

POSITION: CREW/CIT LEADER (Job Description)

RESPONSIBLE TO: EXECUTIVE DIRECTOR (as well as to the Head Cook and Property Managers).

JOB SUMMARY: The Crew/CIT Leader has the responsibility, in conjunction with his/her Co-Crew/CIT Leaders for Crew/CIT campers' safety, supervision, and well-being. The three Crew/CIT Leaders will strive to ensure that Crew/CIT campers have a fun and educational camp experience, and that Crew/CIT campers complete assigned duties and work tasks at camp. The Crew/CIT Leaders plan and organize the Crew/CIT Program in consultation with the Executive Director, and have sole responsibility for leadership and supervision of Crew/CIT campers during the program. Crew/CIT Leaders are responsible for ensuring that the service, leadership development, and recreational aspects of the Crew program are balanced and that the leadership development (specific to Camp Pringle Leadership) is given the most significant amount of time during the CIT program with balanced elements of recreation, service and faith.

LENGTH OF TENURE: This position runs from senior staff preparation time until the end of the summer of the current camping season.

RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: (High)

Crew/CIT Leaders will have significant opportunity of unsupervised access to children given the nature of their position. It is therefore required that the individual be subject to a full level of screening, including a criminal record check, in person interview and the checking of at least two references. Crew/CIT Leaders must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

ACCOUNTABLE TO: Executive Director, for supporting and implementing the camping program set by the Executive Director, Program Coordinator, staff and volunteers. Responsible to the Head Cook for Crew/CIT work in the kitchen and dining room. Responsible to the Property Manager for Crew work on property.

JOB RESPONSIBILITIES:

Care for Crew/CIT Campers

To ensure the safety and physical well-being of each camper in your care.

To foster and encourage the mental, physical, emotional and spiritual growth of each camper.

To foster the spiritual growth of each camper through group activities and discussions, as well as discussions with individual campers.

To treat each camper as a unique, capable individual and to make efforts to get to know each camper and relate to her/him on an individual basis.

To ensure adult supervision of Crew/CIT at all times.

One Crew/CIT Leader to sleep in Laura Butler room each night to monitor Crew/CIT.

To facilitate positive group dynamics among Crew/CIT, particularly regarding Crew's expectations around work duties. To mediate conflict and facilitate resolution of problems among Crew/CIT campers.

To organize and lead group-building activities for Crew/CIT.

To encourage Crew/CIT to take a role in planning and making decisions about their camp experience, and what activities they would like to do. To encourage joint decision-making with your Crew/CIT Co-Leader and with Crew/CIT.

To ensure that Crew/CIT are keeping their quarters clean and tidy.

To ensure adequate rest for yourself and the Crew/CIT.

Respect camp curfews and quiet times.

To monitor the behaviour of Crew/CIT campers, ensuring that they adhere to camp regulations, and are sensitive to the needs of the regular camping program.

To ensure CIT campers are given the tools they need to be effective Co-Leaders during the second week of their program.

Provide CIT campers with feedback on their development during the first two weeks of the program and provide daily check-in and feedback opportunities with CIT campers during their week as Co-Leaders.

Service

To instruct Crew/CIT on how to perform their kitchen duties, including washing dishes, taking out garbage, and cleaning up dishwashing area, as per guidelines set out by the Property Manager.

To provide Crew/CIT with an overall orientation and explanation of the Crew/CIT program, particularly regarding expectations re: work responsibilities and quality of work.

To give a presentation in the Dining Room, at the beginning of each regular camp session, introducing Crew/CIT and explaining clean-up responsibilities in the Dining Room (including how to scrape and stack dishes, etc.)

To maintain open communication and positive working relationships with Kitchen Staff and Camp Parents/Grandparents.

To supervise and schedule the kitchen work in consultation with the Head Cook. Crew/CIT Leaders are responsible for ensuring Crew/CIT participants do a satisfactory job at their tasks in the kitchen. Crew/CIT Leaders are responsible to the Head Cook in this respect.

For each Crew/CIT Leader to plan and supervise on Crew program's work projects around camp, with the assistance and guidance of the Property Manager.

To regularly inspect for Graffiti in Laura Butler and remove same in Laura Butler and Cabins as determined by the Property Manager.

To instruct Crew on how to perform tasks and handle work equipment safely and properly, in consultation with the Property Manager.

To be aware of safety standards (e.g., WHMIS), and to ensure that all safety standards are followed when Crew are working on any given task (e.g., goggles, gloves, long pants, closed-toed shoes, etc.).

To conduct on-going evaluations of plans and projects, and to share feedback with the Executive Director and Property Manager as applicable.

Programming and Recreation

To plan daily schedules and division of responsibilities for Crew/CIT campers, in such a way that does not interfere or conflict with the smooth running of the regular camp program.

To coordinate use of facilities and equipment with the Executive Director, to prevent conflict with usage in the regular camp program.

To coordinate in advance waterfront activities and out trips for Crew/CIT, in consultation with the Waterfront Director.

To plan and provide daily Faith Exploration, in consultation with the Camp Chaplain.

To plan daily recreation for Crew/CIT.

To plan, organize and implement at least one significant out trip per Crew session (i.e. Mt. Baldy, Trestle or Memory Island.) in coordination with the Program Coordinator and Waterfront Director.

To acquire supplies and equipment, in advance preparation for the Crew/CIT program, with approval of the Executive Director.

To ensure proper care, use and maintenance of equipment.

Leadership

To cooperatively plan Leadership Training Units with input from the Executive Director.

To instruct and supervise Leadership Training Units.

To schedule resource people/speakers as necessary for specific Leadership Training Units (e.g., Staff Chaplain, Waterfront Staff, First Aid resource, Easter Seals or other Camp leaders, Cabin Leaders for games leadership, etc.).

To review and continually update Crew/CIT Manual, and to distribute copies to each Crew/CIT member.

To provide Crew/CIT members with a letter of reference at the end of their training period and provide a copy to the Executive Director (this can be electronic).

Respect for the Camp, Its Goals and Philosophy

To support and abide by the purpose and rules of the camp.

To respect the authority of the Executive Director and Program Coordinator and communicate daily with them concerning how Crew/CIT campers are doing (individually and as a group), as well as any problems and program needs.

To be aware of your part in emergency procedures, and in operation of fire equipment.

To familiarize yourself with Camp Crisis Response procedures, and your role in them.

To monitor your health and sleep so as to ensure completion of your assigned duties.

To write a complete report at the end of the term of employment, including:

- evaluation of programs
- recommendations

-final inventory

To model enthusiastic, mature Christian leadership to campers and staff.

To be sensitive to and strive toward fulfilling the Mission of the camp.

To take care of the camp property and ensure a safe and clean environment at all times.

To participate in communal sharing of cleaning requirements including Branter.

Write birthday cards to Crew participants at the end of each Crew session.

To be prepared for camper registration well before the campers begin to arrive on Monday mornings. To be on time for breakfast on Monday mornings and to help set up for registration after breakfast.

To carry out other tasks assigned by the Executive Director.

To arrive at camp by 5 p.m. Sunday evening if the camp program begins on Monday. (At the discretion of the Executive Director this time may be changed to as late as 7 pm). If the camp begins in the evening (as is the case with the Family Camp and the Parent and Child Camp), to arrive at camp by 3 p.m. on that same day, or as requested by the Executive Director. To stay at camp until two hours after the campers leave, to participate in a staff and volunteer de-brief and evaluation of the week. (For most camps, this would involve staying at camp until 6 p.m. on Friday.)

Evaluation: A performance evaluation for each Crew/CIT Leader will be conducted at the end of the summer season by the Executive Director, in consultation with the Property Manager and other senior staff.