



Information Packet

Updated: Winter 2022

Deroche, BC

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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 honor 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 to 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 read about the staff positions below and complete the application form that is available on our website (<https://steppingstonesbiblecamp.ca/get-involved/staff>)

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
- 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 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.

2023 Camp Dates

Stepping Stones Bible Camp intends to operate from July 3 to August 19, 2023 operating two days of day camps and six weeks of overnight camps.

Staff are encouraged to serve as many weeks as possible at camp.

Mandatory Staff Training	June 28 - July 1, 2023
Capstone (Gr 11 - 12)	July 3 - 8, 2023
Stones 1 (Gr 3 - 6)	July 10 - 15, 2023
Rock 1 (Gr 7 - 8)	July 17 - 22, 2023
Explorers Day Camps (Gr 3 - 5)	July 24 - 29, 2023
Boulder (Gr 9 - 10)	July 31 - August 5, 2023
Stones 2 (Gr 3 - 6)	August 7 - 12, 2023
Rock 2 (Gr 7 - 8)	August 14 - 19, 2023

Training

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

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

1. Attending three evenings of staff devotions (one each month in April, May, June) to review chapel themes, spend time in prayer and have the staff sing through the songbook.
2. Reading through the Staff Manual prior to at-camp training
3. Where possible, help organize and lead the volunteer training events prior to camp.
4. Where possible, help organize and volunteer at fundraising event(s) prior to camp.
5. Attending a social with the Board, Camp committee and Staff in the first week of July
6. Attend at-camp training June 28 - July 1, 2023. This time would be a combination of devotions and singing, team building activities, reviewing camp policy, emergency protocols, camp roles and weekly schedule, special training, workshops, getting to know the property, a meet and greet with the caretakers and getting camp set up.

Staff Positions

1.1 Camp Director

The Camp Director is responsible for the safe and effective running of camp. The Camp Director is the highest authority on the property 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 mission statements and adhere to all Stepping Stones Bible Camp policies and procedures.

Tasks include (but are not limited to):

- The general smooth running of camp
- Ensuring policies and procedures are followed appropriately
- Supervising the staff (staff, health staff, kitchen staff, chaplain and counselors are accountable to the director)
- Conducting one on one sessions with staff and ensuring the staff are given appointed time for breaks
- Organizing staff meetings
- Working closely with the assistant camp director, ensuring they can take over if need be.
- The safety and wellbeing of campers. This includes emergency preparedness and allowing or refusing people to the property during camp.
- Instructing and disciplining campers when necessary
- Being available for disclosure of any issues (physical, mental or sexual abuse MUST be reported directly to the camp director)
- Resolving conflict and directing problem solving initiatives when necessary

1.2 Assistant Camp Director

The Assistant Camp 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 mission statements and adhere to Stepping Stones policies and procedures.

Tasks include (but are not limited to):

- Assisting the camp director in the daily running of camp
- Assisting with evaluations of staff members
- Capture and present memories of the week
- Recognising a gap in camp leadership and stepping up to ensure smooth running of camp
- Ensuring that the head counselors are receiving the necessary means to fulfill their positions
- Supporting and covering for the programs director and assistant where required.
- Assuming the role of camp director, if the camp director is unavailable

1.3 Head Counselors (Male and Female)

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

Tasks include (but are not limited to):

- Supervising the arrangement of counseling teams and cabin packs
- Meeting with and supervising the counselors and counselors in training (CIT's)
- Offering supportive advice and encouragement to all counselors, this includes ensuring morale remains positive
- Looking out for the emotional and physical wellbeing of counselors
- Arranging all sleeping arrangements for campers, counselors, CIT's, chaplains, kitchen staff, and health staff
- Arranging breaks for counselors during camp

The male head counselor does this work for the male counselors and the female head counselor does this work for the female counselors.

1.4 Programs Director and Assistant Programs Director

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.

Tasks include (but are not limited to):

- Ensuring each week of camp has a positive atmosphere.
- Organizing the trips out of camp
- Setting up daily schedule of activities
- Arranging and facilitating all activities (ex. crafts, music, games, etc.)
- Coordinating large groups of people (campers and counselors) in the various activities
- Enlisting help of other staff/counselors when required
- Being conscious of budget when acquiring supplies

1.5 Nurse

The Camp Nurse is responsible to ensure the maintenance of health for the campers, counsellors, 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 Bible Camp's 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.

Tasks include (but are not limited to):

- Collecting all campers' medical forms and medications
- Ensuring all campers, counsellors, and staff are aware of camp health and safety regulations
- Ensuring healthy preparation for all events (water, sun screen, bug spray, etc.)
- The safety and wellbeing of all the individuals at camp 24/7
- Administering medications as required
- Ensuring emergency preparedness

1.6 Chaplain

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.

Tasks include (but are not limited to):

- Being the spiritual leader at camp
- Being comfortable with the chapel material that you've been given, and ready to present it for the campers every morning at chapel (this includes planning activities/stories/examples as aids to the lesson)
- Preparing morning devotions for all the staff and counselors
- Creating a schedule for counselors to do devotions at every meal
- Being an involved and encouraging presence throughout camp
- Informing the parents at closing ceremonies what the theme of the week has been

1.7 Kitchen Director

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.

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

1.8 Lifeguard

The Lifeguard is responsible for overseeing the safety of campers and volunteers during swimming activities both on property and during lake outings. The Lifeguard will provide necessary safety instructions to swimmers, monitor swimmers, and identify and manage hazards in the swimming areas.

Tasks include (but are not limited to):

- Supervise and prepare all waterfront activities (including pool, lake and slip 'n' slide), alongside the Programs Director and Assistant Programs Director.
- Enforce the waterfront rules and regulations
- Adhere to current lifeguard practices and safety recommendations'
- Assist other staff members when not preparing or overseeing water activities at the discretion of the Camp Director.

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 number of weeks served.

Weeks Served	Weekly Earnings	Total Earned
1	\$0	\$0
2	\$454	\$908
3	\$500	\$1500
4	\$500	\$2000
5	\$500	\$2500
6	\$590	\$3540
7	\$590	\$3540

Since the Chaplains are expected to do a considerable amount of preparation the chaplain will be paid for each week they are at camp regardless of length of service. Amount is the same as stipulated above, in the event of one week of service the chaplain will make \$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 **December 31, 2022**.

Successful applicants will be notified by **February 1, 2023**.

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, go to our website and follow the application link:

<https://steppingstonesbiblecamp.ca/get-involved/staff>