



Information Packet

Updated: Winter 2022

Deroche, BC

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Overview

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:

- Be an active Christian with a current church membership with a Canadian Reformed Church or a church which has ecclesiastical fellowship with the Canadian Reformed Church, including the North American Presbyterian and Reformed Council (NAPARC)
- 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

To provide consistency at camp, preference is given to applicants who can commit to all 6 camp weeks.

2022 Camp Dates

Stepping Stones Bible Camp intends to operate from July 7 to August 20, 2022 operating two days of day camps and six weeks of overnight camps.

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

Day Camp (Gr 3-5)	July 7 & 8
Rock 1 (Gr 7-8)	July 11 - 16
Capstone (Gr 11-12)	July 18 - 23
Stones 1 (Gr 3-6)	July 25-30
Rock 2 (Gr 7-8)	August 1-6
Stones 2 (Gr 3-6)	August 8-13
Boulder (Gr 9-10)	August 15-20

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 July 4-6, 2022. 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 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 responsible for:

- 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 counselors are responsible for:

- 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 staff are responsible for:

- 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 nurse is responsible for:

- Coordinating health and lice checks for all campers on the first day of camp
- 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 responsible for:

- 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

- 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

Remuneration

Staff are encouraged to work several weeks. Staff who do work more than one week 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

Since the Chaplains are expected to do 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 **March 4, 2022**.

Successful applicants will be notified by **March 31, 2022**.

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>