

# CAMP TANNER JOB DESCRIPTION

## Craft/Sports Leader

The following are duties of the **CRAFT/SPORTS LEADER** at Camp Tanner and are in addition to requirements of all staff as listed in the offer and contract. All staff are also required to read and abide by the Camp Tanner Staff Manual and any additions which are made to it.

### Responsibilities before Camp:

- a) Selects craft creations to be made during the summer camps:
  - I. Obtains craft cabin inventory and collects info about previous program.
  - II. Gathers many ideas for craft program and prioritizes the following:
    - o Crafts will be engaging (campers want to keep their creations)
    - o Crafts will make use of existing craft cabin inventory or items that are easily sourced from donations or recycling.
    - o Effort will be made to limit waste and the cost of new items.
    - o Repetition of crafts (from recent years and across weeks) will be avoided in case of repeating campers.
  - III. Presents ideas to staff at planning meeting and guides staff in selecting four age and theme appropriate crafts for each week and Camp. In some cases, one or two larger projects may be selected for each week with creation split across multiple craft sessions.
- b) Prepares a list of needed supplies (in addition to existing inventory) and submits it to the Camp Director by early May to allow for donations from the community; may be asked by the board to purchase certain supplies with reimbursement.
- c) Works with senior staff group to plan weekly costumes and all camp activities: vespers and morning watch, campfire and evening game.
- d) Prepares individual ideas and materials for several interest sessions to lead as alternate activities to swimming or in case of rain (not necessarily craft related).
- e) Contributes to planning of non-craft cabin activities and takes leadership on some.
- f) Attends pre-camp set up and organizes the craft/sports cabin for summer use.

### Responsibilities During Camp:

- a) Is responsible to the Camp Directors.
- b) Leads planned craft sessions and senior staff led activities, modifying as necessary.
- c) Uses camp staff (counsellors, counsellors in training and senior staff) as support during craft sessions and is an active support to other staff when they are leading activities (including but not limited to swimming, Christian education, games etc); also relieves staff as needed.
- d) Completes a brief written summary (approximately 150 words) of the Craft Program for Camp Director at the conclusion of each week; includes a list of crafts completed and feedback (positive and negative) about craft activities and materials. Also takes and submits photos of completed crafts (so as to help avoid repetition in future).
- e) Maintains tidiness of the craft cabin, ensures tools used in the craft cabin are safe for camper and staff use and that unused tools are secured out of sight and reach
- f) Maintains tidiness of sports cabin on an as needed basis, monitors equipment for safety & function

- g) Supervises as required campers using archery range & equipment with utmost focus on safety
- h) Performs sanitization of all craft and sports equipment between cohorts - **a primary of focus during the 2023 season will be ensuring all craft & sports equipment is sanitized after each use**
- h) Closes the craft/sports cabin properly at the conclusion of each week and the end of the summer; completes an accurate craft cabin inventory and submits to Camp Director.
- i) May be required to provide additional senior staff support in areas such as Senior Camper Program, CIT Program and/or other duties as assigned by Camp Director, flexibility is required during the 2022 season as this position may be required to provide leadership and assist in other areas should the need arise

Current National LifeGuard Certificate considered an asset for the 2023 season.

**Those who are offered employment must provide proof of COVID19 vaccination. Those with valid medical exemptions or other exemptions as defined by the Ontario Human Rights Commission will be eligible to provide a negative Rapid Antigen Test prior to each week of employment.**