

CAMP MONAHAN

POSITION: ASSISTANT CAMP DIRECTOR

- In co-operation with the Executive/Camp Director, responsible for the welfare of all staff, campers and equipment at camp.
- Oversees all camp staff activities and duties.
- Assists in the delegation of duties and responsibilities to everyone, making sure the camp program runs smoothly.
- Reports directly to Executive Camp Director or in their absence, the appointed Board of Director's representative. In the Executive/Camp Director's absence, all camp staff will report directly to you.
- Provides necessary in-camp discipline in consultation with the Executive/Camp Director.

PRE-CAMP RESPONSIBILITIES & DUTIES

- Must be available to conduct job interviews for camp staff (March-April timeframe).
- In conjunction with the executive Camp Director prepares and presents school tours and other promotional opportunities (April – May)
- In conjunction with the Executive/Camp Director, meet with all program staff to review their programs and expectations and assist with planning of those programs when required.
- Plans Staff Orientation Week and Ice Breaker week-end (held prior to camp) with the assistance of the Executive/Camp Director and Programming Committee.
- Responsible to assist Executive/Camp Director in facilitating a half-day Orientation for volunteers before summer begins.
- Responsible to compile plans for FAST (Fun After Supper Time) program.

RESPONSIBILITIES & DUTIES DURING CAMP

- Responsible to oversee the planning and implementation of FAST (Fun After Supper Time), ensuring everyone is informed and prepared at the beginning of each week, ensuring each day there is an activity planned and all necessary equipment, supplies are ready for the activity.
- Responsible to keep all staff informed of all changes and relevant information.
- Responsible to evaluate programs on a weekly/bi-weekly basis, suggest alternatives and ensure changes are made if deemed necessary.
- Administration Building is your responsibility and is to be left in a clean and orderly condition at all times, particularly at the end of the summer.
- Responsible to complete all Time Sheet Reports in a concise manner and submit to Treasurer one week prior to pay cheque issuance.

- In the event of absence/illness of any staff member, ensure that the person has been replaced and the replacement is suitable for the program/group (i.e. swim qualifications).
- Responsible to evaluate programs on a weekly/bi-weekly basis, suggest alternatives and ensure changes are made if deemed necessary.
- In conjunction with the Executive/Camp Director, responsible to co-ordinate schedules for all camp related activities.
- Responsible to prepare final report on summer operations using an outline, which will be provided to you. Report must be submitted no later than August 30th.

QUALIFICATIONS

- Previous camp experience required, Monahan experience a definite asset.
- Previous experience in supervisory role, strong leadership skills.
- Background in Administration/Education/Recreation an asset.
- Flexible, quick thinking and resourceful.
- Current St John's First Aid course or equivalent is an asset.
- Pleasure Craft Operators Certificate is an asset.
- Knowledge of staff requirements for all positions (i.e. swim levels required, etc).
- Works well under pressure.
- Good organizational skills.
- Ability to delegate and discipline when necessary.
- Love of children, nature and camp life, and sense of humor.
- Must have a valid driver's license and vehicle

PARTICULARS

- Period of employment May - August (13 weeks)
- Some Duties to take place on a part time basis in March and April as well i.e. hiring and promotions
- Deadline for applications – February 15th

CAMP MONAHAN

POSITION: CRAFT INSTRUCTOR

- Plans, organizes and teaches an effective craft program, keeping in mind that campers vary in age from 6 to 13.
- Responsible for ordering materials needed for craft program, within the designated budget.
- Responsible for delegating duties to assistants and leaders within your program, ensuring the project gets done.
- Discipline and behavior control is joint responsibility between the counsellor and program director.
- Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) and be prompt at these activities.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- Craft Hall appearance is your responsibility. At the end of the season it must be in good order (all supplies put away).
- Submit report at the end of the summer containing program schedule, inventory of equipment and supplies used as well as possible changes, recommendations. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Creative, flexible, resourceful.
- Experience in teaching/coaching
- St John's First Aid course or equivalent an asset
- Background in crafts/arts an asset
- Good organizational skills
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Works well under pressure
- Is emotionally mature and willing to accept responsibility .

PARTICULARS

- Period of employment June - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: CANOE STAFF

- Plan, organize and run an effective program teaching campers canoeing skills, keeping in mind that campers vary in age from 6 to 13, and maybe at different skill levels.
- Responsible for ordering materials needed for canoe program (Markers, Handouts, Game Prizes etc), within the designated budget.
- Responsible for all small craft and their use during lessons, free canoe, and FAST.
- Responsible for delegating duties to assistants and leaders within your program, ensuring the project gets done.
- Beach & Boathouse appearance are your responsibility. At the end of the season it must be in good order (all equipment put away).
- Works in co-operation with the Outtripping Staff for usage of canoes and equipment in that program.
- Discipline and behavior control is joint responsibility between the counsellor and program director.
- Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) and be prompt at these activities.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director. Any concerns you have may be addressed to either in confidence.
- Submit report at the end of the summer containing program schedule, inventory of equipment and supplies used as well as possible changes, recommendations. All reports must be submitted no later than August 30th
- Any other duties assigned by the Director or Assistant Director.

QUALIFICATIONS

- Small Craft Safety, Pleasure Craft Operator Certificate and/or equivalent experience
- High level of skill and experience in canoeing
- Completion of Bronze Medallion (or higher) swim level completion is an asset
- St John's First Aid course or equivalent is an asset
- Good organizational skills
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Works well under pressure
- Is emotionally mature and willing to accept responsibility.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: OUTDOOR EDUCATION STAFF

- Plan, organize and run an effective program teaching campers outdoor education skills (fire and shelter building, outdoor cooking, orienteering, etc), keeping in mind that campers vary in age from 6 to 13, and may be at different skill levels.
- Responsible for ordering materials needed for outdoor education program within the designated budget.
- Responsible for all cooking, orienteering and shelter equipment and associated program area(s).
- Responsible for delegating duties to assistants and counsellors within your program, ensuring the project gets done.
- Fire pit area appearance is your responsibility. At the end of the season all equipment must be put away and area clean.
- Discipline and behavior control is joint responsibility between the counsellor and program director.
- Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) and be prompt at these activities.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director. Any concerns you have may be addressed to either in confidence.
- Submit report at the end of the summer containing program schedule, inventory of equipment and supplies used as well as possible changes, recommendations. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Completion of Bronze Medallion (or higher) swim level completion is an asset
- Small Craft Safety, Pleasure Craft Operator Certificate and/or equivalent experience
- Completion of Bronze Medallion (or higher) swim level completion is an asset
- Recognized experience in field of outdoor education and all related topics.
- St John's First Aid certificate or equivalent is required
- Good organizational skills
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Works well under pressure.
- Is emotionally mature and willing to accept responsibility.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: SWIM STAFF

- Plan, organize and run an effective program teaching campers swimming skills and water safety through the use of games and lessons, keeping in mind that campers vary in age from 6 to 13, and may be at different skill levels. Program to be approved by the Executive/Camp Director.
- Expected to plan, organize and teach the Red Cross Swim Camp (one week session).
- Supervises free swim sessions and arranges for additional lifeguard(s).
- Responsible for delegating duties to assistants and counsellors within your program, ensuring the program runs effectively.
- Responsible for operation of the pool (temp readings, adding chemicals, vacuuming, chlorinating, pool cover, etc) on a daily or weekly basis in cooperation with the caretaker.
- Responsible for cleaning washrooms (cleaning sinks, toilets and replenishing toilet paper supplies, paper towels and emptying garbage cans) on a daily basis.
- Swimming Pool and Area appearance are your responsibility. At the end of the season it must be in good order (all equipment put away).
- Discipline and behavior control is joint responsibility between the counsellor and program director.
- Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) and be prompt at these activities.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- Submit report at the end of the summer containing program schedule, inventory of equipment and supplies used as well as possible changes and recommendations. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Minimum 18 years of age
- Must have current: NLS, CPR Level C & Aquatic Emergency Care
- WSI-2 certification is required for Red Cross program instruction
- Works well with children
- Good organizational skills
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Works well under pressure
- Is emotionally mature and willing to accept responsibility.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: OUTTRIPPING STAFF

- Organize, plan and run an effective but safe program teaching campers basic skills in outdoor cooking, appreciation of nature, keeping in mind that campers vary in age from 8 to 13.
- Responsible for the welfare of all campers, staff and equipment going to and from and while on overnight.
- The Outtripping Program and all out trip supply purchases must be approved by the Programming Committee. Planning of overnight menu (supper and breakfast) must be approved by the Programming Committee.
- Responsible for packing supplies and making necessary arrangements for out tripping menu in co-operation with the cook/kitchen staff.
- Responsible to set up and tear down (at the end of summer) the overnight location with the help of a designated assistant ensuring all guidelines set forth by the property owner are adhered to.
- Discipline and behavior control is joint responsibility between the counsellor and program director.
- During Red Cross swim camp week, your duties for that week will be either as Canoe Instructor or Swim Instructor, based on your aquatic qualifications.
- When on camp property, you are expected to participate in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) and be prompt at these activities.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- Submit report at the end of the summer containing program schedule, inventory of equipment and supplies used as well as possible changes and recommendations. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Minimum 18 years of age
- Pleasure Craft Operator Certificate required, Small Craft Safety course an asset and/or equivalent experience with canoes, motor boat.
- Course and/or experience in Outdoor Education, wilderness tripping an asset or equivalent skills/experience in canoeing, swimming, survival techniques, outdoor cooking, hiking, are assets
- Current St John's First Aid certificate or equivalent is required.
- Completion of Bronze Medallion or higher swim level is an asset.
- Proven leadership abilities to maintain proper functioning of group(s).
- Love of children, nature and camp life.
- Able to work with a minimum of supervision, proven ability to handle situations while under stress.
- Is emotionally mature and willing to accept responsibility.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: DISCOVERY/CHAPLAINCY PROGRAM

- Organize, plan and operate an effective Discovery/Christian living program, based on the Roman Catholic faith. This program is to be developed in conjunction with the Archdiocesan Representative from the Board of Directors. Develop program keeping in mind that campers vary in age from 6 to 13.
- Plan and lead morning and afternoon prayer while involving both staff and campers. Also responsible to lead grace before meals or have an alternate person lead grace.
- Plan and lead night prayer at campfire.
- Make arrangements for mass once a week, contact priest two weeks prior if possible. Ensure all needed supplies are available. Arrange for music, readers, etc.
- Responsible for delegating duties to assistants and counsellors within your program, ensuring the project gets done.
- Discipline and behavior control is joint responsibility between the counsellor and program director.
- Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) and be prompt at these activities.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- Submit report at the end of the summer containing program schedule, inventory of equipment and supplies used as well as possible changes and recommendations. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Director or Assistant Director.

QUALIFICATIONS

- Good knowledge of Catholicism and regular connection to a parish.
- Familiarity with Scriptures.
- Spiritual and shares beliefs with others.
- Experience in teaching/coaching an asset.
- Good organizational skills
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Works well under pressure.
- St John's First Aid or equivalent certificate is an asset.
- Is emotionally mature and willing to accept responsibility.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: FIRST AID ATTENDANT

- Available to give first aid or medical aid to campers and staff if and when required.
- Keep adequate records of all medications given, using forms provided to you.
- Assess medical needs of campers and staff as situations arise and administer First Aid or medications on PRN basis as per guidelines of Standing Orders given by doctor at Fort Qu'Appelle.
- Make sure there is an adequate supply of first aid equipment in First Aid Station.
- Responsible to keep First Aid Station neat and tidy at all times.
- Responsible to oversee sanitation on a daily basis, making sure toilets are disinfected and cleaned.
- Responsible to observe general health and safety situations of camp (i.e. kitchen, bathrooms).
- Responsible to help and observe the children after meals to ensure that their dishes are washed properly and disinfected thoroughly.
- Responsible to advise the Executive/Camp Director or Assistant Director of any concerns or questions regarding a child's behavior or health.
- Be positive, cheerful and enjoy yourself.
- Prepares report at the end of the season with suggestions, changes, etc. An outline of the report will be provided to you. All reports must be submitted no later than August 30th.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Current Registered Nurse certification OR Current Licensed Practicing Nurse certification OR Current Emergency Medical Technician OR current recognized First Aid and CPR certification.
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Is emotionally mature and willing to accept responsibility.
- Works well under pressure.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: CAMP COUNSELLOR

- Responsible for campers well-being, physically, mentally and spiritually. Be attentive to your group of campers and any potential problems or concerns that may be presented.
- Responsible for groups of 8-12 campers per week. The ages of the assigned group will vary between 6 - 13 throughout the summer. Responsible for leading group to and from activities.
- Responsible to ensure campers get their medications at designated times.
- Discipline and behavior control is joint responsibility between the counsellor and program directors.
- Supervise your campers during clean-up for inspection and projects.
- Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) and be prompt.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- At the end of the summer, must submit a report using outline provided, including any ideas for changes, recommendations, etc. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Minimum 16 years of age
- Bronze Medallion or higher an asset
- St John's First Aid course or equivalent is an asset
- Small Craft Safety or Pleasure Craft Operator's Certificate an asset.
- Experience working with children or in a youth group setting.
- Previous camp experiences an asset.
- Sense of humor and ability to relate to children.
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Works well under pressure
- Is emotionally mature and willing to accept responsibility.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 15th

CAMP MONAHAN

POSITION: JUNIOR CAMP COUNSELLOR

- Responsible to assist with campers well-being, physically, mentally and spiritually. Be attentive to campers and any potential problems or concerns that may be presented.
- Responsible to greet campers and families upon their arrival at camp and to help them carry luggage to the respective end of camp. Ensure they meet the camper's counsellor for that week before abandoning them.
- Discipline and behavior control is joint responsibility between the counsellor and program directors.
- Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc).
- Your immediate supervisor is the Camp Director and in their absence the Assistant Director.
- Will be responsible to assist in any of the following capacities (following the responsibilities and duties of that position) based on your qualifications, experience and the need:
 - Counsellor
 - Swimming Assistant
 - Canoeing Assistant
 - Craft Assistant
 - Discovery Assistant
 - Outdoor Education Assistant
- At the end of the summer, must submit a report, using outline provided, including any ideas for changes, recommendations, etc. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Minimum 16 years of age
- Flexible to change responsibilities/duties when required.
- Bronze Medallion or higher an asset
- St John's First Aid course or equivalent is an asset
- Small Craft Safety or Pleasure Craft Operator's Certificate an asset.
- Experience working with children or in a youth group setting.
- Previous camp experience an asset.
- Sense of humor and ability to relate to children.
- Love of children, nature and camp life.
- Able to work with a minimum of supervision.
- Works well under pressure.
- Is emotionally mature and willing to accept responsibility.

PARTICULARS

- Period of employment July – August (8 weeks)
- Deadline for applications - March 15

CAMP MONAHAN

POSITION: SENIOR PROGRAMS COUNSELLOR (2 positions)

- This position will consist of the following Senior Camper programs (Senior Challenges, Junior Challenges), duties and responsibilities of each vary (See below for details on each).
- SENIOR CHALLENGE**
- Organize, plan and run an effective but safe program teaching campers basic skills in outdoor cooking, appreciation of nature, orienteering, canoeing skills, group dynamics keeping in mind that campers are 14 years old. Responsible for the welfare of all campers, staff and equipment while on the trip.
 - Works in co-operation with the Canoe Staff for usage of canoes and equipment for your program. Responsible for all small craft and their use during the duration of the Senior Challenge program.
 - Ensure that all canoes, lifejackets and paddles are put away in their proper place on returning to camp and that they are properly stored and accounted for at each camp site.
 - Responsible for packing supplies and making necessary arrangements for menu in co-operation with the cook/kitchen staff.
- JUNIOR CHALLENGE**
- Organize, plan and run an effective but safe program teaching campers basic skills in outdoor living, backpacking basics, group dynamics keeping in mind that campers are 13 years old.
 - See Senior Challenge (above) for more detailed responsibilities.
- Discipline and behavior control is joint responsibility between you and your assistant while away from main campsite.
 - Participates in all camp activities (FAST, Overnights, Campfire, Chapel, Staff Meetings, etc) when on main campsite and be prompt at these activities.
 - Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
 - Submit report at the end of the summer containing program schedule, inventory of equipment and supplies used as well as possible changes and recommendations. All reports must be submitted no later than August 30th.
 - Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Minimum 18 years of age
- Pleasure Craft Operator Certificate required, Small Craft Safety course an asset and/or equivalent experience with canoes, motor boat.
- Course and/or experience in Outdoor Education, wilderness tripping an asset or equivalent skills/experience in canoeing, swimming, survival techniques, outdoor cooking, hiking, are assets
- Current St John's First Aid certificate or equivalent is required
- Completion of Bronze Medallion or higher swim level is an asset.
- Proven leadership abilities to maintain proper functioning of group(s).
- Love of children, nature and camp life.
- Able to work with a minimum of supervision, proven ability to handle situations while under stress.
- Is emotionally mature and willing to accept responsibility.
- Knowledge of camp program and age dynamics of campers.
- Camping skills and experience; canoeing, swimming, overnight, outdoor cooking, hiking, etc.
- Experience in a counsellor position
- Teaching/coaching experience is an asset

PARTICULARS

- Period of employment July – August (8 weeks)
- Deadline for applications - March 15

CAMP MONAHAN

POSITION: COOK

- Prepare three meals per day for Orientation Week and six regular camp sessions.
- Responsible to ensure the Canada Food Guide is followed in preparing meals according to the menu.
- Follow nutritional menu, which has been prepared following Canada's Food Guide prior to camping season, being very conscious of budget and creative with leftovers.
- Responsible for placing out a night lunch for staff after nightly meeting.
- Prepare a list of supplies to be ordered and keep adequate stock of supplies as required.
- Works closely with Out tripper and Senior Program Counsellor regarding food and supplies for their program.
- Responsible to keep kitchen and all related equipment clean in order to meet Health Standards.
- In charge of delegating duties to volunteer kitchen staff and supervising their work.
- Cleanliness of kitchen of utmost importance.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- Prepares year-end report on inventory of supplies, equipment, standard procedures and recommendations. This report to be written in conjunction with Food Services Chairperson. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Executive/Camp Director or Assistant Director.

QUALIFICATIONS

- Works well under pressure
- Good organizational skills
- Food Handler's Course Certificate required
- St John's First Aid course or equivalent is an asset
- Course and/or experience in quantity food preparation
- Works well under pressure.
- Emotionally mature and willing to accept responsibility.
- Love of children, nature and camp life.

PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 31

CAMP MONAHAN

POSITION: ASSISTANT COOK

In co-operation with the Cook, will be responsible to assist the Cook with the following duties:

- Prepare three meals per day for Orientation Week and six regular camp sessions.
- Responsible for placing out a night lunch for staff after nightly meeting.
- Works closely with Out tripper and Senior Program Counsellor regarding food and supplies for their program.
- Responsible to keep kitchen and all related equipment clean in order to meet Health Standards, cleanliness of kitchen of utmost importance.
- In charge of supervising duties to volunteer kitchen staff and supervising their work.
- Follow nutritional menu, which has been made up prior to start of camp season, being very conscious of the budget and creative with leftovers.
- Your immediate supervisor is the Executive/Camp Director and in their absence the Assistant Director.
- Prepares year-end report on inventory of supplies, equipment, standard procedures and recommendations. All reports must be submitted no later than August 30th.
- Any other duties assigned by the Director or Assistant Director.

QUALIFICATIONS

- Works well under pressure
- Good organizational skills
- Food Handler's Course Certificate is an asset
- St John's First Aid course or equivalent is an asset
- Course and/or experience in quantity food preparation
- Works well under pressure.
- Emotionally mature and willing to accept responsibility.
- Love of children, nature and camp life.
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PARTICULARS

- Period of employment July - August (8 weeks)
- Deadline for applications - March 31