

## SLMC Seasonal Staff Job Descriptions

**Bronze Med/Cross Instructor:** A Bronze Med/Cross instructor must provide training and certification for participants enrolled in the course. They will observe participant performance and give certification to participants whose performance meets the proper criteria. The Bronze Med/Cross instructor will also be responsible for the safety of the participants during swimming exercises. The instructor must hold the necessary qualifications to be considered for the role.

**Bronze Med/Cross Assistant Instructor:** The Bronze Med/Cross assistant instructor will aid the instructor in administering the Bronze Med/Cross course. They will help to facilitate the proper exercises and be responsible for the safety of the participants. The Bronze Med/Cross assistant instructor must hold the necessary qualifications to be considered for the role.

**Camp Support:** Camp Support is a staff member without a single specific role or position. They may be asked to do maintenance tasks, help in the kitchen, watch a cabin group, or assist any other staff member in a position that they are qualified for.

**CILT Leader:** CILT leaders are expected to plan the curriculum for and lead either the CILT 1 or CILT 2 program along with their fellow CILT leaders. CILT leaders will train their CILTs in leadership and interpersonal skills in both a general and camp context. CILT leaders will be responsible for the CILTs during their two-week session at camp and be required to give them formal mid-evaluations and final evaluations.

**CILT Outtrip Support:** Staff with their NL may be needed to accompany CILT outtrips to provide additional support. Those on CILT Outtrip Support will also assist the Outtrip Coordinator with prep and clean-up for the trip. They will work the rest of their week where needed by camp, such as at pond/waterfront or on the maintenance team. In addition to the above responsibilities, and if outtrip tasks are completed, CILT Outtrip Support is expected to help with dishes and regular housekeeping.

**Climbing Wall:** This person will lead campers in climbing wall sessions and instruct them on safety and climbing skills. They will ensure the upkeep of climbing equipment (including the tower itself) and teach campers and staff how to properly use it. Proper certification for climbing wall instruction is required to be considered for this position. A training and certification course will be offered during one weekend in the spring. In addition to the above responsibilities, the climbing instructor is expected to help with dishes and regular housekeeping.

**Counsellor (Day Camp – Off-Site):** Off-site Day-Camp Counsellors are responsible for leading the scheduled activities during the day, monitoring campers, and working with parents to best support their campers each day. Off-site day camp counsellors are expected to arrive at the day-camp site each morning before camp starts (sites: Kitchener, Waterloo, Breslau, Hanover).

**Counsellor (Day Camp – On-Site):** Day Camp Counsellors are responsible for supervising a day camp cabin group with their counselling group and leading them in activities throughout the day. Day camp counsellors will monitor camper safety, resolve conflicts between day campers, and help them participate in activities. Day Camp Counsellors will help with pick-up and drop-off at the beginning and end of each day.

**Counsellor (Inclusion):** Inclusion counsellors will cooperate with the inclusion coordinators and cabin counsellors to focus on fulfilling the needs of a camper(s) in the inclusion program. This role requires flexibility in working with inclusion campers throughout the day to best meet their needs and ensure they are able to participate in camper life. Inclusion counsellors may be required to be one-on-one with a specific camper who will require their full attention.

**Counsellor (Overnight Camp):** Overnight Camp Counsellors are responsible for monitoring and planning activities for their cabin group along with their counselling group (minimum of one other counsellor). Counsellors will schedule activities, ensure the safety of their cabin group, resolve conflict between campers, lead campers in their activities throughout the day, and participate in the activities with them.

**Crafts Leader:** Crafts leaders will plan and lead craft sessions where campers are given the opportunity to express themselves creatively. Craft leaders are expected to have a step-by-step process which will allow campers to understand and complete their craft during a single session, however, campers may still have freedom to approach the craft in their own way. Craft leaders must also assemble a list of required materials and submit it to the assistant directors to be purchased before the week that they are needed. In addition to the above responsibilities, the crafts leader is expected to help with dishes and regular housekeeping.

**Day Camp Coordinator (On-Site):** The day camp coordinator is responsible for overseeing the day camp programming during a given session and stepping in to help day camp counsellors as needed. The Day Camp Coordinator will communicate with parents if any special knowledge is required to best meet the needs of their camper. The Day Camp coordinator will also greet parents during pick up and drop off and help with the processes of sign-in and sign-out.

**Day Camp Site Leader (Off-Site):** Site leaders will have the same responsibilities as an off-site day camp counsellor with some additional responsibilities. Site leaders assist with sign-in and sign-out and are the point of contact with parents at that time. Together with the director(s), they organize supplies and run activities with the assistance of counsellors. They will be the person in charge when a director is not on site.

**Head Counsellor:** The Head Counsellor team supports counselling staff and provides leadership for all staff. They will facilitate communication between staff and directors, support first-year staff and perform their formal evaluations. Head counsellors are expected to facilitate staff orientation and possibly parts of first-year staff orientation.

**Initiatives:** This leader will plan and implement a session that strives to increase mutual support and group cohesion within a cabin. This session often makes use of team exercises and low-ropes courses. Initiatives leader's formal training will be done at SLMC. In addition to the above responsibilities, the initiatives leader is expected to help with dishes and regular housekeeping.

**Kitchen Manager:** The Kitchen Manager will aid the Head Cook in the kitchen, preparing and serving meals and snacks for 100-180 people each day. They will be able to communicate effectively with the Head Cook, kitchen volunteers and assistants, staff and directors. The Kitchen Manager may have additional responsibilities such as supporting with food orders, ensuring food is well-stocked and organized, and standing in for the Head Cook as needed.

**Kitchen Assistant:** The Kitchen Assistants will aid the Head Cook and Kitchen Manager in the kitchen, preparing and serving meals and snacks for 100-180 people each day. They will be able to work effectively on a team with the Head Cook, Kitchen Manager, kitchen volunteers and other Kitchen Assistants.

**Lifeguard (NL required) Pond or Waterfront:** Applying for this position means applying to be either a pond lifeguard or a dock lifeguard which are separate positions. Pond lifeguards will guard the pond when it is being used by campers. Pond lifeguards will strictly adhere to pond protocols and guard accordingly. They will also be responsible for facilitating swim tests and ensuring proper use of the buddy board. Dock lifeguards will guard campers doing waterfront activities such as canoeing, kayaking, and sailing. Dock lifeguards are also expected to instruct campers on the basics of canoeing, kayaking and sailing. They will inform campers of all safety expectations and call campers back to the dock prior to the session ending. In addition to the responsibilities above, lifeguards are expected to help with dishes and regular housekeeping.

**Maintenance/Cleaning:** This position will be responsible for daily cleaning, garbage/recycling/compost tasks, collecting and displaying lost and found items, fire-building, occasional small "fixing" projects, etc. Maintenance staff must be comfortable working closely with volunteers and taking direction from the maintenance coordinator and/or directors. In addition to maintenance responsibilities, maintenance staff are expected to help with dishes and regular housekeeping.

**Medic/Inclusion Coordinator:** The role of the Medic/Inclusion Coordinator is to administer meds to campers, provide first aid to campers and staff as needed, do basic health assessment and decision-making, and inventory and clean health center. These tasks will be shared by a Junior Medic. In addition to these responsibilities, the medic/inclusion coordinator will communicate with parents to assess if their child should be in the inclusion program and, if so, assess how to best meet the needs of their child. The medic/inclusion coordinator will also be working with counsellors of inclusion campers to make sure said needs are met and, at the end of the week, collect inclusion reports. In addition to medic/inclusion responsibilities, the medic/inclusion coordinator is expected to help with dishes and regular housekeeping.

**Nature Leader:** The Nature Leader will plan and lead programming centred around natural education and environmental care. Nature sessions are intended to give campers greater awareness and respect for the natural world and often implement a more hands-on approach. In addition to the above responsibilities, the nature leader is expected to help with dishes and regular housekeeping.

**Outtrip Leader:** Outtrip leaders will be expected to help organize the outtrips they will be leading and will supervise all campers on the outtrip, including cooking meals and setting up outtrip equipment. They will also be responsible for assisting their campers with trip clean-up with direction from the Outtripping Coordinator. They must be aware of all pertinent safety information for the outtripping program. The Outtrip leaders will be at least seventeen years old and hold a Bronze Cross, however, two of them must be eighteen years old and hold an NL qualification. Previous experience (personal or at camp) in outtripping is necessary.

**Program Coordinator:** Each session will see two program coordinators working together to plan activities during that session. These activities include campfire, meal-time announcements, travelling campfire, and all-camp game. This role requires organization and communication skills in order to plan these activities. In addition to program responsibilities, program coordinators are expected to help with dishes and regular housekeeping.

**Quest Leader:** The Quest leader is responsible for planning and leading quest sessions for each cabin group during a given week. Quest sessions are intended to be engaging and educational lessons on faith and spirituality. Quest sessions are often related to Silver Lake's summer theme and/or grounded in Anabaptist traditions and faith. In addition to the above responsibilities, the quest leader is expected to help with dishes and regular housekeeping.

**Spiritual Life Coordinator:** This role will be held for the summer alongside other weekly roles. The SLC will tend the spiritual life of camp and its unique connection to creation and place. Tasks may include, but need not be limited to, developing Quest resources, resourcing CILT leaders and Quest leaders, coordinating prayers/reflections at staff brunch, coordinating summer staff worship, collaborating on worship campfire, and acting as a liaison with visiting Camp Pastors.

**Waterfront Director:** The Waterfront Director will be able to plan and implement practice land and water searches for all staff as well as familiarize all lifeguards with the SLMC pond and waterfront safety procedures. The Waterfront Director is also expected to facilitate staff swim tests as well as camper swim tests and indicate which campers have passed. The Waterfront Director is also responsible for coordinating the cleaning and inventory of the guard hut (especially in relation to search procedure items). In addition to waterfront responsibilities, the waterfront director is expected to help with dishes and regular housekeeping. At least 250 hours logged as a lifeguard/instructor are required to be considered for Waterfront Director.