers and staff colleagues.
- Participate in all orientation, staff training, and post-camp events.
- Attend all staff meetings.
- Actively and positively participate in all daily activities and programs.
- Practice positive and effective shared leadership and communication with all other staff members.
- Assist with daily and weekly cleaning procedures.
- Report to the Summer Director any matters that you need assistance handling.
- As per Policy 3.11, report any incidents to the Summer Director and complete an incident report at the office.
- Be willing to learn, share ideas, and accept constructive feedback from team members.
- Care for and respect all camp property, including but not limited to: the natural environment, buildings/structures, and items assigned to you.
- Undertake any additional duties as assigned by the Summer Director.
- Complete mid-term and final evaluations during the summer season. Be available for an in-person or virtual Exit Interview at the end of the summer.

#### **First Aid**

- Understand and implement Kidston's First Aid, Health and Safety, and Emergency policies and procedures as stated in the Kidston Staff Manual.
- Under the direction of the Summer Director, and in collaboration with the Administrative Lead, ensure the security of the camp site and the safety and excellent care of all campers and staff.
- Provide timely basic first aid care to campers and staff, consistent with First Aid training.
- Determine when, with the assistance of the Summer Director, further off-site medical assistance is required.

- Ensure the cleanliness and organization of the First Aid room.
- Maintain an inventory of First Aid supplies and ensure the proper storage of all supplies (e.g. medications locked, refrigerated medications in the medical fridge, etc.).
- Prepare all First Aid kits for the camping season and regularly check to ensure they remain intact and supplied.
- Communicate any replacement supplies needed to the Administrative Lead.
- Oversee and implement Kidston’s medication administration, including:
  - Reviewing medical forms prior to the beginning of each session for questions, concerns, or incomplete answers.
  - Receiving and managing all medications at camper check-in.
  - Administering and logging daily medications as prescribed and on time.
  - Storing all medications, medical records, and medical forms safely and securely.
  - Returning all medications and appropriate updates/notes to parents/guardians upon camper check-out.
- Support the Outdoor Education Lead in preparing First Aid kits and camper medications for out-trips.
- Record all medical incidents as soon as possible, keeping the Summer Director informed.
- Submit all camper medical forms, logs, and information to the Administrative Lead at the conclusion of each camp session for filing.

**End-of-Summer**

- Prepare and submit a final evaluation report for the season which includes successes, challenges, and recommendations for the future.
- Ensure all final reports and final inventories for First Aid are organized and submitted.
- Be available for an in-person or virtual Exit Interview at the end of the summer.

**Risk Assessment of Position**

Sole supervision of children	Yes	Supervision of high-risk activities	No
Position of authority over campers	Yes	Requires physical contact with campers	Yes
Position of authority over team members	No	Requires special qualifications or training	Yes
Other:			

**Level of Screening: High**

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

## Job Description – Kitchen Assistant

### Overview

Accountable to and supported by the Lead Cook, the Kitchen Assistant is responsible for assisting with the overall operation of Camp Kidston’s kitchen, which prepares 3 nutritious meals and 2 snacks a day for 60-90 people of all ages. This includes meal preparation, serving, clean-up, and following food safety protocols.

### Requirements and Qualifications

- Minimum 16 years of age.
- Current Food Hygiene (Handling) Course certification may be required (provided by Kidston).
- Previous experience in a kitchen/catering is considered an asset.

### Specifications

- Term of employment: 9 weeks full-time in Summer Season (June-August).
- Weekly salary. Room and board provided; live-in position (Sunday morning to Friday afternoon).
- Attendance at staff training is required.

### Job Responsibilities

#### General

- Adhere to all Kidston policies and procedures specified in the Staff Manual.
- Represent Camp Kidston in a positive way to campers, parents, community members, and staff.
- Foster and encourage the spiritual, emotional, mental, and physical well-being and growth of campers and staff colleagues.
- Participate in all orientation, staff training, and post-camp events.
- Attend all staff meetings.
- Practice positive and effective shared leadership and communication with all other staff members.
- Assist with daily and weekly cleaning procedures.
- Report to the Lead Cook or Summer Director any matters that you need assistance handling.
- As per Policy 3.11, report any incidents to the Summer Director and complete an incident report at the office.
- Be willing to learn, share ideas, and accept constructive feedback from team members.
- Care for and respect all camp property, including but not limited to: the natural environment, buildings/structures, and items assigned to you.
- Complete mid-term and final evaluations during the summer season. Be available for an in-person or virtual Exit Interview at the end of the summer.

#### Kitchen

- Work collaboratively with the kitchen team (Lead Cook and other kitchen assistants) to prepare daily meals and snacks for 60-90 people of all ages.
- Assist in serving daily meals and snacks to campers.
- Complete daily cleaning procedures, including dishwashing, removing garbage/recycling, and sanitizing kitchen spaces/equipment.
- Assist the Lead Cook with monitoring on-site supplies and sorting/storing food deliveries each week.
- Maintain hygienic food storage and preparation areas.
- Other duties as assigned by the Lead Cook or Summer Director.

### Risk Assessment of Position

Sole supervision of children	No	Supervision of high-risk activities	No
Position of authority over campers	Yes	Requires physical contact with campers	No

Position of authority over team members	No	Requires special qualifications or training	Yes
Other: Responsible for safe food handling	Yes		

**Level of Screening: High**

- Criminal Record Check with Vulnerable Sector Check
- Two reference checks
- Completed staff application
- Completed interview
- Up-to-date certifications

## Job Description – Lead Cook

### Overview

The Lead Cook is responsible for the overall operation of our kitchen, which prepares 3 nutritious meals and 2 snacks a day for 60-90 people of all ages. This includes menu planning, purchasing, use and care of kitchen equipment, meal preparation, serving, clean-up, and oversight of food safety protocols.

This is a challenging and rewarding position which requires strong culinary skills, excellent organization, planning, problem-solving and time management skills, the ability to develop and lead a small team, and the ability to work positively and collaboratively within a diverse community. In return, this position offers a unique opportunity to work as part of a vibrant and energetic team, to be part of a caring community, and to live in close connection with nature.

### Requirements and Qualifications

- Current Food Hygiene (Handling) Course certification (provided by Kidston upon request).
- Experience with menu planning and meal preparation for large groups.
- Formal culinary training preferred – Red Seal Certification is considered an asset.
- A high degree of maturity and professionalism.
- Excellent flexibility, judgment, problem-solving, and organizational skills.
- Ability to work with a diverse, youthful, and energetic team.
- Demonstrated ability to lead a small team to success.
- Demonstrated ability to accept and provide feedback constructively.

### Specifications

- Term of employment: 10 weeks full-time in Summer Season (June-August).
- Weekly salary. Room and board provided; live-in position (Sunday morning to Friday afternoon).

### Job Responsibilities

- Work in collaboration with the Program Committee/Executive Director to review weekly menu.
- With the support of kitchen staff, prepare daily meals and snacks for 60-90 people of all ages.
- Monitor on-site supplies/inventories and coordinates purchasing.
- Supervise all kitchen operations and maintain hygienic food storage and preparation areas.
- Assist the Summer Director in completing weekly health and safety audits of the kitchen.
- Meet weekly with Summer Director and Executive Director to review menus and kitchen procedures, and revise as needed.
- Other duties as assigned by the Summer Director or Executive Director.

### Risk Assessment of Position

Sole supervision of children	No	Supervision of high-risk activities	Yes
Position of authority over campers	Yes	Requires physical contact with campers	No
Position of authority over team members	Yes	Requires special qualifications or training	Yes
Other: Responsible for safe management of kitchen and food.	Yes		

### Level of Screening: High

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous kitchen experience
- Up-to-date certifications