



## CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

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**Job Description:** Program Lead Active

**Full time:** Living on site: Sunday (12pm) -Friday (following closing approx. 9pm) position from June 30th to August 23rd 2024, shorter term contracts are available with prior discussion. A member of the Frontline Staff. **Salary:** Compensated according to salary grid ([link here!](#)), minimum \$405/week with room & board included.

### Job Purpose and Reporting Structure

All Program Leads are responsible for creating, supporting and delivering engaging, age-appropriate, inclusive, themed, FUN for campers. Program Leads do this by assisting Cabin Counsellors/Programmers in program development, set up & take down, finding & creating program materials, assisting the Program Coordinator in a wide variety of all-camp programming, and running their own programs. The Program Lead: Active pays particular attention to: Sports & Games, Pool, the Climbing Wall, Low Ropes & Gaga Ball. Program Leads sleep in-cabin and provide extra support to the cabin. This position reports to The Leadership Team, Camp Director, and Executive Director.

### Essential Duties and Responsibilities

To all Campers

- Be there for the campers. Be their guide, be their role model, be their helper.
- Create opportunities for fun, learning, growth, and an amazing camp experience!
- Spark the imagination of your campers.
- Ensure that all campers are kept safe, physically and emotionally, for the duration of all camp activities; including reporting health & safety hazards.
- Ensure that campers feel safe by creating an environment where authentic self expression (being 100% who they are) is encouraged and celebrated
- Know the exact location of all campers in your care at any given time throughout the week – ensuring continual active supervision, including sleeping in-cabin with campers.
- Intervene in camper/camper conflict with an open mind and good resolution strategies
- Keep campers safe from the sun and insects by modeling and ensuring activity appropriate clothing is worn.
- Maintain a friendly, patient, and helpful relationship with your LIT or CIT who will receive much of their training from you.
- Advocate on behalf of your campers (including LITs) during policy, program, or scheduling discussions.



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### To your Program Areas & the Cabin Counsellors/Programmers

- Have detailed knowledge and lots of ideas for programs that can be run at The Climbing Wall, Low Ropes, Sports & Games, Pool and Gaga Ball
- Be a resource for programmers who are developing their programs in these areas: share ideas, talk through plans, create materials lists, challenge their creativity etc.
- Always be looking for ways to be more creative, sillier, and more outside-of-the-box, try things that can only be done at camp!
- Set the example for all programmers by developing and running at least one program in each area per week that is on-theme, camper-led, inclusive, age appropriate, fun and exciting
- Ensure that your program areas are clean, well maintained and reset between sessions - be ready to help with set-up and take-down if a cabin counsellor is unable to complete these tasks because of camper responsibilities
- Ensure that program areas don't get stuck in a rut by consistently bringing new ideas to programmers and helping them prepare materials to make those program come alive
- During staff training week work with the Program Coordinator to demonstrate the many possibilities of each program through delivering programs and sharing programming ideas
- Submit a brief weekly report to the Program Coordinator prior to departure of programming successes, opportunities & challenges and anything unexpected including supplies that you did not expect to need
- Keep track of all supplies and inform the Program Coordinator of any losses, damages, or shortages - maintain a list of needed supplies on behalf of the cabin counsellor/programmers in your program areas
- Take an active leadership role in large camp games like Evening Program and Morning Optionals and keep transition times like Flag and Tarmac fun with simple games and songs
- Embody the spirit of your program areas, taking on any program specific responsibilities and safety considerations communicated by the Program Coordinator or Camp Director.

### To all Fellow Staff

- Communicate! Communicate when you can help, 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 etc. Check-in daily with The Program Coordinator and/or Camp Director.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- 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.



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

### To Camp MeneSetung

- Uphold the Camp mission at all times but especially when making decisions: "To lead the way in creating inclusive, healthy, and sustainable community through the Spirit of outdoor adventure."
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Take an active role in daily camp maintenance through setting/serving/cleaning in the dining hall, cleaning program spaces & cabins, cleaning staff only spaces, refilling bathroom supplies etc.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Ensure activities and cabin talk reflect the overall Christian atmosphere of the Camp.
- Escalate concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns to the Leadership Team.
- 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
- 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 all unavailability in writing a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of MeneSetung to all campers, caregivers, teachers, etc. always, including when not actively working, and on social media platforms.

Performs all other duties designated by the Camp Director or Executive Director.

