Position: Volunteer Mom & Me Program Staff

(These staff members will work with our Parent & Me OR Family Camp programs which host both an adult and child as the participant. They are predominantly responsible for programming rather than supervision of campers.)

Requirements of Position (must have, or be willing to obtain, to apply for position):
- Willing to:
  - Be a friendly member of a dynamic staff team of employees and volunteers delivering a girl-centered, exciting camp program experience to girls within the mission, vision and values of Girl Guides of Canada
  - Willing to live in a residential setting.
  - Available for the full duration of the program including preparation and clean up time (see note below)
  - Participate in a few hours of pre-season on-line training prior to your first date at camp
  - Meet with Camp Director for Emergency Response Training
  - Direct any questions to other staff when unsure of procedures

Qualifications (must have, or be willing to obtain, to apply for position):
- Must be 18+ years of age by the first day of volunteering.
- Demonstrated experience caring for children in a recreational setting, preferably in a camp setting.
- Demonstrated ability to work in a team atmosphere.
- Recommended:
  - Standard First Aid & CPR including Adult, Child and Infant
- Required:
  - Be a Member of Girl Guides of Canada or complete and submit the Safe Guide A.7- Non-Member Volunteer Application form and IR.1-Image Release form.
  - Police Records Check to comply with the requirements of Girl Guides of Canada. Girl Guides of Canada, Ontario Council will cover the cost to complete a PRC through our process only and we will provide further instruction upon receipt of the A.7 Non-Member Volunteer Application form.
  - Knowledge of the GGC program is an asset.

Reports to: Camp Director with some supervision provided by the Camp Coordinator with Parent & Me Program responsibilities and the Program Director during program activity time.

Accommodation: Staff members in this position will have shared staff accommodation in a tent or indoors (e.g. bedroom with bunk beds). Accommodation will be on campsites or in buildings with campers.

Responsibilities (training for these “responsibilities” will occur before you begin your role):
Section One: General Responsibilities
- Actively participate as a staff member of the camp team and a role model in the implementation of the overall camp program. This includes activities, meals, hygiene, health and safety.
- Understand and be knowledgeable about organizational requirements for the implementation of responsibilities. This includes but is not limited to:
  - Girl Guides of Canada, Ontario Council documents including the Terms of Engagement
  - Specific summer camp program opportunities advertised through the web site
- Be an effective role model to campers and colleagues. This includes but is not limited to:
  - Living the vision, mission and values of Girl Guides of Canada
  - Respectful treatment of all campers/staff
  - Compliance with all rules/regulations
  - Appropriate communication and interactions before camp, at camp and after camp has ended
  - Maintaining a clean & safe work/living environment
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Comply with & implement all established camp policies and practices that are applicable to the responsibilities being undertaken.
- Notify your Supervisor of any camper concerns as they arise.
Section Two: Responsibilities for Camper Care, Site Programming and Other Duties

Camper Care
- As a member of the site team, ensure that camper's physical, social and emotional needs of security, health and safety are met through the compliance with the age-appropriate established camp procedures.
- As a member of the site team, ensure that the hygiene and nutrition of campers and self are met.
- Follow systems to ensure that lost and found items are collected, returned and kept to a minimum each day.
- Ensure fair treatment to all campers with an attitude of flexibility.

Site Programming
- All campers in camp will be assigned a site or group based on a combination of their age and program. Each site has a staff team assigned to it. As a member of a site team, ensure that campers are provided with a girl-centered focus in a creative, friendly, safe and healthy manner.
- Ensure that a focus of the program development is on keeping the campers active and challenged throughout their time at camp. Exceed the expectations that campers have for their time at camp.
- Actively encourage campers to participate by role modeling participation in all aspects of full camp programming and special events.

Other Duties
- Undertake specific responsibilities within the team to ensure all components of work are implemented. This can include but is not limited to:
  - Cleaning/Tidying
  - Organizing
  - Food Services Support

Section Three: Program Sessions
Program Sessions are the time spent at organized program activities specific to the camper's interest (approximately 4 x 1.5 hour time blocks each day). During these times Parent & Me program staff take on the role of an Assistant Instructor unless previous arrangements are made with the Program Director or Camper Coordinator Parent & Me.

Responsibilities:
- Supervise and participate with campers in the program area in a fun, friendly and helpful manner.
- Implement required risk management and safety controls for the programs in a friendly way.
- Assist in the delivery of the program in an exciting, dynamic manner to capture the attention of the camper and assist in their personal skill development.
- Facilitate campers to assist in the set up and close down of program area wherever possible and help with set up/close down with other staff if it wouldn’t be suitable for a camper to assist with these activities.
- Encourage camper participation while supervising campers at all camp activities.

Note: Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.