

Camp Kawartha Structure

Team Work

At Camp Kawartha every staff member is committed to creating the best summer possible for each and every camper. By working closely with each other towards this common goal, we create a sense of community and fellowship that makes camp a wonderful place to be. We are only as successful as the level of commitment and heart each one of us brings to our position at camp. Together, we have the possibility of creating something wonderful!

It must be remembered that every person's efforts are important and every contribution is significant; from the cooks to counsellors, from maintenance to administrative staff. Below, is an overall diagram of the structure of Camp Kawartha. At the very centre of all of our efforts are the campers who have selected Camp Kawartha as the place to be this summer.

Roles & Responsibilities

Summer Director

Responsible to: Executive Director

Primary Responsibilities:

- In consultation with the Executive Director, delivers a safe, magical summer at Camp Kawartha. Is responsible for all summer camp operations. Insures the camp is running smoothly. Anticipates and deals proactively with problems
- Works with Executive Director to properly account and monitor summer budget
- Oversees all summer camp staff, including kitchen and maintenance
- Implements all safety procedures. Monitors safety at Camp and recommend changes
- Implements all policies and procedures and the day-to-day operation of camp
- Provides professional review and feedback to each staff member in consultation with Executive Director and Assistant Director
- Fosters a positive and nurturing camp environment for staff and campers

Assistant Director

Responsible to: Summer Director

Primary Responsibilities:

- With the Summer Camp Director, implements all Policies and Procedures involved in the day-to-day operations of camp
- Consults and schedules meetings with counselling staff on the well-being of each camper (including 'opening night' visits)
- Assists counselling staff with camper issues beyond counsellor's control, and works out solutions
- Consults with the Summer Camp Director on camper issues and decisions that require parental involvement, and on consequences involving camp policy
- Documents camper issues and follows through with resolutions
- In consultation with the Summer Camp Director, provides direction and supervision to counselling staff. Guides staff in safe, professional, and creative fulfilment of their duties
- In consultation with the Summer Director is responsible for all summer camp office operations. Insures the camp office and daily scheduling is running smoothly. Anticipates and deals proactively with problems
- Along with Waterfront Director, monitors safety procedures at Camp and recommend changes
- Act as a liaison between front office and the summer camp office

Managing Director

Responsible to: Summer Director

Primary Responsibilities:

- With the Summer Camp and Assistant Director, implements all Policies and Procedures involved in the day-to-day operations of camp
- In consultation with the Summer Director is responsible for all summer camp office operations. Ensures the camp office and daily scheduling is running smoothly. Anticipates and deals proactively with problems
- With the Summer Camp and Assistant Director , responsible for creating and implementing pre-camp schedule
- Organizes camp schedules and camper placements with Assistant Director
- Insures all reports by Senior Summer Camp Staff are complete and accessible, both electronically and on paper.

Head Counsellors

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- Facilitating and assisting 1st year campers (Ottawa and Huron) adjust to camp life, rules and expectations.
- Facilitating and assisting 1st year counsellors adjusting to cabin responsibilities.
- Play a supervisory role with all regular camper cabins and counsellors
- Doing rounds each rest hour and check-in to their cabins of responsibility. Enforcing Rest Hour.
- Meeting with counsellors several times a session to discuss camper concerns
- Assisting counsellors and being the staff to report to with minor camper concerns
- Assisting counsellors with end-of-session evaluations
- Developing new programming opportunities for regular camp in conjunction with program director
- Assisting with counsellor replacement and sleeping arrangements due to days off

Waterfront Director

Responsible to: Summer Director

Primary Responsibilities:

- Organizes the scheduling and training of all guarding staff
- Ensures the safe and smooth operations of all waterfront activities
- Implements all waterfront policies and procedures
- Ensures the smooth operation of emergency waterfront searches
- Monitors all first-aid kits and makes sure the kits are complete and useable
- In consultation with the Water Activity Director, oversees the day-to-day programming for all water activities (Swimming, Sailing, Windsurfing, Kayaking, and Canoeing.) and all water-based inventories.
- Acts as Water Designate

Waterfront Activity Director

Responsible to: Summer Director

Primary Responsibilities:

- Designs, supervises and delivers the Day-to-Day programs for all water activities (Sailing, Windsurfing, Kayaking, and Canoeing.)
- Coordinates with the Waterfront Director in all safety issues on the waterfront

- Ensures the safety of all campers and staff involved in water activities
- Ensures that all safety protocols for water activities as outlined in this manual are followed and adhered to
- Monitors and maintains all water activity areas, equipment and inventory
- Designs and delivers lesson plans for all water activities
- Takes a leading role in training staff at water activities in pre-camp including crash boat training.

Land Activity Director

Responsible to: Summer Director & Managing Director

Primary Responsibilities:

- Designs and supervises the day-to-day operation of Ropes and Initiatives program
- Oversees all land-based programming including Eco-Skills, Archery, Drama, Dance, Guitar, Landsports and Ropes.
- Oversees lesson planning and programming of all land-based activities
- Ensures the safety of all campers and staff involved in challenge activities and that all safety protocols for challenge activities as outlined in this manual are followed and adhered to
- Monitors selected staff members to operate challenge equipment safely and within Camp Kawartha guidelines
- Monitors and maintains all challenge equipment and oversees all land inventories.
- Performs or delegates an aerial inspection of high ropes and climbing wall once a week
- Leads Pre-camp training session for staff on land based activities, and helps choose activities heads

Program Director

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- Creates a comfortable, respectful and fun camp experience for campers and staff
- Provides leadership and guidance to Programming staff to insure the smooth operations of all Summer Camp programs
- In consultation with the Summer Camp Director, provides direction and supervision to counselling staff. Guides staff in safe, professional, and creative fulfillment of their camp duties
- Oversees the delivery of programs including Evening Programs, Theme-Days, Interest Choices, Clubs and Land-based activities
- Keep records of all programs and lesson plans for later reference. Provides camp with records of awards and levels. Insures records are stored appropriately.

Tripping Director

Responsible to: Summer Director

Primary Responsibilities:

- Ensures the safety of all campers and staff involved in tripping activities
- Makes sure all safety protocols (including safe food handling, safe water treatment) for all trips as outlined in this manual are followed and adhered to
- Ensures the safety of all campers and staff using tripping equipment
- Makes sure all tripping equipment is operational in good repair. Also makes sure that tripping equipment is tracked, maintained and stored properly

- Ensures all trips are running smoothly and safely with all necessary equipment, food and preparations. Makes sure emergency plans are in place for all trips. Sets up regular “check-in” procedures for all major trips.
- Leads and teaches trip staff to screen campers prior to a trip for the purpose of anticipating abilities.
- Provides Summer Director with a trip and driving schedule for the summer

Day Camp Director

Responsible to: Summer Director

Responsibilities

- Designs and delivers imaginative and age-appropriate day-to-day programming for the Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Ensures safety and supervision of the day campers
- Creates a supportive, creative, and respectful community for campers
- Coordinates with Senior Staff to arrange possible activities with regular camp staff or campers

Intermediates Director

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs and delivers the Intermediates programs for 11-12 year old 3-week campers.
- Ensures safety of these campers
- Oversee the 1-week activity choice program with the PLC and Managing Directors
- Updates Assistant Director and Head Counsellor with camper concerns on a regular basis
- Communicates with Senior Staff to coordinate activities involving leadership activities and programming
- Evaluates Intermediate counsellors at the end of each session in consultation with Senior Staff

Pre-Leadership (PLC) Director

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs and delivers a rewarding and fun program that helps prepare campers for future CK leadership programs
- Ensures safety of these campers
- Oversee the 1-week activity choice program with the Intermediate and Managing Directors
- Updates Assistant Director and Head Counsellor with camper concerns on a regular basis
- Communicates with Senior Staff to coordinate activities involving leadership activities and programming
- Evaluates PLC counsellors at the end of each session in consultation with Senior Staff

Counsellor Skills Development (CSD) Directors

Responsible to: Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs, supervises, and delivers the CSD leadership program.
- Ensures safety of CSD campers
- Creates a supportive and challenging camp atmosphere for CSD campers
- Evaluates CSD campers through informal and formal reports

- Communicates with other Leadership Directors to deliver a unified program
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities

Leadership (LIT) Director

Responsible to: Summer Director

Responsibilities

- In consultation with the Summer Camp Director, designs and delivers a program to train selected campers to become counsellors (LIT).
- Ensures safety of these campers
- Creates a supportive and challenging camp atmosphere for LIT campers
- Communicates with other Leadership Directors to deliver a unified program
- Evaluates LIT campers through informal and formal reports
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities

Wilderness Director

Responsible to: Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs, supervises, and delivers the wilderness leadership program for August.
- Ensures safety of these campers
- Creates a supportive and challenging camp atmosphere for wilderness leadership campers
- Evaluates wilderness leadership campers through informal and formal reports
- Communicates with other Leadership Directors to deliver a unified program
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities

Environmental Director

Responsible to: Summer Director

Responsibilities

- Coordinates the delivery of engaging/inspiring environmental programs throughout summer camp that is consistent with our environmental framework for:
 - Day Camp
 - Residential Camp
 - Tripping Programs
 - Leadership Programs
- Integrates elements of stewardship, where feasible, into every aspect of the camp: theme days, evening programs, interest choice sessions, campfires.
- Mentors staff in environmentalism, stewardship and sustainability whenever and wherever possible.
- Highlights the sustainable features at Camp Kawartha. Create more opportunities for sustainable education.
- Oversees nature programming during “Nature Camp” – session N

Senior Trippers

Responsible to: Tripping & Summer Director

Responsibilities:

- Assists the Trip Director in running a safe and coordinated tripping program

- Assist Trip Director in enforcing tripping policies and safety protocols for campers
- Makes sure all tripping equipment and trip kitchen is operational in good repair. Also makes sure that tripping equipment is tracked, maintained and stored properly
- Camper screening prior to trip to assess skills, ability and history
- Creating a comfortable, respectful and fun tripping experience
- Packing, storing and timely ordering of food and supplies for trips

Trippers

Responsible to: Tripping & Summer Director

Responsibilities:

- Safety of campers on trip and on site (includes safe food handling, water treatment, safe campsites, exercises judgment about safe canoeing conditions)
- Camper screening prior to trip to assess skills, ability and history
- Creating a comfortable, respectful and fun tripping experience
- Packing, storing and timely ordering of food and supplies for trips
- Care, inventory and maintenance of all tripping equipment and materials

Assistant CSD Director

Responsible to: CSD Directors & Summer Director

Responsibilities

- Assist delivery of CSD program.
- Ensures safety of CSD campers
- With the CSD Directors, implement all Policies and Procedures involved in the day-to-day operations of their program
- With the CSD Directors, creates a supportive, creative, and respectful community for campers
- With the CSD Directors, evaluates campers through informal and formal reports.

Assistant Day Camp Director

Responsible to: Day Camp Director & Summer Director

Responsibilities

- Helps designs and deliver imaginative and age-appropriate day-to-day programming for the Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Ensures safety and supervision of the day campers
- Creates a supportive, creative, and respectful community for campers
- Leads Day Camp in the absence of the Day Camp Director

Resource Counsellors

Responsible to: Assistant Director, Head Counselors

Primary Responsibilities:

- Consult with parents prior to arrival - take notes and share needs
- Be available during arrival either walking around or being with specific cabin at the picnic tables.
- Work and consult with cabin counselors with their special needs campers
- Monitor campers during high needs times of the day and at your discretion.
- Work directly with the camper and help mentor the staff within the cabin.
- Identify any campers that require extra support that have not been identified prior to the session and support counselors with these campers.

Media Specialist

Responsible to: Assistant & Managing Director

Responsibilities

- Runs 1-week activity programs for Intermediate and PLC campers in radio, photography, video and camp blogs
- Ensures the safety of all campers and staff within their areas and use of equipment
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- Plays a role in radio programming
- Takes photos for both slide show and promotional purposes
- Gets involved in media role including blogs posts, identifying “no photo release,” campers, innovations with camper certificates and organizing Session Camp-wide photos
- Takes initiative in developing a media presence on camp.

A&C Specialist

Responsible to: Land Activity, Water Activity & Summer Director

Responsibilities

- Plays a leadership role in designing and delivering a rewarding and fun program.
- Ensures the safety of all campers and staff within their areas and use of equipment
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- In coordination with Activity and Program Directors, incorporates activities and themes into day to day operation and programming

Ropes Specialist

Responsible to: Land Activity & Summer Director

Responsibilities

- In coordination with Land Activity Director, designs, supervises and delivers the day-to-day operation of Ropes and Initiatives program
- Ensures that all safety protocols for challenge activities as outlined in this manual are followed and adhered to
- Monitors and maintains all ropes activity areas, equipment and inventory
- Designs and delivers lesson plans for all ropes activities
- Designs and supervises staff in team building program for senior cabins
- Assists or delegates challenge opportunities during interest choices
- Monitors selected staff members to operate challenge equipment safely and within Camp Kawartha guidelines
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- In coordination with Activity and Program Directors, incorporates activities and themes into day to day operation and programming

Sails Specialist

Responsible to: Water Activity & Summer Director

Responsibilities

- Plays a leadership role in designing and delivering a rewarding and fun program.
- Ensures the safety of all campers and staff within their areas and use of equipment

- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- In coordination with Activity and Program Directors, incorporates activities and themes into day to day operation and programming.
- Ensures campers are able to participate in sailing during GBS.

Environmental Specialist

Responsible to: Environmental Director & Summer Director

Responsibilities

- Delivers of engaging/inspiring environmental programs throughout summer camp that is consistent with our environmental framework
- Uses experiential and interactive strategies to promote awareness and appreciation for Camp Kawartha's habitats and communities.
- Promotes gardening, recycling, verma composting and energy conservation at camp.
- Develops sustainable living programs focusing on helping campers to reduce their carbon footprint.
- Acts as a resource for campers and staff interested in nature and environmental programming.

PLC Specialist

Responsible to: Assistant Director and PLC Director

Responsibilities

- Lives in PLC camper cabins as a counsellor for both PLC Sessions
- In coordination with the PLC Directors, helps design and delivers a rewarding and fun program that helps prepare campers for future CK leadership programs
- Ensures safety of their campers and a supportive and challenging camp atmosphere

Intermediates Specialist

Responsible to: Assistant Director and PLC Director

Responsibilities

- Lives in Intermediates camper cabins as a counsellor for the Intermediates July Session
- In coordination with the Intermediates Directors, helps design and delivers a rewarding and fun program that helps prepare campers for future CK leadership programs
- Ensures safety of their campers and a supportive and challenging camp atmosphere
- Cabin counselor duties in August with potential for additional leadership opportunities.

Day Camp Counselor

Responsible to: Day Camp Director & Summer Director

Responsibilities

- Ensures the physical and emotional safety of campers and fellow staff
- Creates a comfortable, respectful and fun day camp community
- Creates and delivers imaginative and appropriate programs
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Interacts positively with day camp parents on arrival and departure

Counsellor

Responsible to: Assistant Director, Head Counsellors, and Program Director

Roles:

- Counsellors have four roles throughout the summer:
 - Assigned as a Primary Cabin Counsellor

- *Assigned as an Assistant Counsellor when not living in a camper cabin
- Assigned to run exposure periods, lessons, and interest choices
- Assigned to run evening program and theme days.

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Creates a comfortable, respectful and fun cabin community
- Creates and delivers imaginative and appropriate programs
- Advances campers in their lessons
- Provides senior staff with timely and appropriate evaluations of campers

Authority:

- Provides minor disciplining of campers
- Implements serious disciplining of campers in consultation with Assistant Director
- Advises Senior Staff for changes to camp procedures, policy and structure
- Adapts tripping plans as required by crisis or changes in the environment, in cooperation with the Tripper

*The Assistant Counsellor refers to a counsellor that has not been assigned to a camper cabin during a particular session. Their duties include:

- Welcoming the campers on their assigned picnic table if they don't have other duties.
- Be with their cabin that first afternoon when they are not assigned to other duties
- Be introduced with their cabin during flagpole
- Sit and eat with cabin on the first night, and perform as a part of their cabin during campfire
- Be available for check-in on first night, last night, and a couple of times during session to relieve primary cabin counsellor.
- Sit with their cabin during meals as needed (in place of the regular counsellor)
- Stay with their cabin at rest hour as needed
- Become the primary counsellor during the counsellor's time off, and sleep in cabin on day-off.
- Assist with camper evaluations as needed.

Land & Water Activity Heads

Responsible to: Assistant Director & Program Director

Responsibilities

- Designs and oversees the day-to-day programming of exposure periods and morning classes in consultation with the Assistant and Program Directors (Land) & Waterfront Director and Sails Specialist (Water)
- Ensures the safety of all campers and staff involved at their activity
- Ensures that all safety protocols in this manual are followed and adhered to
- Designs and delivers lesson plans and provide instructions for staff running their activity to follow
- Monitors inventory and notifies Assistant or Program Director if supplies are low (Land)
- Monitors inventory and notifies Waterfront Director if supplies are low (Water)
- Responsible to requests involving activity areas and equipment for theme days and other outside programming.

Kitchen Liaison

Responsible to: Kitchen Manager, Team Leaders & Summer Director

Primary Responsibilities:

- Working in coordination with the kitchen staff to provide summer camp staff and the campers with healthy, satisfying, enjoyable food that is easily accessible within the frame work of a typical camp day. Duties incorporates aspects of camp life and the dining hall that will ease kitchen staff workload beyond cooking and prepping.
- Responsible for the management of the dining hall/eating area including coffee station, hog bucket, liquid waste, dishware, cups, bins, cleanliness of food stations, water coolers and tables and maintenance of cleaning products and equipment necessary to maintain the space
- Ensuring dishware and cups are cleaned prior to the set-up of a meal (1 hour prior) and coordinating set-up including banquet.
- Coordinating dining hall arrangements and cabin placements (ie. Dining Hall maps, numbers, etc.).
- Keeping the kitchen staff informed and up to date with the nuances of camp.

Prep Cook

Responsible to: Kitchen Manager, Head Cook

Primary Responsibilities:

- Assist in preparation, coordination, and cleaning to ensure kitchen runs smoothly.
- Assist in preparing nutritious meals and snacks to campers and staff throughout the day.
- Supports the implementation of food practices relevant to the dietary restrictions and allergies within the camp population.
- Supports washing of kitchen pots and pans and maintenance of dish pits
- Supports all safety procedures in kitchen.

Dishwasher

Responsible to: Kitchen Manager, Team Leaders, Summer Camp Director

Primary Responsibilities:

- Following a schedule based on kitchen demands and arranged by the Kitchen Manager
- Ensuring that bins are empty immediately after the meals and snacks
- Assisting with meal service by working the front of the window.
- Assisting with kitchen cleaning and supporting the team leaders and prep cooks
- Leading evening camper snack service and dishwashing

Administrative Assistant

Responsible to: Summer Camp Registrar and Summer Director

Primary Responsibilities:

- Assists with the smooth running of the front and camp offices
- Provide administrative support to the Executive Director and Administration Staff
- Responsible for answering phones, transferring calls, taking messages, and posting or delivering messages to staff.

- Responsible for collecting and sorting mail and e-mail for campers and staff.
- Assist in preparing paperwork for each session.
- Help in leading tours around camp for prospective parents and campers.

Nurse's Assistant

Responsible to: Health Care Coordinator

Primary Responsibilities:

- Working collaboratively with the Registered Nurse on site, Summer Camp Director, senior staff and counsellors
- Assisting registered nurses with initial assessment of campers, medication storage and administration, assessment and treatment of ill or injured campers and staff.
- Assisting with the organization of registration days in regards to health care.
Driving and / or going with campers and / or staff to doctor's office or emergency department.
- Assisting office staff with organization of health files pre and post camp sessions.
- Assisting with the development of health care programs.