

## GENERAL GUIDELINES/EXPECTATIONS OF ALL PERSONNEL

*Camp Christopher is a safe, Christian community of worship,  
Christian Education, recreation and outdoor ministry.*

1. At all times, the welfare of campers comes first.
2. Staff and volunteers are to serve as Christian examples, modeling Christian discipleship at all times.
3. Alcohol and illegal drugs are not allowed on site.
4. The smoking policy is to be followed at all times. See the Manual for further information
5. While at camp, relationships are to remain on a friendship level only.
6. All persons at Camp Christopher shall be respectful of the opinions, emotions, property, and personal space of others. Abuse of any sort will not be tolerated.
7. The telephone is to be used for camp business and emergencies. With the permission of the Director, staff and volunteers may make short personal calls (collect or calling card).
8. Due to the level of risk involved in camping ministry, all staff and volunteers are required to complete a Police Record Check prior to arriving on site.
9. All program staff must attend the **pre-camp staff meeting held at 1pm on opening day** of each week. This includes Program Director, Leadership Coordinator, Waterfront/Recreation Director, Counsellors, and Health Officer.  
(Written 1999) (Revised 2005)

## RESPONSIBILITIES OF ALL STAFF

- A. All staff are responsible to the Administrator.
- B. All staff are to attend staff meetings as arranged by the Program Director.
- C. All staff are to remain on - site unless arranged otherwise with the Program Director.
- D. All staff are to report all injuries to the Program Director and Health Officer.
- E. All staff are to ensure all camp rules are obeyed.
- F. All staff are to serve as Christian examples to the campers.
- G. All staff are to maintain and clean camp property.  
(Revised 2000) (Revised 2003) (Revised 2005)

## **Camp Christopher Position Descriptions**

### **Program Director**

**Summary:** The Program Director serves as the supervisor and head of the counselling staff at camp. This person is responsible for all day to day “camper-related” activities. Per SCA standards, it is desired that the Program Director be at least 21 years old.

#### **Primary Responsibilities:**

1. Onsite Program Development
2. Christian Education (worship, Bible study, devotions, discussion material).
3. Staff supervision
4. Adventure/Ropes Course Leadership

#### **The Program Director is expected:**

1. To model good Christian leadership in accordance with the philosophy and purpose of Camp Christopher.
2. To co-ordinate and supervise the onsite summer camp program.
3. To organize, schedule, and supervise all aspects of Christian Education (worship, Bible study, devotions, discussion material).
4. To facilitate, initiate, and promote high quality programs and activities.
5. To be knowledgeable and provide resources for a variety of camp activities (Bible study, games, crafts, activities, etc).
6. To schedule recreational and developmental activities in consultation with the Waterfront Recreation Director and Leadership Coordinator (Nature study, crafts, camp skills, games)
7. To oversee, train, encourage and support all on-site counselling staff.
8. To ensure that the camp policies are adhered to by staff and campers.
9. To call and chair regular staff meetings.
10. To contact and assist the directors of specialty camps (Outtrip, Art Camp)
11. To ensure, to all reasonable extent, the health and safety of campers and staff. This includes educating the campers of the camp rules on opening day and scheduling emergency drills near the beginning of each on-site camp.
12. To be an integral member of the camping program.
13. To have Emergency First Aid qualifications.
14. In coordination with the Administrator, provide formal evaluation of counsellors.
15. Normally the Program Director will not leave the campsite during a camp. If leaving is imperative then the Program Director shall delegate authority to another staff person.

(Revised 2008)