



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Out trip Coordinator

Full time: Living on site: Sunday (12pm) -Friday (following closing approx. 9pm) position from June 30th to August 23rd 2024, shorter term contracts may be available with prior discussion. A member of the Leadership Team. **Salary:** Compensated according to salary grid ([link here!](#)), minimum \$455/week with room & board included.

Job Purpose and Reporting Structure

The Out trip Coordinator plans, prepares for, and leads all out trips taken by campers. These are two back-country style, two-night camping trips. All Leadership Team members must be prepared to step in to fill other positions when needed, step up for needed tasks, and seek out opportunities to further contribute to MeneSetung success. This position reports to the Camp Director and Executive Director.

Essential Duties and Responsibilities

To the Program

Prior to the Out trips (Out trips begin on the 2nd week of Camp)

- Check all equipment and ensure that it is in good working order and that you understand how to use it
- Develop a list of what equipment will be needed for each trip based on registration numbers provided by the Camp Director
- Inform the Camp Director if there is any equipment that needs to be purchased, replaced or mended
- Collaborate with the Cook on meals for the out trip that adhere to any dietary concerns
- Begin purchasing and dehydrating food that will need to be prepared prior to the trips
- Ensure that some food prep is left for the campers to help with
- Map out the out trip routes & become familiar with them by hiking them at least twice
- Map out the route to the river and ensure that you are familiar with it
- Collaborate with the Camp Director to recommend staff for the out trip
- Create out trip program plans, ensuring that there is a lot of free time for campers to explore and lead their own experience
- Review emergency procedures, ensure that you know who to contact in an emergency
- Be an active part of the Leadership Team by assisting with supervision, break coverage, problem-solving, staff conflicts, camper behaviour management etc.

Out trip Weeks



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Prior to leaving

- Connect with the staff who will be leading out trip groups and update them on equipment, plans, schedule etc.
- Assign roles/tasks to out trip staff based on strengths and experiences
- Meet the campers and learn from them why they chose to go on the out trip and what experiences they are hoping to gain
- Lead or coordinate sessions with the out trip campers on setting up a tent, fire building basics, food prep, packing for an out trip and hygiene in the woods
- Consult with the healthcare provider for information on camper medical conditions and ensure that an out trip first aid kit is ready to go

On the out trip

- Be there for your campers and staff. Be their guide, be their role model, be their helper.
- Watch your staff and campers carefully, observe when they need breaks, always have an eye on the weakest member of the group when hiking and set the pace to them.
- Ensure that essentials are done in a timely manner: arriving at the site, setting up tents and sleeping bags (or hammocks and sleeping bags), building a fire, making food etc.
- Allow campers to do as many of these tasks as possible
- Ensure that all food and scented products are stored safely when not in use
- Use this time to teach outdoor living skills: knots, fire building, shelter making, water purification, orienteering; outdoor education like: camouflage, plant and animal names, ecosystems etc; spirituality and justice: meditation, silence, connecting with nature, recognizing Indigenous Peoples' contributions to society, climate change and ethical use and preservation of our natural world
- Practice no-trace camping and teach campers why no-trace camping is important
- Ensure the safety of campers and staff, take leadership and contact the Camp Director or Executive Director in times of major weather, medical issues, lost campers etc.
- Ensure that you and the staff take your breaks when safe and possible

When you return

- Ensure that before any other activities take place that campers and staff separate out things that belong to MeneSetung and things that are their own belongings
- Take time to rest and ensure that staff do the same
- Check-in with the Camp Director and Leadership Team for any required updates and to provide any necessary information from the out trip
- Set-up the tents and air them out, air out sleeping bags and other equipment
- Clean the cookware and dishes with the help of out trip staff and campers
- Throw out any food waste and store any food that can be used for the next trip
- Review the trip and plan for any modifications for the next trip



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

- At the end of the week ensure that everything is properly put away and ready to go for the next week or stored for the next season (for the final trip)

To Staff

To the Out trip/Outdoor Adventure Staff

- Plan and lead staff training sessions for possible out trip staff during the training weekends and/or training week on the specifics of the out trip
- Collaborate with the Frontline Staff Coordinator to provide information about performance for the mid-summer evaluation
- Ensure that staff are taking care of themselves on the trip, contact the Health Care Provider or Camp Director if you are concerned that staff cannot continue on the trip
- Lead a debrief at the end of the week for out trip staff to reflect on what may need to change for the next week and what should happen again
- Provide programming suggestions and feedback for the Outdoor Adventure program lead/programmers
- Provide support and advice to the canoe programmer on programs and weather conditions
- Assist Outdoor Adventure program with finding materials, accessing resources etc. and when able share your outdoor adventure knowledge with campers

To all Fellow Staff

- Plan and lead training for all staff on basic outdoor living skills that will be useful to them at Camp ie. knots for hammocks, fire safety, compass directions, basic safety around the Lake, basic plant identification etc.
- Communicate! Communicate your decisions, where you'll be, if you're having a rough time and need support, if you are having a great time and can be a support, changes in the daily plan etc and check-in with the Camp Director daily.
- Work collaboratively with the Leadership Team to serve all other staff.
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. encourage staff and campers' participation and assist Program Leaders whenever possible
- Follow camp-wide rules and enforce these rules when necessary with campers & staff.
- Be punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.



CAMP MENEŠETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

- Respect your fellow staff, ensure that any issues, violence, or harassment amongst staff are deescalated and reported immediately to the Camp Director.
- Work together to create the best possible experience for our campers.

To Camp Menešetung

- Must be prepared to substitute for any frontline staff, if needed.
 - Assist with arrival and departure days as needed.
 - Ensure physical, and emotional safety for all campers on-site and on out-trip.
 - Understand, follow and enforce all camp policies, protocols, and procedures outlined in the Staff Manual.
 - Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
 - Work with the Leadership Team to address concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns. Escalate when needed to the Camp Director.
 - Seek to always be growing and learning, by asking good questions, making use of resources provided to you, and actively participating in weekly check-ins & debriefs, mid-summer evaluations and end-of-summer evaluations
 - Keep campers safe from sun & insects by modelling & ensuring activity appropriate clothing is worn.
 - Keep track of all supplies and inform the Camp Director of any losses, damages, or shortages.
 - Show enthusiasm and excitement for camp with all those visiting the site especially caregivers who are dropping off or picking-up their campers for a week of camp
 - Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Camp Director if scheduled attendance is impossible for legitimate reasons.
 - Communicate in writing all unavailability a minimum of 2 weeks before campers arrive.
 - Conduct yourself as a professional representative of Menešetung to all campers, caregivers, teachers, etc. always, including when not actively working, and on social media platforms.
 - At the end of the week ensure that out trip equipment is put away, shipping container is organized, and that the campfire, OLS area and woods are cleaned and closed
- Performs all other duties designated by the Camp Director or Executive Director.



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