

Camp Caledonia

## **PROGRAM ASSISTANT: SPORTS LEADER**

**RESPONSIBLE TO:** Camp Director

### **QUALIFICATIONS**

- respectful of the Christian aims and purposes of Camp Caledonia
- knowledge of and ability to teach indoor and outdoor sports and games
- ability to supervise participants in sports and games
- strong leadership and organizational skills
- experience working with children and ability to relate to and interact well with children (work with children ages 6-14 would be an asset)
- strong communication and conflict resolution skills with ability to work collaboratively with others
- training and experience in leading Archery activities
- training and experience in leading canoeing activities
- lifesaving certification (minimum level - Bronze Medallion) would be an asset
- belief in the individual worth of the camper
- emotionally mature and able to accept responsibility
- physically fit and able to participate in planned activities
- at least 16 years of age
- clear criminal record check

### **RESPONSIBILITIES**

- supervise and direct all activities of the sports program
- ensure that all equipment and supplies are ready and set up for each day's activity in advance and are returned to their proper storage area(s) at the conclusion of each session
- ensure that sports, archery equipment and canoes are used in a safe and responsible manner
- check that all sports/archery equipment is in good working condition at the end of each day. Notify the Camp Director of supplies in need of replacement or repair
- plan alternative activities in case of unforeseen circumstances
- lead and encourage campers to participate in all activities
- work with other staff as a team member in planning events and evening programs
- ensure adequately stocked first aid kits go on all outings and that there is a qualified first aid person that accompanies all group trips
- keep a log book of incidents
- notify the Medical Attendant/Camp Nurse of any injury sustained by a participant in a planned activity
- provide an inventory of sports/archery equipment and PFD/life jackets at the end of the final week of camp

- participate in staff training and attend staff meetings
- keep the sports, canoe and archery storage areas and the grounds tidy to maintain a safe and clean environment
- keep the staff house rooms, including bathrooms, kitchen, common area and personal sleeping area clean and tidy
- work as a member of a team
- participate in Chapel time and staff devotions

**JANUARY 2015**