



Information Packet

Updated: Winter 2024

Deroche, BC

Table of Contents

Overview	3
Eligibility	3
2025 Camp Dates	5
Training	6
Staff Positions	7
Camp Director Job Description	7
Assistant Camp Director Job Description	10
Head Counsellor Job Description	12
Programs Director Job Description	14
Assistant Programs Director Job Description	16
Chaplain Job Description	18
Nurse Job Description	20
Lifeguard Job Description	22
Kitchen Director Job Description	24
Remuneration	27
When to Apply	28
How to Apply	28

Overview

Stepping Stones is a Bible camp with the mission to share the gospel of Jesus in real and living ways to the children and youth in our communities, and **encourage them to come to know Christ more deeply**. We aim, in all things, to honour and glorify our Heavenly Father, and to lead youth in a **holy, happy, and healthy** manner.

Thank you for your interest in becoming a staff member for Stepping Stones Bible Camp. Joining our summer staff is an exciting opportunity that will challenge you in many ways: spiritually, physically and mentally. You will learn firsthand how God can equip you and we guarantee you will love being involved in camp!

Our vacant staff positions will be made available to individuals who are willing to work as part of a team and make camp an amazing experience for campers and counselors. We are looking for individuals who are committed to serving God both in their personal life and in their local church and community.

Please carefully read about the staff positions below and complete the application form that is linked at the end of this document.

Eligibility

All staff must:

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement
- Be at least 19 years of age, or meet the age requirements as outlined in summer staff job descriptions
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be willing and able to cooperate and work together as a team
- Successfully complete a police criminal record check
- Be physically and mentally able to perform at a leadership level for long periods of time

In addition, each Staff Member who is hired must agree to and meet the following criteria and reflect the values adopted by the SSRS in their conduct as listed below:

1. Believe that the Bible is the eternal, unchangeable and infallible Word of God, and both actively and passionately live out and share the teachings of the Bible in a pleasant, loving manner;
2. Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board;
3. Make themselves familiar with the Goals, Values, and Mission of Stepping Stones Bible Camp, and agree to conduct themselves in ways which promote the Goals, Values, and Mission;
4. Respect all users of the property, and deal with them in ways that reflect Christian ethical standards, exercising an attitude of love, joy, peace, patience, kindness, gentleness, and self-control;
1. Promote a lifestyle of biblical teaching and reject practices which conflict with scripture, including but not limited to:
 - a. the profession and practice of non-Christian beliefs,
 - b. profane, abusive, and blasphemous language,
 - c. abuse of alcohol and other legal drugs and the use of illegal drugs,
 - d. theft, fraud, or any other criminal activity,
 - e. harassment or prejudice of any kind, including religious, sexual, gender, age, or ethnicity
 - f. sexual activity outside of a heterosexual marriage
 - g. violent or abusive behaviour

5. Recognize that all people (including themselves!) are broken and therefore be willing to accept feedback, confess and repent of sin and kindly exhort others where appropriate.

2025 Camp Dates

Stepping Stones Bible Camp intends to operate from June 30 to August 17, 2025 operating one three day Explorers camp and six weeks of overnight camps.

For staff training, all hired staff (aside from chaplains, kitchen directors, and nurses) are required to attend all three days of staff training. **Chaplains, kitchen directors, and nurses are required to attend all day training on June 28, 2025.**

All applicants will be asked about their availability regarding staff training, and decisions for hiring may be based upon their availability and willingness to attend the required portion of staff training.

Mandatory Staff Training	June 26 - 28, 2025.
Explorers (Gr 3 - 5)	June 30 - July 4, 2025
Capstone (Gr 11 - 12)	July 6 - 12, 2025
Stones 1 (Gr 3 - 6)	July 13 - 19, 2025
Rock 1 (Gr 7 - 8)	July 20 - 26, 2025
Stones 2 (Gr 3 - 5)	July 27 - August 2, 2025
Rock 2 (Gr 7 - 8)	August 3 - 9, 2024
Boulder Gr 9 - 10)	August 10 - 16, 2024

Training

Training is provided to staff to ensure they are familiar with the organisation, how the camp operates, policies and procedures, the chapel material, and their own individual responsibilities.

Training provides a valuable opportunity to learn the dynamics of the staff team so that everyone can have the best possible camp experience. The training sessions include:

1. Reading through the Staff Manual *prior* to at-camp training
2. Complete a DISC assessment *prior* to at-camp training
3. Attending at-camp training **June 26 - June 28, 2025.**
 - a. This will be a combination of devotions and worship, team building activities, reviewing camp policy and procedures, emergency protocols, camp roles and weekly schedule, role specific training, leadership workshops, getting to know the property, and getting camp set up.
4. Where possible, help organize and lead the volunteer training events prior to camp
5. Where possible, help organize and volunteer at any fundraising event(s) prior to camp

Staff Positions

Camp Director Job Description

1. General Role Description

The Camp Director is responsible for the safe and effective running of camp. The Camp Director is the highest authority during the weeks of camp. The Camp Director reports to the Stepping Stones Board and is expected to operate under the Stepping Stones Bible Camp purpose and values and adheres to all Stepping Stones Bible Camp policies and procedures.

2. Requirements

- Have a heart for Stepping Stones Bible Camp
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Recommended age of at least 23
- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Valid First Aid Certification, if serving at camp for four weeks or more. Stepping Stones will cover costs if recertification is required.
- Criminal Record check required on successful hire
- Personal characteristics of enthusiasm, patience, discipline and integrity are necessary
- Physically and mentally able to perform at a leadership level for long periods of time
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Ability and experience in supervising, evaluating and leadership
- Ability in administrative tasks
- Ability to be a team player
- Ability to promote cooperation among a group of staff members
- Ability to coordinate and motivate a group of staff members
- Ability to coordinate and lead meetings
- Ability to motivate and encourage individuals
- Ability to recognize error in a person(s) and be able to give admonishment when needed
- Ability to conduct one-on-one evaluations
- Ability to relate to others and recognize threats to the well-being of a person (i.e. fatigue, specific incidents, etc.)
- Ability to work effectively with a partner/assistant

- Ability to resolve conflict and solve problems
- Ability to make decisions that are rationale and transparent
- Ability to be flexible and adapt to a variety of situations
- Ability to work with the public and be recognized as a respected leader
- Ability to know own limitations and when to seek guidance

4. Responsibilities

Tasks include (but are not limited to):

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Attend camp organization (committee heads) meetings from March to camp start date
- Assist Camp Manager with pre-camp training events and connect with staff members
- Coordinate sleeping arrangements for all persons at camp
- Be available for counselor training and be willing to take leadership in these events as asked by the Counsellor Committee
- Read and be familiar with camp policy and procedures

4.2 During Camp

- Ensure the running of camp is smooth
- Responsible for the safety and wellbeing of campers
- Anticipate needs of campers, volunteers and staff and ensure appropriate preparation for all events
- Supervise the staff and ensure that staff are following their roles appropriately. Offer support as needed
- Be available to all the volunteers and staff at camp
- Coordinate and oversee all Sunday evening activities and meetings
- Initiate and lead any meetings that are held during camp
- Encourage personal devotion time for all staff members and provide support in finding time for staff
- Brief chaplains on the running of camp on Sunday night.
- Check in daily and offer support and encouragement to operation directors/property managers
- Coordinate the staff devotions
- Conduct one-on-one sessions with all staff members and a written evaluation of their performance at the end of their time on staff
- Plan the driving for off-site events, and coordination additional drives as needed per Volunteer Drivers Policy
- Ensure all campers, counsellors, and staff are aware of camp rules
- Encourage counsellors to follow curfew
- Organize breaks for all staff members
- Organize closing devotions for all camp meals
- Lead the opening and closing ceremonies
- Direct the final day clean-up and lead the final meeting
- Keep account of all financial receipts during camp
- Coordinate and ensure that payment is made for all camp activities

- Exercise discipline to counsellors and staff when necessary
- Resolve staff and counsellor conflict
- Direct problem-solving initiatives and lead decisions when needed during camp
- Work closely with and foster a good relationship with the Assistant Director; recognize his/her skills and abilities and appropriately encourage and delegate
- Ensure emergency preparedness
- Ensure camp policies and procedures are followed by all persons on property
- Know who is on the property. Admit or refuse additional people to the camp as appropriate (see Property Visiting P&P and Family at Camp P&P)
- Ensure that incident reports, when necessary, are filled out properly within 24 hours of the incident.
- Pass on all incident reports to the camp manager
- In case of disclosure of abuse, support the volunteer or other staff members involved in the disclosure
- Communicate with the Stepping Stones Board as appropriate and request help should additional support be needed
- Be involved in camp; set time to pray for the general operation of camp, the specific needs of camp, and the participants at camp
- Foster a camp atmosphere where God can be praised and campers can grow

4.3 After Camp

- Write a report, to be submitted to the Stepping Stones Board, outlining the challenges and successes of weeks at camp. This report should include recommendations for the next season and a self-evaluation.
- Report to the Stepping Stones Board unexpected/unique situations or incidents; follow up on these incidents, in conjunction with the Stepping Stones Board, as appropriate.
- Submit staff evaluation reports to the camp manager
- Participate in an exit interview with the camp manager and a board member.

Assistant Camp Director Job Description

1. General Role Description

The Assistant Director is involved in ensuring the safe and effective running of Stepping Stones Bible Camp. The Assistant Director works with, and reports to, the Camp Director. Together, they ensure that camp is operating in accordance with the Stepping Stones Bible Camp purpose and values and adheres to Stepping Stones policies and procedures.

2. Requirements

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Be at least 19 years of age; Recommended age of at least 21
- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Valid First Aid Certification, if serving at camp for four weeks or more. Stepping Stones will cover costs if recertification is required.
- Criminal Record check required on successful hire
- Personal characteristics of enthusiasm, patience, discipline and integrity are necessary
- Physically and mentally able to perform at a leadership level for long periods of time
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Ability and experience in supervising, evaluating and leadership
- Ability in administrative tasks
- Ability to collaborate with, and promote cooperation within groups, as well as with individuals
- Ability to coordinate and motivate a group of staff members
- Ability to assist in coordinating and leading meetings
- Ability to motivate and encourage individuals
- Ability to recognize error in a person(s) and assist in giving admonishment when needed
- Ability to relate to others and recognize threats to the well-being of a person (i.e. fatigue, specific incidents, etc.)
- Ability to be a team player, and work effectively with a wide variety of persons
- Ability to resolve conflict and solve problems
- Ability to assist in making decisions that are rationale and transparent
- Ability to be flexible and adapt to a variety of situations
- Ability to know own limitations and when to seek guidance
- Ability to accept guidance and supervision from the Camp Director

4. Responsibilities

Tasks include (but are not limited to):

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Attend camp organization (committee heads) meetings from March to camp start date
- Possibly assist Camp Manager with pre-camp training events and connect with staff members as directed
- Assist in coordinating sleeping arrangements for all persons at camp
- Be available for counselor training and be willing to take leadership in these events as asked by the Counsellor Committee
- Read and be familiar with camp policy and procedures

4.2 During Camp

- Assist in ensuring the running of camp is smooth; anticipate needs of campers, counsellors and staff; ensure appropriate preparation for all events
- Assist in supervision of staff and ensure that staff are following their roles appropriately. Offer support as needed
- Ensures that camp photos are taken, proofed and shared with camper's families
- Be available to all the volunteers and staff at camp
- Assist in coordinating all Sunday evening activities and meetings
- Assist in initiating and leading any meetings that are held during camp
- Encourage personal devotion time for all staff members
- Check in daily with Programs and Head Counsellors: offer assistance, support and encouragement.
- Coordinate the staff in a maintaining household cleanliness and house dishes
- Encourage counsellors to follow curfew
- Prepare the camp keepsake (e.g. certificate or photo) for volunteers and campers
- Assist in ensuring all campers, counsellors, and staff are aware of camp rules
- Assist in organizing and leading the opening and closing ceremonies
- Assist in directing the final day clean-up and leading the final meeting
- Assist in keeping account of all financial receipts during camp
- Assist in ensuring payment is made for all camp activities
- Assist in organizing breaks for all staff members
- Assist organizing closing devotions for all camp meals
- Exercise discipline to delinquent campers
- Resolve camper (camper to camper) conflict where in efforts from counsellors have not been effective
- Direct problem solving initiatives and lead decisions when needed during camp
- Work closely with and foster a good relationship with the Camp Director; follow the direction and leadership of the Camp Director; hold each other to account; encourage the Camp Director in his/her role
- Responsible for the safety and wellbeing of campers
- Assist in ensuring emergency preparedness
- Be aware of who is on the property

- Recognize if the Camp Director is being delinquent or is not carrying out his/her responsibilities appropriately; be prepared to communicate with the Stepping Stones Board should additional support be needed
- Be involved in camp; set time to pray for the general operation of camp, the specific needs of camp, and the participants at camp;
- Foster a camp atmosphere where God can be praised and campers can grow

4.3 After Camp

- Complete a Camp Report once finished camp weeks. Submit camp report on **the Saturday following your final week serving on staff**
- Attend & help out at the Volunteer Thank-You BBQ
- Participate in an exit interview with a board member and the camp manager to review camp report and discuss performance at camp

Head Counsellor Job Description

1. General Role Description

The Head Counselors are responsible for the well-being of all the counselors at Stepping Stones Bible Camp. The Head Counselors must ensure that counselors are functioning effectively for campers and for Stepping Stones Bible Camp. The Head Counselors act as leaders, advocates, mentors and motivators for the counselors. There are two head counselors, one male head counselor to oversee the male counselors and one female head counselor to oversee the female counselors. The Head Counselors report to the Camp Director.

2. Requirements

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Be at least 19 years of age
- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Valid First Aid Certification, if serving at camp for four weeks or more. Stepping Stones will cover costs if recertification is required.
- Criminal Record check required on successful hire
- Personal characteristics of enthusiasm, patience, discipline and integrity are necessary
- Physically and mentally able to perform at a leadership level for long periods of time

- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Ability and experience in supervising/leadership
- Ability to listen well, and relate to others
- Ability to collaborate with, and promote cooperation within groups, as well as with individuals
- Ability to motivate and encourage individuals
- ability to conduct and guide counsellors in self-evaluations
- Ability to recognize error in a person(s) and give admonishment when needed
- Ability to recognize threats to the well-being of a person (i.e. fatigue, specific incidents, etc.)
- Ability to resolve conflict and solve problems
- Ability to be a team player and work effectively with a partner
- Ability to know own limitations and when to seek guidance
- Ability to accept guidance and supervision from the Camp Director and Assistant Camp Director

4. Responsibilities

Tasks include (but are not limited to)

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Attend staff training
- Attend any staff training events
- Read and be familiar with camp policy and procedures
- Recommended to join Counsellor committee or attend a meeting
- Be available for counselor training and be willing to take leadership in these events as asked by the Counsellor Committee
- Read staff manual

4.2 During Camp

- Ensure that counselors are being effective in their respective roles; observe interactions and camper satisfaction
- Anticipate needs of the counselors; for example, recognize unique camper situations and prepare counselors appropriately
- Take time to meet with each counselor one-on-one; engage, encourage, motivate and guide counselors; foster a relationship of openness
- Coordinate and run counsellor meeting on Sunday evenings
- Organize break schedules for counselors and ensure all counselors take appropriate breaks
- Looking out for the emotional and physical wellbeing of counselors

- Ensure relationships between co-counselors are appropriate
- Ensure counselors are following camp rules and Stepping Stones policies
- Encourage counsellors to follow curfew
- Recognize when counselors are delinquent in conduct; it is important to maintain an open relationship with the counselor, and so decide if the delinquency is something you can resolve or if the Camp Director needs to oversee situation
- Be involved in camp; set time to pray for the general operation of camp, the specific needs of camp, and the participants at camp; foster a camp atmosphere where God can be praised and campers can grow
- Work closely with the other head counselor at camp
- Work with fellow staff members; ensure you are open in your communication and be willing to participate in general staff responsibilities; lead by example to all camp participants
- Be prepared to follow the direction of the Camp Director
- Report to the Camp Director with any concerns
- Working with counsellors to complete their self-reflection and ensuring it is recorded for future use
- Participate in a one on one evaluation with the camp director during time at camp

4.3 After Camp

- Complete a Camp Report once finished camp weeks. Submit camp report on **the Saturday following your final week serving on staff**
- Attend & help out at the Volunteer Thank-You BBQ
- Participate in an exit interview with a board member and the camp manager to review camp report and discuss performance at camp

Programs Director Job Description

1. General Role Description

The Programs Director, along with the Assistant Programs Director, is responsible for organizing and facilitating all activities, games and outings at Stepping Stones Bible Camp. The Programs Director works directly with the Assistant Programs Director. They work together to ensure that Stepping Stones Bible Camp has a positive atmosphere. The Programs Director reports to the Camp Director.

2. Requirements

- Have a heart for Stepping Stones Bible Camp
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Be at least 19 years of age

- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Valid First Aid Certification, if serving at camp for four weeks or more. Stepping Stones will cover costs if recertification is required.
- Criminal Record check required on successful hire
- Personal characteristics of enthusiasm, patience, discipline and integrity are necessary
- Physically and mentally able to perform at a leadership level for long periods of time
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.
- A high level of energy and an ability to be both fun and respected
- Physically and mentally able to perform at a leadership level for long periods of time

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Ability to coordinate and motivate large and small groups of children and young adults
- Ability to display a high level of energy and motivate groups of people
- Ability to resolve conflict and solve problems
- Ability to work as a team player and work effectively with a partner/assistant
- Ability to anticipate needs and make preparations
- Ability to be flexible as situations and campers' needs change
- Ability to operate within a given budget
- Ability to accept guidance and supervision from the Camp Director and Assistant Camp Director

4. Responsibilities

Tasks include (but are not limited to):

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Attend staff training
- Attend any staff training events
- Read and be familiar with camp policy and procedures
- Recommended to join Programs Committee or attend a meeting
- Be available for counselor training and be willing to take leadership in these events as asked by the Counsellor Committee
- Read staff manual

4.2 During Camp

- Foster a camp atmosphere where God can be praised and campers can grow
- Foster a positive camp atmosphere of energy, involvement and fun

- Review and prepare daily activities with Programs Assistant
- Ensure staff and volunteers are aware of the daily schedule
- Organize and facilitate all camp activities (e.g. crafts, music, games, etc.)
- Enlist help of other staff and counselors when required
- Work closely and foster a good relationship with the Programs Assistant; recognize his/her skills and abilities and appropriately encourage and delegate
- Coordinate counselors to lead/assist in activities
- Coordinating large groups of people (campers and counselors) in the various activities
- Coordinate with cooks (mealtimes, departure times for outings, etc.)
- Work with Head Counselors and be aware of counselor break times
- Encourage counsellors to follow curfew
- Organize scrubby dubbies and ensure that necessary supplies are available and ready for use
- Communicate with outing facilities and activity volunteers to ensure smooth operation and safety during outings (e.g. waterslides, etc...) or special events (storyteller, etc...)
- Organize the trips out of camp
- Set time to pray for the general operation of camp, the specific needs of camp, and the participants at camp
- Work with fellow staff members; ensure you are open in your communication and be willing to participate in general staff responsibilities; lead by example to all camp participants
- Be prepared to follow the direction of the Camp Director
- Report to the Camp Director with any concerns
- Coordinate with the Programs committee when restocking necessary supplies
- Being conscious of budget when acquiring supplies

4.3 After Camp

- Complete a Camp Report once finished camp weeks. Submit camp report on **the Saturday following your final week serving on staff**
- Attend & help out at the Volunteer Thank-You BBQ
- Participate in an exit interview with a board member and the camp manager to review camp report and discuss performance at camp

Assistant Programs Director Job Description

1. General Role Description

The Program Assistant Director is involved in organizing and facilitating all activities, games and outings at Stepping Stones Camp. The Program Assistant Director works with, and reports to, the Program Director. They work together to ensure Stepping Stones Bible Camp has a positive atmosphere.

2. Requirements

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement

- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Be at least 19 years of age
- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Valid First Aid Certification, if serving at camp for four weeks or more. Stepping Stones will cover costs if recertification is required.
- Criminal Record check required on successful hire
- Personal characteristics of enthusiasm, patience, discipline and integrity are necessary
- A high level of energy, and an ability to be both fun and respected
- Physically and mentally able to perform at a leadership level for long periods of time
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Ability to coordinate and motivate large and small groups of children and young adults
- Ability to display a high level of energy and motivate groups of people
- Ability to resolve conflict and solve problems
- Ability to work as a team player, and work effectively with a partner
- Ability to anticipate needs and make preparations
- Ability to be flexible as situations and campers' needs change
- Ability to operate within a given budget
- Ability to accept guidance and supervision from the Camp Director and Assistant Camp Director

4. Responsibilities

Tasks include (but are not limited to):

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Attend staff training
- Attend any staff training events
- Read and be familiar with camp policy and procedures
- Recommended to join Programs Committee or attend a meeting
- Be available for counselor training and be willing to take leadership in these events as asked by the Counsellor Committee
- Read staff manual

4.2 During Camp

- Foster a camp atmosphere where God can be praised and campers can grow
- Foster a positive camp atmosphere of energy, involvement and fun
- Work with the Programs Director in scheduling and informing staff and volunteers of schedule
- Prepare and lead activities as decided with Program Director
- Be prepared to follow the direction of the Program Director; work closely with and foster a good relationship with the Program Director; share input and ideas as appropriate
- Assist Programs Director in facilitating volunteers to lead/assist in all the camp activities
- Assist in coordinating with cooks (mealtimes, departure time for outings, etc.)
- Work with Head Counselors and be aware of counselor break times
- Encourage counsellors to follow curfew
- Assist in organizing scrubby dubbies and ensure that necessary supplies are available and ready for use
- Assist with communicating with outing facilities and activity volunteers to ensure smooth operation and safety during outings (e.g. waterslides, etc...) or special events (storyteller, etc...)
- Assist in organizing the trips off of camp property
- Being conscious of budget when acquiring supplies
- Set time to pray for the general operation of camp, the specific needs of camp, and the participants at camp
- Work with fellow staff members; ensure you are open in your communication and be willing to participate in general staff responsibilities; lead by example to all camp participants
- Be prepared to follow the direction of the Camp Director
- Report to the Camp Director with any concerns that are out of the responsibility of the Program Director

4.3 After Camp

- Complete a Camp Report once finished camp weeks. Submit camp report on **the Saturday following your final week serving on staff**
- Attend & help out at the Volunteer Thank-You BBQ
- Participate in an exit interview with a board member and the camp manager to review camp report and discuss performance at camp

Chaplain Job Description

1. General Role Description

The Chaplain is considered the spiritual leader at camp. The Chaplain works to teach Biblical truths while working to encourage and motivate Christians in all stages of faith. The Chaplain is considered to be a spiritual expert at camp and may be a resource for a variety of camp matters. The Chaplain reports to the Camp Director.

2. Requirements

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Recommended age of at least 25
- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Criminal record check required on successful hire
- Personal characteristics of enthusiasm, patience, discipline and integrity are necessary
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Experience and ability in public speaking
- Ability to coordinate and motivate large and small groups of children and young adults
- Ability to motivate and encourage individuals
- Ability to listen well, and relate to others
- Ability to recognize error in a person(s) and assist in giving admonishment when needed
- Ability to be a team player, and work effectively with a wide variety of persons
- Ability to resolve conflict and solve problems
- Ability to adapt to a variety of situations
- Ability to know own limitations and when to seek guidance
- Ability to accept guidance and supervision from the Camp Director
- Desire to connect with youth and participate in one on ones as needed

4. Responsibilities

Tasks include (but are not limited to):

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Spend time with the provided chapel material. Be ready to present it for the campers every morning at chapel (this includes planning activities/stories/examples as aids to the lesson)
- Prepare morning devotions for all the staff and counselors
- Attend chaplain training events
- Recommended to attend staff training events

4.2 During Camp

- Lead morning devotions for counselors and staff (minister to them). Be available and present during camp
- Prepare for and lead chapel
- Have a solid understanding of the various devotional and teaching material. Be prepared to answer questions and mentor counselors as they teach the material.
- Be available to the campers should they have questions, and try to get to know them as best you can and support them in any way possible.
- Offer encouragement to counselors and staff members, take time to talk with with them and recognize areas that you can help or encourage them in
- Assist in closing ceremonies
- Work with fellow staff members; ensure you are open in your communication and be willing to participate in general staff responsibilities; lead by example to all camp participants
- Be prepared to follow the direction of the Camp Director
- Report to the Camp Director with any concerns
- Provide spiritual guidance to the camp as needed
- Be involved in camp. Set time to pray for the general operation of camp, the specific needs of camp, and the participants in camp. Foster a camp atmosphere where God can be praised and campers can grow
- Participate or assist in split campfires as directed by Head Counselor
- Have a 1:1 with the Camp Director and check with them regarding their spiritual and mental needs for the week and pray with them

4.3 After Camp

- Complete a Camp Report or an exit interview once camp weeks are finished. Submit camp report on **the Saturday following your final week serving on staff**
- Attend & help out at the Volunteer Thank-You BBQ
- Recommended to participate in an exit interview with a board member and the camp manager to review camp report and discuss performance at camp
- Complete a performance review with the Camp Director

Nurse Job Description

1. General Role Description

The Camp Nurse is responsible to ensure the maintenance of health for the campers, counselors, staff, kitchen help and all volunteers. The Camp Nurse is to adhere to their specific nursing college ethics and standards of practice, as well as Stepping Stones Policies and Procedures. The Camp Nurse has ultimate authority in matters relating to the physical health and wellness of an individual. The Camp Nurse is part of the leadership team at Stepping Stones Camps and reports to the Camp Director.

2. Requirements

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Be at least 21 years of age
- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Criminal Record check required on successful hire
- Registered Nurse, Licensed Practical Nurse or Registered Psychiatric Nurse, licensed to work in BC or employed in Nursing in the past two years
- Valid First Aid Certification.
- Personal characteristics of enthusiasm, patience, discipline and integrity are necessary
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Ability to work independently as a health care provider and perform first aid/nursing skills appropriately
- Ability to recognize the need for higher levels of care and advocate for this as appropriate
- Ability to recognize threats to the physical and mental well-being of a person (i.e. fatigue, specific incidents etc.)
- Ability to be a team player, and work effectively with a wide variety of persons
- Ability to participate appropriately in meetings
- Ability to resolve conflict and problem solve
- Ability to adapt to a variety of situations
- Ability to know own limitations when to seek guidance
- Ability to accept guidance and supervision from the Camp Director
- Ability in administrative tasks

4. Responsibilities

Tasks include (but are not limited to):

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Be available for staff training
- Attend any nurse training events as organized by Health & Safety Committee
- Read and be familiar with camp policy and procedures

- Read and be familiar with Camp policies and procedures (especially those related to health and safety)
- Recommended to join Health & Safety committee or attend a meeting
- Read through camper health forms (for camp weeks serving) and be familiar with needs and challenges

4.2 During Camp

- Collect all campers' medical forms and medications
- Ensure all campers, counsellors, and staff are aware of camp health and safety regulations
- Ensure appropriate preparation for all events (water, sun screen, bug spray, etc.)
- See to the safety and wellbeing of all the individuals at camp 24/7
- Recognize threats to the physical and mental well-being of a person, this includes recognizing environmental hazards
- Administer medications as required
- Contact parents/guardians as required
- Send campers, volunteers and staff home as required for health related concerns in consultation with Camp Director
- Declare infections outbreaks as required and take appropriate measures to prevent spread
- Make decisions and send persons to higher levels of care as required
- Ensure emergency preparedness with the Camp Director
- Be available and present during camp
- Work with fellow staff members; ensure you are open in your communication and be willing to participate in general staff responsibilities; lead by example to all camp participants
- Be prepared to follow the direction of the Camp Director
- Report to the Camp Director with any concerns
- Be involved in camp. Set time to pray for the general operation of camp, the specific needs of camp, and the participants in camp. Foster a camp atmosphere where God can be praised and campers can grow

4.3 After Camp

- Complete a Camp Report once finished camp weeks. Submit camp report on **the Saturday following your final week serving on staff**
- Attend & help out at the Volunteer Thank-You BBQ
- Recommended to participate in an exit interview with a board member and the camp manager to review camp report and discuss performance at camp

Lifeguard Job Description

1. General Role Description

The **Lifeguard** is responsible for overseeing the safety of campers and volunteers during swimming activities both on property and during waterfront outings.

2. Requirements

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement
- Be at least 19 years of age
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Certified with current National Lifeguard award and provide certification to Stepping Stones
- CPR Level C and AED Certifications
- Successfully complete a criminal record check
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Be willing and able to cooperate and work together as a team
- Be physically and mentally able to perform at a leadership level for long periods of time

4. Responsibilities

4.1 Prior to Camp

- Attend staff training events
- Be familiar with the first aid and rescue equipment
- Be familiar with camp policies especially “Pool Safety” and “Lake Safety”
- Review and possibly help train others through simulations, using the “Pool Rescue Guidelines” as set out by the Health & Safety Committee
- Complete a criminal record check
- Provide proof of Lifeguarding Certification to the Stepping Stones Board
- Recommended: join the Health & Safety Committee

4.2 During Camp

To keep campers and volunteers safe during swimming activities, the lifeguard will:

- Adhere to current lifeguard practices and safety recommendations
- Adhere to Stepping Stones Policies and Procedures
- Identify and manage hazards in the swimming areas
- Provide necessary safety instructions to swimmers
- Administer swim tests for campers prior to swimming in lakes
- Monitor swimmers at all times
- Set up pool supplies, safety equipment, and toys prior to camper swimming events
- Regularly conduct inventory and safety checks on pool equipment and toys. Supplies/toys in an unsafe condition should be removed.

When not actively engaged in tasks related to water activities and lifeguarding, the lifeguard will:

- Assist in preparing and leading camp activities as decided by the Programs Director

- Be prepared to follow the direction of the Program Director; work closely with and foster a good relationship with the Program Director; share input and ideas as appropriate

It is also the responsibility of the lifeguard to help:

- Foster a camp atmosphere where God can be praised and campers can grow
- Foster a positive camp atmosphere of energy, involvement and fun
- Set time to pray for the general operation of camp, the specific needs of camp, and the participants at camp
- Work with fellow staff members; ensure you are open in your communication and be willing to participate in general staff responsibilities; lead by example to all camp participants
- Be prepared to follow the direction of the Camp Director
- Report to the Camp Director with any concerns that are out of the responsibility of the Program Director

4.3 After Camp

1. Complete a Camp Report once you have finished your time serving on staff this summer. The Report Form document will be provided for you. You are expected to submit your camp report on **the Saturday following your final week serving on staff**
2. Participate in an exit interview with a board member and the camp manager to review your report and discuss your time at camp this summer.

Kitchen Director Job Description

1. General Role Description

The Kitchen Director is responsible for all meals and snacks for campers, counselors, staff, kitchen help and other volunteers. The Kitchen Director will lead a different team of cooks and cook helpers each week. The Kitchen Director reports to the Camp Director. This job description covers both the Kitchen Director and the Assistant Kitchen Director.

2. Requirements

- Have a heart for Stepping Stones Bible Camp. Previous camp experience is desired, but not a requirement
- Be a member in good standing of a Canadian Reformed church or of a church with which the Canadian Reformed church has ecclesiastical fellowship, or approved by the board.
- Be at least 19 years of age
- Have a fun, can-do attitude, be good with youth, and be committed to constantly putting God and others first
- Have experience and confidence running a kitchen
- Valid Food Handler Certification

- have experience working with groups of volunteers
- Some previous camp experience is desired (staff experience, counsellor experience, other volunteer experience, etc.)
- Recommended to have valid First Aid Certification. If serving at camp for four weeks or more, Stepping Stones will cover costs if recertification is required.
- Criminal Record check required on successful hire
- Agree to and meet the criteria set out in the Staff Code of Conduct and reflect the values adopted by Stepping Stones Bible Camp in their conduct as listed in this code.

3. Skills and Abilities

- Desire and ability to work with children and adults in a camp setting
- Ability to communicate effectively, both written and verbal
- Ability to run a commercial kitchen
- Ability to be a team player
- Ability to promote cooperation among a group of volunteers
- Ability to coordinate and motivate a group of volunteers
- Ability to coordinate and lead devotionals
- Ability to be flexible and adapt to a variety of situations
- Ability to resolve conflict and solve problems
- Ability to know own limitations and when to seek guidance
- Ability to be recognized as a respected leader

4. Responsibilities

Tasks include (but are not limited to):

- Being the leader in the kitchen
- Helping to coordinate devotions for all the kitchen staff
- Ensuring campers, counselors and staff are all fed healthy meals while at camp
- Being an involved and encouraging presence throughout camp, specifically in the dining hall

4.1 Prior to Camp

- Spend time spiritually preparing for camp – through prayer and the Word of God
- Attend Food Committee meetings as requested
- Read and be familiar with camp policy and procedures
- Visit the property and become familiar with the kitchen facilities
- Attend all staff training events
- Read staff manual
-

4.2 During Camp

- Lead and coordinate kitchen staff (cooks and cook helps)
- Ensure that all meals are prepared and served on time
- Be aware of camper/volunteer/staff dietary restrictions and prepare alternatives
- Lead cook devotions for all kitchen staff
- Helping to coordinate devotions for all the kitchen staff
- Being an involved and encouraging presence throughout camp, specifically in the dining hall
- Ensuring campers, counselors and staff are all fed healthy meals while at camp
- Attend staff meetings and counselor devotions
- Update recipe book
- Coordinate any food for off property events
- Work with food committee receive, inventory and use food donations

4.3 After Camp

- Complete a Camp Report once finished camp weeks. Submit camp report on **the Saturday following your final week serving on staff**
- Attend & help out at the Volunteer Thank-You BBQ
- Recommended to participate in an exit interview with a board member and the camp manager to review camp report and discuss performance at camp

Remuneration

Staff are encouraged to work several weeks. Staff who serve 2 or more weeks are entitled to payment for their time served. The payment per week increases based on the number of weeks served.

Weeks Served	Weekly Earnings	Total Earned
1	\$450	\$450
2	\$450	\$900
3	\$550	\$1650
4	\$550	\$2200
5	\$550	\$2750
6	\$550	\$3300
7	\$590	\$4130

CHAPLAINS, NURSES, AND KITCHEN DIRECTORS: Amount is the same as stipulated above; in the event of one week of service the wage will be \$450.

Staff who do not wish to be paid are advised to accept the payment and donate the amount back to Stepping Stones Bible Camp.

When to Apply

Applications must be submitted by **January 3, 2025**.

Successful applicants will be notified by **January 12, 2025**.

To make sure every application is treated with respect, we keep every application and the status of every application confidential. We ask that you do the same for your application.

How to Apply

To apply, follow this link:

<http://steppingstonesbiblecamp.campbrainstaff.com>