

Camp Pagweak Manual



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Camp Pagweak Manual For Use 2010
Table of Contents

Index

Chapter 1- Camp Pagweak at a Glance

1- Guiding Principles

- A. Mission Statement
- B. Defining Our Purpose
- C- Core Values
- D- Brief History Camp Pagweak

2- Foundations

- A. Camp Pagweak Mission Statement (Guidance from the Camp Pagweak Mission Statement)
- B. Objectives
- C. Philosophy

Chapter 2 - Constitution & By-laws

Chapter 3 - Policies and Procedures

1- Camp Rules

- 2- Policies, Rules and Practices of Camp Pagweak
- 3- For Your Information: Discipline at Camp Pagweak
- 4- Sexual Harassment Policy
- 5- What is Reportable Abuse and Neglect
- 6- Discrimination Policy
- 7- Child and Staff Protection Policy
- 8- Basics of Risk Management
- 9- Policy on Staff (Employee) Dismissal
- 10- How to Get Fired
- 11- Camp Pagweak Rental Policy
- 12- Agreement for Leasing Camp
- 13- Hold Harmless Agreement
- 14- Pagweak Guidelines for Sunday School Picnics
- 15- Camp Pagweak Fire Alarm Policy

Chapter 4 - Job Descriptions

- 1- Member of the Camp Pagweak Council
- 2- Council Chair
- 3- Council vice-Chair
- 4- Secretary
- 5- Treasurer
- 6- Registrar
- 7- Maintenance person (all Duties may be delegated)
- 8- Liaison on Site for Council (all duties may be delegated)
- 9- Building and Grounds Committee Chair
- 10- Camp Missionary
- 11- Program Director
- 12- Spiritual director
- 13- Missions Teacher
- 14- Lifeguard I Medical Person
- 15- Nurse
- 16- Cook
- 17- Assistant Cook
- 18- Senior Counselors
- 19- Junior Counselors

Chapter 1- Camp Pagweak at a Glance

1- Guiding Principles

A- Mission Statement

Camp Pagweak exists to provide interesting and active camping, retreats, special programs and activities where participants of all ages can come to a knowledge of the Lord Jesus Christ, to grow in that knowledge, and to develop the whole person - spiritual, social and physical, by providing Christian example in leadership, fellowship, witness, concern and caring.

B- Defining our Purpose

Our desire is to provide a summer camping ministry focused on children and teens. In the spring and fall our facility is used to provide retreat ministries for adults and families and a place to be used by our churches for an extension of their out-reach.

We exist as an extension of the Baptist churches of the Cumberland and Colchester-Pictou Associations. Camp Pagweak relies on them for financial support and on all evangelical churches for staff and prayer support.

Our priorities are to be a Christ-centered camp where we teach by word and example that Jesus is Lord.

Our goal is that many will come, make new friends and walk more closely with our Lord.

C- Core values

We are a biblically based, Christ-centered camp. Jesus Christ is the center of every camping experience and Lord of the camp, 24 hours of the day. Those governing and leading do so as His stewards.

Camp Pagweak is open to serve the needs of the entire church family. Our main thrust is the summer camping ministry meeting the needs of children and youth. Our secondary ministry focus is families and adults. We want each camper to discover Jesus Christ for themselves, to grow into the moral freedom of unselfish love in Jesus Christ, and to develop a living style compatible with this freedom.

D- Brief History of Camp Pagweak

Camp Pagweak occupies a delightful sea-shore site of approximately 14 acres on a bluff overlooking Pugwash Bay.

The site was researched and chosen by Rev. Byron Manzer of New Glasgow, Rev. L. B. Estabrooks of Oxford and Rev. J.D Davidson of Springhill.

The initial 7 acre site was purchased for \$500 in 1944 following Association camping experiences in 1938 at Tidnish, 1939 at Folly Lake, 1940 - 1944 at Economy Cove.

1945 was the first camping season at Camp Pagweak. The first lodge was constructed by volunteers and measured 20 X 60 feet.

9 Cabins were built in 1946.

The larger lodge was purchased and erected in 1966 and measures 26 X 88 feet.

The washroom and craft cabin were added in 1979.

A new well had to be drilled in 1993.

An additional 7 acres of land was purchased in 1995.

A basketball court was added in 1996.

A new cabin was built in 1997 and another in 1999.

A new well has been drilled with greater capacity for future use.

Indoor warm water showers were installed in 1999 and the interior of the lodge enlarged by partition removal, division of a cabin to give both sick bay and cook quarters, a storage building was provided and work on

preparing the new land was accomplished.

2- Foundations

A- Guidance from the Camp Pagweak Mission Statement

Camp Pagweak exists to encourage commitment to the Lord Jesus Christ and provide Biblical, Christ-centered discipleship, helping our churches fulfill their purpose of evangelism, Christian Growth and service through camps, retreats and special events.

1- We desire to be

- * A summer camp ministry focusing on children and youth
- * A Spring and Fall retreat ministry focusing on youth, adults and families
- * A place to be used by our United Baptist Churches for ministry and special events
- * An extension of our local churches' ministry

2. We want to serve

All evangelical churches in Northern Nova Scotia and surrounding areas. We rely on them to provide staff, volunteer, financial and prayer support.

3. Some of our main operating principles are:

- * We want God to us and this facility as He changes lives
- * Our campers and guests are of highest priority
- * All staff (no matter what the position) are to be Christian role models
- * Staff and Camp Council teamwork and unity are essential
- * We strive for excellence in all aspects of our service to our guests.

B- Objectives

1- Spiritual

- * To provide a place where people can live in a Christian community where they may become aware of God in the created order of things.
- * To encourage campers to discover for themselves Jesus Christ in inter-personal relationships.
- * To help campers grow into a model of unselfish love in Jesus Christ.
- * To help campers accept personal responsibility, "that the camper is helped to grow into a meaningful, happy fellowship with all other campers, through knowledge of God and love for Him.

2- Physical

- * To provide programs of skill learning activities geared to campers' age ability and interests.
- * To help campers discover their personal abilities and to provide challenges to develop physical talents
- * To help campers develop a sense of self worth

3. Emotional/Social

- * To help campers get along with persons of different temperament and background
- * To provide and opportunity for group participation

- *To stimulate creativity
- *To have fun in organized and free-play experience
- *To teach a healthy respect for authority and discipline
- *To develop genuine Christian fellowships and friendships based upon respect for individual worth
- *To train young people to be leaders for the glory of God in their own churches, the Christian community and the world.

C- Philosophy - A challenge

*Christian camping today is one of the most effective of our local Christian ministries. A week at camp can be a major factor in the molding of a young persons' (or older person's) life. The positive impact of a Christian camp does not occur by chance.

The camp philosophy, or how Camp Pagweak Council view:

their role in the stewardship of the property,

the guests who come as campers

the guests who came as a result of rentals

the opportunity to train leaders,

the provision of staff

and a statement of faith (specific to the camp)

needs to be more fully discussed, prayed about, written and re-written in the first 3 years of the new millennium.

Chapter 2 - Camp Pagweak Constitution & By-Laws (For Draft Use 2003)

Article 1 - Name

The name of the camp shall be Camp Pagweak

Article 2 - Mission Statement

Its mission is to: Provide interesting and active camping, retreats, special programs and activities where participants of all ages can come to a knowledge of the Lord Jesus Christ, to grow in that knowledge, and to develop the whole person - spiritual, social and physical, by providing Christian example in leadership, fellowship, witness, concern and caring.

Article 3 - Objectives

The objectives that Camp Pagweak adopts which we believe to be in harmony with God's will as revealed in His written Word, are:

- 1- To be a Christ-centered camp where we teach by word and example that Jesus is Lord.
- 2- To allow many to utilize the facility so that they may make new friends, be encouraged in their Christian life, and walk more closely with the Lord Jesus.
- 3- To encourage campers to discover Jesus Christ for themselves in interpersonal relationships.
- 4- To help campers to accept personal responsibility, "that the camper is helped to grow into a model of unselfish love in Jesus Christ".
- 5- The leadership of the camp is to be made up of Christian men and women who are dedicated to Christ for the fulfillment of His will.

Article 4

A. Ownership

1. Camp Pagweak was built and developed as a joint effort of the Cumberland and Colchester-Pictou Associations of Baptist churches. The deed of ownership is held by the officers of the two named Associations on behalf of those churches.
2. The final authority in all matters pertaining to Camp Pagweak shall rest jointly with the Cumberland and Colchester-Pictou Associations of United Baptist Churches.

B. Appointed Governing Body - Camp Pagweak Council

1. Members of Camp Pagweak Council

- A. Members of Camp Pagweak Council shall consist of such members as are duly appointed from each of the Cumberland and Colchester-Pictou Associations. These members are responsible to the Association by which they are appointed.
- B. Each body appoints three members each year to a three year term. The appointment method and number is in keeping with the various guidelines set by the individual Association. It is hoped the Associations will ensure equal representation on Council.
- C. Ex-officio members - The moderators of the Cumberland and Colchester-Pictou Associations together with the Chairperson of the Christian Training commission of each Association may attend as desired. Others may attend upon request or invitation.
- D. Vacancies occurring within a Camp Pagweak Council term may be filled temporarily by the Camp Pagweak Council in consultation with the nominating Committee of the Association in which the vacancy has occurred.

2. Meetings of Camp Council

A. The annual meeting of Camp Pagweak Council shall be held not more than two months following the camp year ending Sept 30th. At least three other meetings shall be held per year.

B. Special meetings of Camp Pagweak Council may be called by the chairperson or by any five members of the Council as deemed necessary.

3. Officers of Camp Pagweak Council

A. Officers of Camp Pagweak Council shall consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer. Officers of Camp Pagweak Council shall be appointed annually.

B. Camp Pagweak Council shall have the power to delegate duties and responsibilities to committees, sub-committees and individuals as deemed necessary. Such committees are responsible to the Camp Pagweak Council and do not limit the generality of the Council duties.

4. Duties of the Officers

A. Duties of the Chairperson

a. The Chairperson shall be the chief administrator of the Camp Pagweak ministry.

b. The Chairperson, when present, shall preside at all meetings of Camp Council.

c. The Chairperson shall present a written report to the Fall and Spring meetings of the Cumberland and Colchester-Pictou Associations. This should include the financial report from the camp Treasurer at the appropriate meeting.

d. The Chairperson shall ensure that the camp policy and procedures manual is updated annually as required.

B. Duties of the Vice-Chairperson

a. The Vice-Chairperson shall preside at all meeting in the absence of the Chairperson.

b. The Vice-Chairperson shall assist the Chairperson in administrative matters.

c. The Vice-Chairperson shall perform such official duties as directed by the Chairperson, for example, reporting to the associations.

C. Duties of the Secretary

a. The secretary shall attend all meetings of the Council and shall record all the facts and minutes of the proceedings in proper form. These minutes are to be distributed by the secretary in a timely manner to all members of Camp Council.

b. The Secretary shall be the custodian of all books, records and correspondence, contracts, and other documents belonging to the Council (except those kept by the Associations).

c. The Secretary shall conduct correspondence and perform such other duties as determined by the board, including annual reports to the churches of the two named Associations.

d. The secretary shall, in consultation with the Chairperson, prepare an agenda for each meeting.

e. In the absence or disability of the secretary, the Council shall appoint a Secretary pro-tem.

D. Duties of the Treasurer

- a. The Treasurer shall keep an account of all monies received and disbursed for the use of the Camp Pagweak ministry. The Treasurer shall deposit all sums in the bank(s) or institutions approved by the Camp Council and shall issue cheques upon signatures authorized by the Council.
- b. The Treasurer shall disburse monies as authorized by the annual budget or by special authorization of the Camp Pagweak Council.
- c. The Treasurer shall submit a printed financial report to the Annual meeting of the Camp Council.
- d. The Treasurer shall maintain all funds and record books and vouchers in a form suitable for annual examination by appointed auditors. Such funds, books and vouchers shall be under the supervision of the Camp Council and, at the expiration of the term of office, shall be delivered at once to the successor.
- e. The Treasurer shall be responsible for the stewardship of the resources entrusted to him or her.
- f. Fundraising and the communication of financial needs to the Associations shall be the responsibility of the Treasurer, in cooperation with the Chairperson and Secretary.
- g. The Treasurer is responsible for all monies received for the use of Camp Pagweak. Funds received as a result of registrations, fund raising events, rentals and donations shall be delivered at once to the Treasurer.
- h. In the absence or disability of the Treasurer, the Camp Council shall appoint a Treasurer pro tem.
- i. Cheques issued will require the signature of two (2) of the three (3) authorized to sign.

Article 5 - Action of the Camp Pagweak Council

- A- A majority vote of those present is necessary for official action on all business at a meeting at which a quorum is present. In the case of a tie the Chairperson will cast the deciding vote.
- B. A quorum will consist of 50% plus one of the currently elected or appointed members of Camp Pagweak Council.

Article 6 - Responsibilities of the Camp Pagweak Council

- A. The Chairperson will report to the Associations in writing twice annually. Following the Annual Camp Council meeting, the Secretary will prepare and distribute a report to all churches represented on the Associations of the highlights of the past year of camp activity.
- B. The Chairperson shall preside at all Camp Council meetings and give prompt attention to matters reported on by the committees and sub-committees. These matters shall include but not be limited to program, leadership, publicity, property, and finance.
- C. The Camp Pagweak Council, in cooperation with the Camp Missionary, Program and Spiritual Directors, shall set up and unify the program of the camp, and supervise and promote its spiritual development.

D. The Camp Pagweak Council must approve any changes to the Constitution of Camp Pagweak at a regularly called annual meeting. A notice of motion for such change must be made at the previous annual meeting of Camp Pagweak Council. It must also be sent to each Association in writing delivered by hand by a Camp Pagweak Council officer or sent by regular mail to the Clerk of each owner Association during or prior to their Spring Association meeting. A vote of not less than 60% of the Appointed Camp Council members (11 of 18 currently) is required to enact any constitutional change.

E. The Camp Council shall be responsible for the protection and care of all camp Pagweak property.

F. The Camp Pagweak council shall have charge of the maintenance and upkeep of the grounds and buildings.

G. It shall be the responsibility of Camp Council to prepare the camp for the camping season and to close the camp at the end of the camping season. This shall include planning, advertising and facilitating work days as needed.

H. It shall be the responsibility of the Camp Council to allow and oversee rental of the property during such times the property is not in use for camping programs sponsored by Camp Pagweak Council and the Churches of the named Associations.

I. It shall be the responsibility of the Camp Pagweak Council to plan for the development and improvement of the facility.

Article 7 - By-Laws of Camp Pagweak Council

The Council may pass By-Laws from time to time for the general purpose of codifying and defining matters governing the day-to-day operations of Camp Pagweak.

Chapter 3 - Policies, Rules and Practices of Camp Pagweak

Policies (a guideline or standard of conduct)

1. Alcoholic beverages, tobacco and prohibited drugs are not permitted on Camp property.
2. Permission must be granted from the Director in order to leave Camp property.
3. Please report accidents to the medical person or Director.
4. All medications must be signed to the medical person upon registering for camp.
5. The following areas are out of bounds for your safety and protection; the waterfront, woods, highway, campfire area, staff cabins & rooms and neighboring cottages - unless accompanied by a staff member or during camp activities.
6. Reimbursement will be asked for deliberate damages to facilities and equipment.
7. For your security, money will be turned into the registrar upon arrival at camp.
8. The phone is not available without permission from the Director.

Rules (a governing regulation)

1. All stones are to remain on the ground (NO ROCK THROWING).
2. No running unless it is during an activity.
3. No persons, including staff, are to be in the rooms of the opposite sex. If found together after lights are out you will be sent home. Married couples are excluded from this directive if suitable accommodations are provided.
4. No Physical contact with the opposite sex except during supervised activities.
5. Physical aggression towards another person is not acceptable behavior. (Examples: fighting, hitting, kicking, etc.)
6. Suitable footwear must be worn at all times when outside of cabins, shower or at beach.

Practices (a habit or accepted way of doing)

1. You will attend all scheduled activities with your assigned team.
2. Proper language and manners are expected at all times.
3. In the event that the smoke detectors or siren are activated, follow this procedure:
 - a. Go quickly and directly to the sports field
 - b. Assemble with your cabin group
 - c. Stay calm, quiet, and together. Never re-enter the Lodge or cabins until instructed by the Camp Missionary.
 - d. Follow orders carefully.
4. Take note of fire extinguishers and exits closest to your bunk.
5. Read and obey all posted instructions.
6. Curfew times will be respected.
7. All doors and rooms are to remain unlocked if persons are inside.
8. Racial, gender, and cultural differences and disabilities will be respected.
9. Please respect the privacy and belongings of other campers. No "borrowing"
10. Treat your fellow campers with the same dignity and common courtesy as you would desire for yourself.
11. The practice of rough horseplay and practical jokes is discouraged.

For Your Information: Discipline at Camp Pagweak

Here is Our System

Each child who arrives will start with "O" demerits and will be allowed only 5 before he or she will be removed from the camp program. As each situation arises, the staff member and director will determine if a demerit is warranted. If so, a report will be forwarded to the Director and it will be followed up from there. Depending on the seriousness of the infraction, a value of demerit will be assessed, e.g. Swearing 1 demerit, fighting = 2

demerits, willfully defiant = 2 demerits

Generally, when a camper has been given three demerits, a phone call home should be expected. If the

behavior is not corrected, and additional problems occur, a second phone call home will be made to arrange for the child to be picked up.

For your information, a "Camp Policy" list is enclosed. This is the same list that is explained to the campers when a first infraction occurs.

Unfortunately, the word "discipline" tends to imply military-type submission. At camp, the word "discipline" does not imply cruel physical punishment but rather teaching, training, guidance, and mutual trust. We discipline campers with the long term goal of helping contribute to the development of the child's inner control so that he/she can live effectively as an adult in society.

The old adage that an ounce of prevention is worth a pound of cure certainly holds true in a camp setting. For every discipline problem there is a reason. The outward behavior of a child is usually only a symptom of something inside.

The general rule is that a child needs to be disciplined when he acts in a disturbing and annoying manner which affects the other members of his group in a negative way.

There are three basic instances in which discipline would be administered:

1. When a camper is uncooperative when the camper becomes uncooperative and does not respond to the reasonable necessary suggestions of the camp personnel, some control must obviously be exercised. e.g. when a camper refuses to take part in cabin clean-up.
2. When a camper is testing the Limits - children of all ages are fond of testing the limits of their superiors. When a child goes beyond the boundaries set by the leader, then he must be controlled, e.g. refusing to settle down at bedtime.
3. When a camper is breaking the generally accepted and understood Policies of the camp - Camp Pagweak has certain regulations which must be adhered to. A conscientious breaking of these become a discipline situation which must be dealt with. e.g. fighting, swearing, willful damage to property, stone throwing.

Experience has taught us that misdemeanors must be dealt with. Briefly, here are the steps we take when and if the need should arise. Depending on the circumstances, these steps are frequently used in a progressive manner until the desired behavior is achieved.

1. Signal - simply signal to the camper to let him know you are aware of what is happening. Often, that is all that is needed to correct manners.
2. Relocate - Have a staff member relocate to the area of disturbance and settle things by their mere presence.
3. Caution - A calm, stern voice will often suffice (never threaten).
4. Separation - Move the disturber out of the group activity. When they have regained self-control, they may rejoin the group.
5. Consultation - A one-on- one meeting with the Missionary to discuss the action of the camper.
6. Contact with parent/guardian - Camp Missionary will contact the parents/guardians of the camper to explain the situation and to discuss options.
7. 2nd contact to parent/guardian - To arrange for the removal of the child from the program.

CAMP PAGWEAK WILL NOT JEOPARDIZE THE SAFETY OR ENJOYMENT OF THE OTHER CHILDREN REGISTERED IN THE PROGRAM BECAUSE OF THE ACTIONS OR ATTITUDE OF A CAMPER WHO IS NOT WILLING TO COOPERATE WITH CAMP POLICIES.

In no instance will discipline at camp take the form of mental or physical punishment. We will administer discipline appropriate to the camp setting, as outlined above, recognizing that we are not the parents and these are not our children.

Our Pledge to you:

1. We will be dependable and consistent in all of our decisions and actions regarding discipline. We will have compassion, never be sarcastic, or belittle your child. We will not discipline as to tease, embarrass, or ridicule.
2. We will show empathy and understanding.
3. We will maintain complete self control and not lose our temper.
4. We will be forthright and honest in discussing matters with the parents.

Sexual Harassment Policy

Our camp is committed to maintaining a workplace free from sexual harassment.

Sexual harassment is a violation of federal and provincial discrimination laws as prohibited whether directed toward men or women. We will not tolerate such misconduct.

This policy applies to all employees on camp premises or while on behalf of the camp at any other location. While at other locations, this policy also applies to protect our employees from actions of third parties. In addition, it applies to volunteers, job assistants, guests and other persons visiting the camp premises.

Sexual harassment is unwelcome sexual advances, requests for sexual favours or verbal or physical conduct of a sexual nature when:

1. Such comments, advances or other conduct are made a condition of employment, or are used as the basis for employment decisions affecting the individual.
2. The conduct unreasonably interferes with the person's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to:

1. Verbal harassment, such as; sexual innuendo; demands or requests of sexual favours; comments or jokes of a sexual nature; threats or slurs; remarks about an individual's physical anatomy; derogatory comments about gender; or sexually explicit communication, including in-person, telephone, written or electronic mail.
2. Physical harassment, such as sexual advances, touching (or the threat to touch) in a sexual manner, physical interference with normal work or movement, or otherwise invading the personal privacy of another person.
3. Unwelcome social advances, such as repeated requests for social dates or any other non-business (or camp) related activity where the invitee has already indicated that he/she is not willing to accept any such invitations.
4. Distribution or display of written or graphically sexual material, such as sexually oriented magazines or posters, nude pictures or sexually explicit writing.

Child Abuse: WHAT IS REPORTABLE ABUSE AND NEGLECT

Abuse of a child can be grouped under three main categories. In all of these categories, the abuse or neglect has happened or there is a substantial risk that it may occur.

1. Physical Abuse

Physical abuse is a deliberate non-accidental physical assault on a child that results in physical harm. Physical abuse may also result from excessive inappropriate discipline. The injuries sustained by the child may vary in severity and range from minor bruising, burns, welts or bite marks or major fractures of the long bones or skull, and in its most extreme form, the death of a child.

2. Sexual Abuse

Sexual abuse is a generic term used to describe a range of sexual activity/behaviour perpetrated towards a child (under 16 years of age), with or without the child's consent, for the sexual gratification of the other person. The abuse can occur within the family (intra familial) or outside the family (extra familial) and can be homosexual or heterosexual in nature. Examples can include instances where a child is encouraged, coerced, forced or even enticed into acts such as sexual molestation, fondling, sexual intercourse, fellatio, cunnilingus, exhibitionism, or any sexual exploitation including pornography.

3. Emotional Abuse

Emotional abuse is the most difficult type of abuse to define and identify. It may range from habitual humiliation of the child to withholding life-sustaining nurturing. If a child is told often enough that he or she is no good and will come to a bad end, he or she may come to believe it and act accordingly. Similarly, lack of nurturing (holding, cuddling, and warm verbal communication) in the early years can be very damaging. Combined with verbal abuse, it can cause a child great suffering.

The abuse is persistent or chronic on the part of the caregiver and results in some degree of emotional damage to the child, evidenced by severe anxiety.

Known cases of abuse must be reported to the proper authorities.

Discrimination Policy

Our camp is committed to maintaining a workplace free from discrimination.

This policy applies to all employees on camp premises or while on behalf of the camp at any other location. While at other locations, this policy also applies to protect our employees from actions of third parties. In addition it applies to volunteers, job assistants, guests and other persons visiting the camp premises.

Discrimination may be defined as treating anyone of a different race, color, sex or religion differently because those features.

In the event that discrimination occurs by a camper, the following steps will be taken:

The Counselor will go to the Camp Missionary and the Camp Missionary will promptly deal with the issue.

First Offense - The Camp Missionary will deal with the child on a one-on-one basis.

Second Offense - The Camp Missionary will notify the child's parents about the problem and will deal with the problem in conjunction with the parents/guardians.

Third Offense - The Camp Missionary will deal with the situation by contacting the appropriate government officials.

Note: This issue is a termination cause for staff.

Child and Staff Protection Policy

1. It is our desire that the children in our care experience the precious love of God as they learn about Christ. It is our aim to provide a suitable and safe environment for both students and staff.

2. Recognize that as a teacher or leader, we do not have the authority to administer physical punishment. We cannot use forceful apprehension except to restrain a child for their own safety, the protection of property, or if the safety of another person is at risk.

3. While some children may be seeking attention and a hug may be good therapy, do so only when other adults are present. No child shall be inappropriately touched, and shall not be touched if they do not desire to be touched.

4. No child shall be spoken to in a derogatory manner.

5. To avoid misunderstandings, no child shall be left alone in the company of only one adult in a closed room, unless the adult is the parent or legal guardian.

6. Children under our care shall be supervised at all times. Workers with children under their care shall be members of the camp staff or directly accountable to a member of camp staff.

7. If you have a good reason to believe you are dealing with an abused child, remember that it is the legal duty of every adult to report any well founded suspicion of child abuse and the law will protect you against liability for doing so. Contact the Director or one of the senior staff members immediately.

8. Being entrusted with responsibility for children brings the responsibility to report any violations of these guidelines to the Manager, who may feel it is necessary to suspend a staff member while an investigation is conducted. It is our aim to deal quickly and thoroughly with such matters so that children and staff may safely experience the love of God as they learn about Christ.

I have read and understood this policy and I shall comply with this policy.

Staff Signature: _____ Date: _____

Basics of Risk Management

A. WHAT IS RISK MANAGEMENT?

1. Definition. Risk management may be defined as the deliberate act or controlling potential people and environmental hazards in order to eliminate or minimize the potential loss of something of value
2. Areas included. All areas of camp require risk management, not just obvious areas such as activities.
3. Standard of Care. Managing risk is critical to the successful operation of any business especially for organizations that serve children. Organizations that serve children, including camps, are held to the standard of care of those who act in the place of the parent.
4. Real or Actual Risk. Camps must do all they can to minimize the actual risk of activities and are to prepare for emergencies before they happen.
5. References. The references for camp risk management include sources such as actual laws, the Workers' Compensation Board, Christian Camping International, the Red Cross, and the Canadian Lifesaving Society, etc

B. HOW A RISK MANAGEMENT PLAN WORKS

1. Consistency. Risk management plans must be followed at all times in all ways in order to be considered effective. In a good risk management plan policies for each area and activity must apply to all participants including campers, guest groups, and staff.
2. Includes Staff. A risk management plan will not work if each individual staff member decides on his or her own that a certain policy is not very important and that it does not need to be followed when just staff are using the activity. According to John Farnsworth, an insurance agent that specializes in insuring Canadian camps most accidents at camp happen to staff. In fact staff account for 80% of camp insurance claims. Andrew Hubert, a professional ropes course builder, claims that most ropes course accidents happen to camp staff who become complacent overconfident, and careless about following course policies.
3. Legal Responsibilities. It is very important that all policies of the camp, especially written ones are followed and implemented. Legally, camps are held responsible for maintaining the written standards they set.
4. Insurance. Camps with good risk management plans that are implemented get lower insurance premiums.

C. STAFF ROLES IN RISK MANAGEMENT

1. Framework. Managing risk does not necessarily mean eliminating risk. Staff members need to understand their responsibilities in the framework of providing a fun, challenging, and safe experience for participants.
2. Responsibilities. Each staff member bears responsibility for risk management. Staff responsibilities include enforcement of known policies and procedures, concern for the health and safety of participants, constant awareness of environmental conditions that affect program or participants, notification of supervisors when situations are observed that require attention, and use of good judgment on daily decisions.

Policy on Staff (Employee) Dismissal

1. Staff are to be evaluated on a bi-weekly basis by Camp Missionary, Directors and Senior Staff and a record of the evaluation will be made on the "Staff Evaluation Form".
2. Staff's written evaluation is discussed with the him/her and they sign the bottom of this form. If there is a problem with a staff member, he/she is given a two to three day grace- period following discussion.
3. If the problem persists the staff member is given one more two to three day period to correct the problem or be dismissed.
4. If the problem is not corrected; the staff member is dismissed. All of the above procedures are documented and kept on file.

The chair of Camp Council and/or the chair of the Program and Personnel Committee should be advised the day step 3 is reached and prior to step 4 being used. They will have the option to be present at such dismissal.

Termination Causes (How to get fired)

When you look at this page, you are probably thinking, "What? Is this for real?" The truth is, although dismissal is a disappointment to all concerned, it is an occasional reality. The point here is to share with you some important expectations of attitude and conduct while working at Camp Pagweak. There are two basic ways of being terminated from summer staff - the fast way for a major act or incident, or the slow way for continual patterns of attitude or actions that are unacceptable.

The Fast Way (partial list):

No warning will be given before action is taken on the following incidents:

- Actions which jeopardize the safety of campers, other staff members, or self
- Sexual misconduct
- Child abuse
- Insubordination
- Use of alcohol, tobacco, or non-prescription drugs
- Falsehood or misrepresentation in the application process
- Arson, or attempted arson
- Discrimination

The Slow Way (partial list):

One or two warnings may be given before action is taken on the following incidents:

- Showing up late or not showing up for events which you are scheduled to be at.
- Putting friends and/or that "special someone" before camper's needs. We are here to minister to campers, not to socialize.
- Failure to complete assigned tasks.
- Failure to meet the requirements of specific job descriptions.
- Negative or derogatory comments concerning food, program, staff or decisions except through proper channels.

All benefits end with termination. This includes meals and lodging.

Remember:

- Attitudes and actions are of critical concern. Put campers first, be safe, have integrity, a good attitude, and a diligent work ethic, and you can forget this page even exists!

CAMP PAGWEAK RENTAL POLICY

1. Camp Pagweak is owned and operated by the Cumberland and Colchester-Pictou Associations of United Baptist Churches with a Camping program under the administration and direction of the Camp Pagweak Council.
2. The camping programs, administered by the Camp Council, will have priority use of the premises and facilities of the Camp.
3. The Camp premises and facilities may also be used by others in the following order of priority:
Churches and organized groups within such churches that are part of the Cumberland and Colchester-Pictou Associations of Baptist Churches
4. Those organized groups that have rented the camp for use in previous years and which are listed below:
 - a. The Boy Scouts of Canada
 - b. The neighboring family annual reunion
 - c. Those family reunions which have some family members attending a church of one of the named Associations of United Baptist Churches
 - d. Archdiocese of Halifax
 - e. Oxford Men's Club
5. New rentals authorized by Camp Pagweak Council
 - a. These groups will be subject to a nominal fee of not less than the per day fee set by camp Pagweak Council or part thereof per camper. Such fee may be negotiated at the discretion of the Camp Pagweak Council.
 - b. All other requests for use of the Camp will be decided by the Camp Pagweak Council.
 - c. If granted, the renter will be subject to a fee per day or part thereof and such fee may be subject to negotiation at the discretion of the Camp Board.
 - d. All groups or individuals using the Camp are required to sign an "Agreement for Leasing Camp Pagweak"

GUIDELINES FOR SUNDAY SCHOOL PICNICS and OTHER CHURCH SPONSORED ACTIVITIES

The following guidelines need to be adhered to by all the churches that use the camp for social events. Since the staff is responsible to see that the camp is cleaned after each week, in preparation for the next, we need your help in the following areas:

1. Use the facilities at your own risk. - Have adequate adult supervision for all equipment, waterfront and sports events.
2. Be responsible for any damages incurred.
3. If you use the lodge sweep through and thoroughly clean all washrooms.
4. Collect all garbage before leaving camp and take it with you.
5. Shut off all lights, etc. Deposit the key in the designated location.
6. Lock all buildings when camp use is over.
7. We request that the use of the cabins for changing be supervised and a check be made before leaving the grounds. Be sure to see that nothing is left behind. The cabins are not a playground for the children.
8. If you use the sports equipment **please** return it to its spot. (Check area behind basketball court for balls).

As well your consideration for the staff who may be spending their brief time off between camps will be greatly appreciated.

Thank-you for your help in this matter. We love our camp and want to keep it tidy.

The Camp Missionary or his/her designate will handle the booking and ensure this policy is followed.

Always remember that God is in attendance at this camp 24 hours per day.

Camp Pagweak Rental Agreement and Rules

Please follow these instructions when using Camp Pagweak

1. Leave the camp in the same (or better) condition as it was found.
2. Sweep and mop the floor before leaving (Clean mops well after use and place to dry)
3. Use the facilities at your own risk.
4. You are responsible for any damages that may occur and will be asked to replace.
5. See that the kitchen stove, sinks, and counters are left clean, the floor wet-mopped.
6. Check cooler, freezers and refrigerator. All food must be removed unless otherwise directed.
7. All buildings are to be tidied and locked before you leave the grounds. Please refrain from writing on the walls.
8. All garbage is to be bagged and removed from the premises by the group using the camp.
9. Extra chairs are to be left stacked.
10. All vehicles are to be parked in a manner that does not damage grassed areas.
11. Alcoholic beverages and illegal drugs are not permitted on camp grounds or within the buildings.
12. Smoking is discouraged on all camp property, and smoking is prohibited in all camp buildings.

Thank you for requesting Camp Pagweak. We hope you enjoy your visit.

Camp Rented to (name of group) _____

Dates _____

Contact Person _____ Phone # _____

Fee _____

Council Representative signature _____

Hold Harmless Agreement

Between

And

I, The undersigned, on behalf of _____, both during and following the term of this agreement, undertake to indemnify and save harmless _____ from and against any and all loss, cost, damages, expense and liability (statutory and common law) in connection with the injury or death of any person or any property or any other damage sustained by _____ its Directors, officers, employees, agent or volunteers, which may arise out of my/our use of the camp property.

I/we also undertake to conduct my/our activities in a safe and careful manner and I/we assume full responsibility for the conduct of my/our employees, members, volunteers and for their safety.

Date: _____ Signature: _____

Additional Information Required in Agreement:

- A. The lessee agrees to carry liability insurance for its staff, members, volunteers and others committed to its charge for a minimum of \$2, 000,000.00.
- B. The name of the Lessee's Insurance Company is: _____
- C. The policy number with the above company is: _____

- D. The expiration date of the above policy number is: ____ / ____ I ____

Authorized Camp Pagweak Signature:

Camp Pagweak Fire Alarm Policy

If you Hear the Fire Alarm, you.

1. Remain calm.
2. Get out of the building.
3. Quickly but calmly go to the upper sports field.
4. Line up in your group.
5. Stay together until it is over.
6. The alarm will be over when the Manager announces it is.
7. Campers will take direction immediately from the counselors.

Camp Pagweak Parking Policy

All Vehicles must park at the designated sites unless;

1. The vehicle is a delivery vehicle.
2. The vehicle is an emergency vehicle.
3. The vehicle contains a handicapped person.
4. The vehicle is that of a service provider, including work day crews.

Chapter 4

Member of the Camp Pagweak Council

Responsible to: Cumberland and Colchester-Pictou County United Baptist Associations

Qualifications

- ◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church.
- ◆ Must be able to work with others on the Camp Council and the two named United Baptist Associations.
- ◆ Have a commitment and dedication to the work of Camp Pagweak in time, giving, and prayer. Must be level-headed and show good decision making skills for all areas of camp life.

Duties & Responsibilities

- ◆ Attend all scheduled meetings as often as possible
- ◆ Suggest, approve and submit to the Camp Pagweak Council and advise the Cumberland and Colchester-Pictou County United Baptist Associations any changes to the camp constitution the spring prior to their intended approval.
- ◆ Oversee spiritual life of staff and campers, physical needs of camp site, and decision making in regards to all monies coming in and going out.
- ◆ Must work closely with the Camp Missionary at all times.
- ◆ Communicate a positive image of Camp Pagweak in the Association and their church.
- ◆ Must provide a police check on the time frame determined by Camp Pagweak Council and require the same of every person involved with the Camp Pagweak Ministry that involves contact with Camp Pagweak Campers.

Position: **Council Chair** of Camp Pagweak Council

Responsible to: Cumberland and Colchester-Pictou County United Baptist Associations

Qualifications

- ◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church.
- ◆ Must be able to work with others on the Camp Council and the two named United Baptist Associations.
- ◆ Must have excellent organizational skills and leadership abilities.
Must be level-headed and show good decision making skills for all areas of camp life.

Duties & Responsibilities

- ◆ This position is Chief administrator of the Camp Paqweak ministry in total through personal leadership and the work of Camp Pagweak Council.
- ◆ Must preside at all Camp Council meetings.
- ◆ Must make a report of camp activities at both the Spring and Fall meetings of the two named United Baptist Associations.
- ◆ Must work closely with the Camp Missionary on all matters.

- ◆ Must ensure, through oversight of delegated responsibilities, all requirements are performed to maintain charitable status of Camp Pagweak and any other regulations or legal requirements are met.

Position: **Council Vice Chair** of Camp Pagweak Council

Responsible to: Camp Pagweak Council

Qualifications

- ◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church
- ◆ Must have practical experience in camp work.
- ◆ Must be able to work with others on the Camp Council and the two named United Baptist Associations.
- ◆ Must have excellent organizational skills and leadership abilities.
- ◆ Must be levelheaded and show good decision making skills for all areas of camp life.

Duties & Responsibilities

- ◆ Must assist in chief administration of Camp Pagweak ministry in total.
- ◆ Must preside at all Camp Council meetings when the Council Chair is not present.
- ◆ Must make a report of camp activities at both the Spring and Fall meetings two named United Baptist Associations when the Council Chair is not present
- ◆ Must work closely with the Council Chair on all matters.

Position: **Secretary** of Camp Pagweak Council

Responsible to: Camp Pagweak Council

Qualifications

- ◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church.
- ◆ Must be able to take notes and transcribe them.
- ◆ Must be able to operate a photocopier.
- ◆ Must be able to keep an orderly filing system.

Duties & Responsibilities

- ◆ Must notify the Council Members of all meetings.
- ◆ Must attend all meetings and take notes.
- ◆ Must transcribe notes from meetings and make them available to all Council Members.
- ◆ Must keep the minutes of past Council meetings on file for future reference.

- ◆ Must keep an up-to-date list of Council Members' names, addresses, and phone numbers
- ◆ Must keep all correspondence on file
- ◆ Must make communication with other bodies at the direction of the Council, its officers or the Camp Missionary.

Position: **Treasurer** of Camp Pagweak Council

Responsible to: Camp Pagweak Council

Qualifications

- ◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church.
- ◆ Must be able to keep an orderly filing system
- ◆ Must have a working knowledge of accounting practices and banking procedures.

Duties & Responsibilities

- ◆ Must keep track of all monies received and spent using an accounting system.
- ◆ Must deposit all monies received and perform other banking procedures as required.
- ◆ Must pay all invoices, monthly payments, etc. as they come due.
- ◆ Must pay all camp employees weekly, making proper deductions.
- ◆ Must keep accurate records of the payroll.
- ◆ Must remit payroll deductions to government on a timely basis.
- ◆ Must submit regular financial reports to the Camp Pagweak Council
- ◆ Must submit a printed financial report at Camp Council meetings as well as at the spring meeting of the two named United Baptist Associations.
- ◆ Must perform such duties as required to ensure charitable status, and any other financial legal requirements are performed in a timely manner.

Position: **Registrar** of Camp Pagweak Council (This position may all be included in the Camp Director duties)

Responsible to: Camp Pagweak Council

Qualifications

- ◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church
- ◆ Must be able to keep an orderly filing system
- ◆ Must be good at record keeping.
- ◆ Must have excellent organizational skill
- ◆ Must be levelheaded, able to take constructive criticism and show good decision making skills for all areas of camp life.

Duties & Responsibilities

- ◆ Receive applications and monies and organize them in such a way as to set up each camp and all the activities it involves.
- ◆ Must provide a copy of the information to the Camp Missionary.
- ◆ Hire & interview (along with a committee) prospective staff for each camping season.
- ◆ Must give all monies to Treasurer
- ◆ On registration day, must be willing to register all campers and do appropriate book work or to provide a suitable substitute to perform this task

◆ At the end of the camping season, must prepare a statistical report for fall meeting of the two named United Baptist Associations.

Any Portion of these duties may be delegated to the Camp Missionary, although responsibility is retained by the camp Council

Position: **Maintenance person** (a temporary volunteer position for some portion of the camping season)

Responsible to: Camp Pagweak Council

Qualifications

Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church

Must be able to keep an orderly filing system

Must be good at property management

Must have excellent organizational skill

Must be levelheaded, able to take constructive criticism and show good decision making skills for all areas of camp life

Expected to be on site for a designated portion of the camping season.

Duties & Responsibilities

◆ Responsible for general maintenance of the camp property during time at camp.

Encourages and maintains a cooperative working relationship with the Camp Missionary, camp staff and Camp Council.

◆ Works with and under direction of Camp Missionary or Camp Council to call and supervise contractors as required.

◆ Provides periodic maintenance updates to Building and Grounds Committee and Camp Council.

A. for immediate repairs

B. for repairs anticipated in the next 3 - 5 years

◆ With consultation with the Camp Missionary or Camp Council - provides liaison with adjacent property owners on an on going basis to ensure that a high level of public relations is maintained.

◆ Orders maintenance supplies as authorized by the Camp Council.

◆ Maintains a working relationship with local suppliers

◆ Maintains a working relationship with government agencies eg. Dept. of Health and Environment, Department of Transportation and Public Works.

◆ Fills out lease agreements, if so authorized by the Council representative so charged, with groups and organizations and forwards to Camp Council for their approval. Also any Check in or out paperwork for Camp rentals

Any of these duties may be assigned to the Camp Missionary by Camp Pagweak Council who retain responsibility

Position: **Camp Liaison** on Site for Council (All duties may be delegate to the Camp Missionary)

Responsible to: Camp Pagweak Council

Qualifications

◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Convention Baptist church

◆ Must be able to keep an orderly filing system

- ◆ Must be good at property management
- ◆ Must have excellent organizational skill
- ◆ Must be levelheaded, able to take constructive criticism and show good decision making skills for all areas of camp life.

Duties & Responsibilities

- ◆ Responsible for annual general maintenance of the camp property
- ◆ Encourages and maintains a cooperative working relationship with the Camp Maintenance Person, Camp Missionary and camp staff.
- ◆ Calls and supervises contractors or delegates to Camp Missionary or Maintenance Person as required .
- ◆ Works with Building and Grounds Committee to provide periodic maintenance updates to Council
 - A. for major repairs
 - B. for repairs anticipated in the next 3 - 5 years or brought as part of any long range plan.
- ◆ Provides liaison with adjacent property owners in person or delegates through Camp Maintenance Person on an on going basis to ensure that a high level of public relations is maintained.
- ◆ Orders maintenance supplies as required.
- ◆ Maintains a working relationship with local suppliers, milk, canteen and other needs.
- ◆ Maintains a working relationship with government agencies eg. Dept. of Health and Environment, Department of Transportation and Public Works in person or through the Camp Maintenance Person.
- ◆ Receives and assigns camp bookings in consultation with Camp Council and the Camp Missionary . Some check in and out functions may be delegated to the Camp Maintenance Person.
- ◆ Fills out lease agreements with groups and organizations and forwards to Camp Council for their approval.
- ◆ Coordinates spring set up and fall removal of equipment not left at camp through the winter.
- ◆ Maintains or delegates maintenance of adequate medical, food and other essential (not program) supplies for the use by staff.
- ◆ Maintains an inventory of camp assets.
- ◆ Provides such reports as required by Government, Council or Convention as these apply to the manager position.
- ◆ All or any of these duties may be delegated to the Camp Missionary and this position left unfilled.

Position: **Building and Grounds Committee Chairperson**

Responsible to: Camp Pagweak Council

Qualifications

- ◆ Must have a personal committed relationship with Jesus Christ and should be actively involved as a member of a Baptist church
- ◆ Must be able to keep an orderly filing system
- ◆ Must be good at property management
- ◆ Must have excellent organizational skill
- ◆ Must be levelheaded, able to take constructive criticism and show good decision making skills for all areas of camp life.

Duties & Responsibilities

- ◆ Responsible for annual general maintenance of the camp property
- ◆ Encourages and maintains a cooperative working relationship with the Camp Building and Grounds Committee, Camp Director and camp staff.
- ◆ Calls and supervises contractors or delegates to camp Maintenance Person as required .
- ◆ Works with Building and Grounds Committee to provide periodic maintenance updates to Council
 - A. for major repairs

B. for repairs anticipated in the next 3 - 5 years or brought as part of long range plans

- ◆ Provides liaison with adjacent property owners in person or delegates through Camp Director on an on going basis to ensure that a high level of public relations is maintained.
- ◆ Orders maintenance supplies as required.
- ◆ Maintains a working relationship with local suppliers, milk, canteen and other needs.
- ◆ Maintains a working relationship with government agencies eg. Dept. of Health and Environment, Department of Transportation and Public Works in person or through the Camp Maintenance Person.
- ◆ Receives and assigns camp bookings in consultation with Camp Council and the Director. Some check in and out functions will be delegated to the Camp Director. Fills out lease agreements or works with the Camp Director to ensure these are coordinated with work to be done with groups and organizations and forwards to Camp Council for their approval.
- ◆ Coordinates spring set up and fall removal of equipment not left at camp through the winter.
- ◆ Maintains or delegates maintenance of adequate medical, food and other essential (not program) supplies for the use by staff.
- ◆ Maintains an inventory of camp assets.
- ◆ Provides such reports as required by Government, Council or Convention as these apply to the manager position.
- ◆ Provides periodic maintenance updates to Building and Grounds Committee and Camp Pagweak Council through the Building and Grounds Committee.

Position: Camp Missionary

Reports To: Camp Pagweak Council

Qualifications:

- ◆ Be a living witness for Jesus Christ at all times and should be actively involved as a member of a United Baptist Church.
- ◆ View the camp as an opportunity to serve the Lord, camp staff, and campers with the talents and gifts that God has given.
- ◆ Be 22 years of age or older.
- ◆ Have leadership experience in camping ministry.
- ◆ Possess proven leadership, organizational, management and motivational skills.
- ◆ Have the ability to work well with staff, campers, parents and supporting churches.
- ◆ Must be levelheaded, able to take constructive criticism and show good decision making skills for all areas of camp life.

Position Profile:

Under The delegated authority of Camp Pagweak Council;

- ◆ The Camp Missionary will be responsible for the implementation of an effective camping program for the assigned camping period within the guidelines established by the Camp Council. This will include preparations for the camping period and for ensuring the implementation of a smoothly run program. He/she will maintain suitable records, and provide evaluations of staff as well as program issues and needs.
- ◆ The Camp Missionary will oversee all aspects of the camping ministry as well as the facility. He/she will ensure the staff and program are structured in such a way as to encourage growth of positive, loving, caring relationships, both with Jesus Christ and with one another.
- ◆ The Camp Missionary will ensure Camp Pagweak is promoted to the churches of the Cumberland and Colchester-Pictou Associations throughout the year.

- ◆ The Camp Missionary will have the authority to delegate portions of the General Guidelines as to duties and Responsibilities attached to this Job Description but retains the responsibility for the task being properly performed.
- ◆ There will be an annual assessment and review with the Camp Missionary and the Officers of Camp Pagweak Council.

General Guidelines as to Duties and Responsibilities - Camp Missionary:

Staff Selection and Staff Training:

- ◆ Develop a list of potential staff for review with the responsible committee.
- ◆ Participate in the interviewing and selection of all staff.
- ◆ Prepare and implement staff training and staff orientation.
- ◆ Inform all staff of the dates they are required, terms of employment and their responsibilities each week.
- ◆ Ensure that staff have completed all necessary forms including the Child Abuse Prevention Policy.
- ◆ Be a resource to all staff and provide pastoral support as necessary.

Camp Preparation:

- ◆ Oversee the planning of the overall camp program.
- ◆ Consult with the Spiritual Director, Program Director, Lifeguard, Nurse, Cook and Craft Leader regarding plans and supplies needed.
- ◆ Purchase necessary supplies using the purchase order system.
- ◆ Prepare registration procedures and supplies.
- ◆ Arrange with the Department of Health to take water samples and do necessary inspections.
- ◆ Set-up necessary accounts for purchasing supplies (i.e., Farmers, Hostess, Co-op, etc.) Ensure we are using the purchase order system

During Camp:

- ◆ Manage and oversee all aspects of the weekly camping programs
 - ◆ Ensure that an adult is present and in charge of the site at all times.
 - ◆ Maintain an accurate and detailed Camp Log of events and actions that have required special attention, i.e., trips to the hospital, visitors to camp, discipline issues, staff issues, etc.
 - ◆ Complete Incident Reports for any major injury, breach of rules, or any other significant incident.
 - ◆ Maintain a log of trips and mileage for camp business.
 - ◆ Ensure that all visitors to camp check in with the Camp Missionary or designate, record their name, time of visit and purpose of their visit in the Camp Log.
 - ◆ Coordinate the registration process at each camp and properly account for all forms and money.
 - ◆ Manage the tuck shop including record keeping and purchasing supplies.
- Oversee the weekly closing activities including the collection and distribution of lost and found items, inspection of camp and cabin cleanup, departure of staff and distribution of applicable payroll.

Responsibilities to Staff:

- ◆ Communicate the general purposes and objectives of the Camp to all staff.
- ◆ Be a team builder, responsible for maintaining and assuring good relations among the staff and between staff and campers.
- ◆ Conduct daily staff meetings where leaders come together to share, to become up-to-date on the day's plans, to grow together in Christ, and to pray for their campers and themselves.
- ◆ Oversee all discipline issues and ensure that the appropriate responses occur.
- ◆ Ensure all other staff maintain appropriate logs and records.
- ◆ Complete ongoing and end of season staff evaluations for all staff.
- ◆ Ensure that the schedule of each staff member includes appropriate rest and spiritual refreshment time.

- ◆ Equip and encourage all staff to be positive representatives of the Camp in the coming year.

Responsibilities to Campers:

- ◆ Assign campers to cabins.
- ◆ Ensure that all campers are oriented to Camp including plans, responsibilities, rules, etc.
- ◆ Make sure that all campers are aware of all safety procedures including those related to a fire, a lost camper, serious injury and any other issue which may arise.
- ◆ Contact parents when necessary.
- ◆ Address any out of the ordinary discipline issues and keep a log of those interventions.

After Camp:

- ◆ Oversee the cleanup of the camp facilities.
- ◆ Return to the Camp Council the Camp Log Book, Incident Reports, and Spiritual Decisions Book.
- ◆ Provide inventory lists of medical supplies, craft supplies, and sports equipment.
- ◆ Complete all staff evaluations,
- ◆ Make recommendations to Camp Council regarding program, facilities and staff.
- ◆ Send a letter to each of the affiliated churches reports on the seasons camping ministry and expressing thanks for their support that made it possible.
- ◆ Report to the churches regarding follow-up of campers that made decisions.

Promotion & Recruitment:

- ◆ Organize teams of volunteers to visit Churches to promote the camp and recruit leaders.
- ◆ Develop and use promotional materials and advertising
- ◆ Promote camp in local churches and in the community
- ◆ Place brochures in School, libraries, etc.
- ◆ Provide weekly highlight reports to the member churches of the owner
- ◆ Associations during the weeks of Camp.

Registration functions:

- ◆ Receive applications and monies and organize them in such a way as to set up each camp and all the activities it involves.
- ◆ Must provide a copy of the information to the designate from Camp Pagweak Council.
- ◆ Hire & interview (along with a committee) prospective staff for each camping season.
- ◆ Must give all monies to Treasurer
- ◆ On registration day, must be willing to register all campers and do appropriate book work or to provide a suitable substitute to perform this task
- ◆ At the end of the camping season, must prepare a statistical report for fall meeting of the two named United Baptist Associations.

Leasing or rental of Camp Pagweak Facilities:

- ◆ Receives and coordinates with Camp Pagweak Council for any camp bookings that may be requested.
- ◆ Fills out lease agreements, as authorized by the Camp Pagweak Council, with groups and organizations and forwards to Camp Council for their approval. Also any Check in or out paperwork for Camp

Position: Camp Program Director

Reports To: Camp Council through the Camp Missionary

Qualifications:

- ◆ Be a living witness for Jesus Christ at all times.
- ◆ View the camp as an opportunity to serve the Lord, camp staff, and campers with the talents and gifts that God has given.
- ◆ Be 20 years of age or older.
- ◆ Having leadership experience in camping ministry is preferred.
- ◆ Possess proven organizational, management, motivational skills and communication skills.
- ◆ Have the ability to work well with staff, campers, parents and supporting churches.

Position Profile:

- ◆ The Camp Program Director will plan for and implement an effective and well-rounded camping program of age appropriate activities and games. The talents of the staff will be utilized and developed as much as possible within the program. The Program Director will develop daily schedules, including times for Spiritual development and all other activities. Program elements should be selected and implemented in such a way as to contribute to the spiritual development and encouragement of all those involved in the camping ministry including campers and staff.
- ◆ He/she will ensure the program is structured in such a way as to encourage growth of positive, loving, caring relationships, both with Jesus Christ and with one another.

Duties and Responsibilities:

Camp Program:

- ◆ Visit the Camp before the season begins to become familiar with the available resources and equipment.
- ◆ Request all necessary supplies from the Camp Missionary.
- ◆ Develop and implement a daily schedule of activities to foster the physical , spiritual, emotional and social well-being of all campers and staff.
- ◆ Become familiar with the purposes, objectives, policies and procedures related to the camp program as established by the Camp Council.

In Cooperation with the Camp Missionary:

- ◆ Meet prior to camp to coordinate ministries and plans.
- ◆ Prepare and implement staff orientation.

During Camp:

- ◆ Prepare a daily schedules with specifics for the day.
- ◆ Inform staff and campers of daily scheduled events.
- ◆ Have a rainy day plan ready to implement at any time.
- ◆ Plan special events/meals, etc.
- ◆ Keep a close eye on the program to ensure it meets the needs of the campers and is balanced and inclusive of all campers.
- ◆ Make campers aware of any necessary safety regulations.
- ◆ Build relationships with the campers and ensure the program encourages and allows time for all staff to build relationships with campers in order to demonstrate Jesus Christ to them.
- ◆ Be aware of all health issues of the campers that may effect their involvement in the program and any pre-existing health conditions which may re-occur during camp and what the precipitating signs are.
- ◆ Keep the Camp Manager informed regarding daily activities and any concerns.

- ◆ Maintain regular communication with the Spiritual Director to ensure that all needs, both individual and program, are being met in this area.
- ◆ Maintain records and evaluations of all aspects of the program

After Camp:

- ◆ Compile information helpful for next camping season
- ◆ Submit evaluations and recommendations to Camp Council
- ◆ Ensure that all program equipment, supplies and resources are properly stored and/or returned to the Camp Council.

Missions Teacher

Responsible to: Camp Missionary.

- ◆ Must have a Personal committed relationship with Jesus Christ and be actively involved as a member of a Convention Baptist church
- ◆ Must have practical experience in camp work.
- ◆ Must be able to work with others on the Camp Council and the two named United Baptist Associations.
- ◆ Must have excellent organizational skills and leadership abilities.
- ◆ Must be able to work well with youth of all ages as well as with adults in their camping programs.
- ◆ Must show maturity in decision making in all areas of camp life.

Duties and Responsibilities:

- ◆ Attend pre-camp training put on by the ABW. (Atlantic Baptist Women) This training is usually on a weekend in May at A.B.U. You will be given further instructions as to the time and date)
- ◆ Teach missions program once a day.
- ◆ Participate in other activities of camp on assignment by the Camp Missionary

Lifeguard/Medical Person

Responsible to: Camp Missionary.

Qualifications:

- ◆ Must be at least 17 years old.
- ◆ Royal Life Saving Society of Canada
- ◆ National Lifeguard Service Certification.
- ◆ Canadian Heart Foundations Cardiopulmonary Resuscitation
- ◆ Basic Rescuer Certification
- ◆ One of the following: St. John Ambulance Standard First Aid, Royal Life Saving Society of Canada Aquatic Emergency Care, Canadian Red Cross Society Standard First Aid or other certification deemed appropriate by the Minister of Health.
- ◆ All of the above certification must be current on the date of active duty and must be kept current throughout the period of employment as a lifeguard.
- ◆ Should have a personal relationship with the Lord Jesus Christ.

Duties and Responsibilities:

Before Camp:

- ◆ Attend all orientation programs.

- ◆ Secure first aid kit, spine board, reaching assists and any other necessary life preserving equipment
- ◆ Check all the safety equipment to be used at the shore.
- ◆ Form a list of rules and regulations for the shore area and display it where it can be seen.
- ◆ Make sure all first aid equipment and supplies are well stocked and maintained
- ◆ On call 24 hours a day.
- ◆ Inform counselors of any special requirements.
- ◆ Set up ropes to define swimming areas at the shore.
- ◆ Enlist the assistance of other qualified leaders and instruct them about the shore duties.

Specific Guidelines:

During Camp:

- ◆ Report any relevant issues regarding the waterfront to the Camp Missionary.
- ◆ Be cooperative with the Camp Missionary and Program Director in scheduling swim times.
- ◆ Make sure the shore rules are understood and followed
- ◆ Maintain strict discipline, cheerfully, at all times.
- ◆ Participate in the total camp program, as responsibilities allow. Attend all staff meetings.

If no Nurse:

- ◆ At registration meet camper and parent (or guardian) with registration form. Fill out medication form on proper medication use and times.
- ◆ Administer medication at pre-scheduled times and evaluate camper needs.
- ◆ Keep accurate records of all medications or first aid given.
- ◆ Have an arrangement with a local physician or hospital with emergency procedures.
- ◆ Must not leave the campground without permission from the Camp Missionary.

After Camp:

- ◆ Submit a written report to the Camp Missionary evaluating the shore activities and the medical facts of the camp for the summer; including recommendations for improved operations. This report to be copied for Camp Council.

Camp Nurse

Responsible to: Camp Missionary:

Qualifications:

- ◆ Canadian Heart Foundations Cardiopulmonary Resuscitation
- ◆ One of the following: St. John Ambulance Standard First Aid, Canadian Red Cross Society Standard First Aid or other certification deemed appropriate by the Minister of Health.

- ◆ All of the above certification must be current on the date of active duty and must be kept current.
- ◆ Must have a personal relationship with the Lord Jesus Christ

Duties and Responsibilities

- ◆ At registration meet camper and parent (or guardian) with registration form. Fill medication form on proper medication use and times.
- ◆ Administer medication at pre-scheduled times and evaluate camper needs.
- ◆ Keep accurate records of all medications or first aid given.
- ◆ Have an arrangement with a local physician or hospital with emergency procedures.
- ◆ Must not leave the campground without permission from the Camp Missionary.

After Camp:

◆ Submit a written report to the Camp Missionary evaluating the health related activities and the medical facts of the camp for the summer; including recommendations for improved operations. This report is to be copied to the Camp Council.

Camp Cook

Responsible to: Camp Missionary

Qualifications:

- ◆ Must have experience in meal planning for large groups.
- ◆ Must be able to adapt to the needs and tastes of youth camps.
- ◆ Must be willing to adapt to the conditions and program of the camp setting.
- ◆ Must be a witness for Jesus Christ in word and deed.
- ◆ Must be clean and neat in personal appearance.
- ◆ Must have an up-to-date certificate in Food Handling Course.

Duties and Responsibilities:

- ◆ Prepare and follow a camp menu providing for a wholesome, well-balanced diet which will be attractive to the campers..
- ◆ Place food orders and check the deliveries against the invoices. (When placing an order instruct salesmen to deliver supplies to the camp.)
- ◆ Keep careful inventory of all food purchases and supplies throughout the camping season
- ◆ Supervise the storage of food items.
- ◆ Supervise the assistant cook, providing a schedule and assigning duties and responsibilities.
- ◆ Ensure the sanitation and cleanliness of the kitchen, utensils, containers, cloths, towels, food storage areas, etc.
- ◆ Maintain health standards according the N.S. Health requirements.
- ◆ Direct the preparation of meals, ensuring they are ready at the time arranged by the Camp Missionary.
- ◆ Arrange snacks for staff and campers when necessary.
- ◆ Participate in the camp program as responsibilities allow.
- ◆ Maintain a good rapport with fellow kitchen workers.
- ◆ Work with Lodge Coordinator for seating and food needed for tables.
- ◆ Don't Panic!

After Camp:

- ◆ Give end of season inventory to a member of Camp Council.
- ◆ Submit a written evaluation of the job of Camp Cook, responsibilities, and any suggestions as to improvements that can be made to the position.

Assistant Cook

Responsible to: Cook and Camp Missionary

Qualifications:

- ◆ At least 14 years of age.
- ◆ Must be able to work well with others and fit into camping program.
- ◆ Must be a witness for Jesus Christ in word and deed.
- ◆ Must be clean and neat in personal appearance.

- ◆ If possible have an up-to-date certificate in Food Handling Course.

Duties and Responsibilities:

- ◆ Assist in the preparation, serving, and clean-up of meals under the cooks supervision
- ◆ Assist the cook in maintaining a high standard of safety and cleanliness in the kitchen.
- ◆ Participate in the camp program, as responsibilities allow.
- ◆ Must not leave the camp-ground without permission from the Camp Missionary.

After Camp:

- ◆ Complete year end evaluation.

Senior Counselors

Responsible to: Camp Missionary

Qualifications:

- ◆ Must have a personal relationship with the Lord Jesus Christ and be a testimony for Him at home, in the church and in the world.
- ◆ Senior Counselors must be at least 18 years old.
- ◆ Must view the camp ministry as an opportunity to serve the Lord and the campers.
- ◆ Must be honest, responsible, willing to follow directions, organized and a hard worker.
- ◆ Must have: Leadership abilities, initiative, and willingness to develop decision making abilities with minimal supervision.

Duties and Responsibilities:

- ◆ Attend all Leadership Training sessions and Pre-Camp Orientation meetings.
- ◆ Prepare for specific assigned duties (e.g.. sports, cabin devotions, campfire, vespers, etc.)
- ◆ Be prepared to handle emergencies such as homesickness and quarrels.
- ◆ Have a resource of stories, games & rainy day activities and campfire skits.
- ◆ Be full acquainted with the rules and procedures of Camp Pagweak.
- ◆ Lead interest group activity.

During Camp:

- ◆ Be a Christian model for the campers in behaviour, attitude and participation in the camp program as time permits
- ◆ Be an example in cleanliness and tidiness.
- ◆ Direct the campers in cabin clean-up.
- ◆ Participate with your campers during program activities.
- ◆ Be alert for signs of homesickness or illness. Consult with the medical person or Camp Missionary if you notice anything unusual.
- ◆ Uphold the highest Christian principles in each difficult situation that arises. This principle also applies to relationships with your fellow workers.
- ◆ Be kind and consistent, but firm, when disciplinary action is required. Never hit or shake a camper.
- ◆ Unacceptable behaviour should be dealt with in love and kindness, with encouragement to betterment.
- ◆ Report any difficulties to the camp Missionary
- ◆ Attendance and participation are required at staff devotions. When a decision is made, give it your full support as a member of the team.
- ◆ Co-operate with all staff, assisting as requested by the camp Missionary.
- ◆ Be very sensitive to the spiritual needs of the campers.

- ◆ Be prepared to lead individuals to a personal relationship with Jesus Christ.
- ◆ Encourage Christian growth through prayer, Bible study habits, relationships, and fervent witness.
- ◆ Keep the Camp Missionary advised of all decisions and victories.
- ◆ Take time for daily prayer and devotions (there is time allotted for this). You need strength beyond your own for this effective ministry.

After camp:

- ◆ Complete all evaluation reports that are provided by the Camp .
- ◆ Evaluate yourself as a leader and take note of the things you will do differently the next camp or on your return another year. Learn to grow from your experience.
- ◆ If at all possible, write a note or make some contact with your campers during the year.

Junior Counselors

Responsible to: Camp Missionary

Qualifications:

- ◆ Must have a personal relationship with the Lord Jesus Christ and be a testimony for Him at home, in the church and in the world.
- ◆ Junior Counselors must be at least 15 years old.
- ◆ Must view the camp ministry as an opportunity to serve the Lord and the campers.
- ◆ Must be honest, responsible, willing to follow directions, organized and a hard worker.
- ◆ Must have: leadership abilities, initiative, and willingness to develop decision making abilities with minimal supervision.

Responsibilities:

◆ Tables

Approximately 1/2 hour before meal-time be at the lodge to set up the tables. Check with the cook about which dishes to place on the serving table or on the eating tables. As well place on salt, pepper, ketchup, mustard, etc. which may be needed. A table will usually seat four on either side and one person at the end. The person on the end should be a counselor or staff member.

When the meal is complete your responsibility will be to wash down the tables with hot soapy water. The chairs or benches are to be wiped of at the same time. All surfaces should be left very clean and sanitary.

◆ Dishes

There will be Junior and Senior Counselors on duty after each meal is completed. The young people will be washing their own dishes and placing them on the racks. using any machines and placing the dishes These are not to be dried by hand. The dishes will be washed using the dishwasher.

◆ Lodge

When meals are complete the Junior Counselors will be sure that the floor is clean under the tables. The lodge will be swept once a day after the noon meal. Benches will be moved and chairs will be placed on the tables. Make sure you get under all the things that can't be moved and you move the things that can be. Place all furniture back in its place. Mop though twice a week

◆ Washrooms

Junior Counselors are in charge of the washrooms. The showers are to be scrubbed down with the scrub brush and disinfectant such as Javex, Pinesol or Lysol in water. The sinks and toilets need to be cleaned with cleansers. There is a toilet brush in the washrooms. Sweep and mop all floors. Make sure there is toilet paper and 2 extra rolls on the back of the toilets, Report any plumbing problem

immediately to the directors. A clogged toilet is not a plumbing problem. Plunge it out!!! Check for cleanliness at supper and pick up. refill, change towels, etc.

◆ Campfire

There will be a campfire each evening. The Junior Counselors will be responsible to have the wood at the site and the fire "set". The campfire may be in the lodge or down by the shore. On rainy days a fire may be kept going all day in the lodge.

◆ Grounds

You will be responsible for the general cleanliness of all the camp's physical property.

◆ Help Senior Staff

This could be in any capacity that you are needed. You may be required to prepare props for activities or help supervise when asked.