



# Policy and Procedures

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## *Manual*

A document on who we are and what we do. This includes most of our procedures, job descriptions and the detail of how and why KCBC exists.

**Kootenay Covenant Bible Camp**  
**Activity and Organizational Guidelines**  
**Policies and Procedures**

**I. Statement of Faith**

**We believe in the Holy Scriptures, the Old and New Testaments as the Word of God and the only perfect rule of faith, doctrine, and conduct.**

**We believe in the Trinity, Father, Son and Holy Spirit.**

**We believe in the atoning death and resurrection of our Lord Jesus Christ and in the necessity of a personal relationship with him through the regenerating power of the Holy Spirit.**

**II. Who are we?**

Kootenay Covenant Bible Camp is a ministry team under the leadership of Nelson Evangelical Covenant Church. The **Camp Ministry Team (CMT)** is comprised of committed Christian individuals from Covenant and other Churches that have sensed a calling to serve in the Camping ministry. By the grace of our Lord Jesus Christ, this KCBC partnership has been running annual camps for over 60 years.

**III. Purposes**

The purpose of Kootenay Covenant Bible Camps is to provide camping for instructing children, young people and adults in spiritual matters, seeking to impress upon them the need of accepting Jesus Christ as their personal Saviour, followed by instruction in living the Christian life.

**IV. Aims**

Our aims are inspired by the "Great Commission" given us by our Saviour and Lord Jesus Christ. "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Matthew 28:19-20a).

1. Lead non Christian campers to accept Jesus Christ as their Saviour and Lord
2. Disciple Christian campers to deepen and strengthen their personal relationship with Christ
3. Teach campers to obey everything Christ commands which will reflect love for Him, themselves and others. (John 13:34-35, John 14:15, Mark 12:30-31)

The aim of KCBC camps is to form a caring Christian community that will witness to the campers the differences a personal relationship with Christ as Saviour and Lord makes in a person's life. KCBC camps practice friendship evangelism and discipleship. To serve on a KCBC camp is to follow the steps of Jesus. "The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the One and only, who came from the Father, full of grace and truth." (John 1:14) As staff dwell with campers, the practice of their Christian faith will reflect Christ's glory and attract campers to want to know "Jesus, the author and perfecter of our faith". (Hebrews 2:2b) As our staff builds personal and caring relationships with the campers, they earn the right to speak, minister and build into the lives of the campers towards fulfilling our aims.

#### V. **Offices of the Camp Ministry Team (CMT)**

The offices of the team are: The Chairperson, Vice-Chair, Treasurer, Secretary, Camp Coordinator, Advertising and Promotions Director. The purpose of the team is to provide oversight, guidance, planning and support for the operation of KCBC camps.

#### VI. **KCBC Staff**

KCBC Staff are all selected and appointed volunteers who work at and during any KCBC camp and are together responsible for the operation and fulfilling the purposes of KCBC Camps. For a list of these positions, refer to “**Job Descriptions and Responsibilities**”.

#### VII. **Elections**

The election of the Officers for the team shall be by show of hands with a simple majority necessary for election. Officers shall not be elected to the same office for more than five years. Re-election shall be possible after the lapse of one year.

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## A. General Guidelines for KCBC Staff and CMT Members

### **1. General Expectations / Standards for KCBC Staff and CMT Members**

As a Christian Association, KCBC recognizes the importance of following God's teaching and how we live, serve, and relate to others both inside and outside the church. For this reason, we affirm some basic expectations for all who work in our camp ministry. Team Members and Staff agree to live by these expectations, understanding and accepting that failure to follow them will result in removal from service, either temporarily or permanently.

#### **We expect each person working with KCBC to:**

- a) Agree with our Statement of Faith. They must also be a committed follower of Jesus Christ who is actively growing in his or her relationship with Him. By the grace of God and power of the Holy Spirit, they are striving to become more Christ like in all areas of their lives. This commitment will be demonstrated in personal Bible study, prayer and an active participation in their local Christian church.
- b) Have a good reputation inside and outside the church so that they represent Christ and the KCBC well. This means that they will seek to keep vocational, legal, financial, family and other affairs in proper order. They will also avoid the misuse or abuse of alcohol and other chemical substances.
- c) Model solid relationships and integrity in their interactions with family and others of the community. This includes maintaining integrity and faithfulness in dating relationship, marriage, business, family and all other interactions with people both inside and outside the church.
- d) Free **of any history of criminal sexual misconduct**, as well as other forms of criminal conduct, which could potentially pose a risk to campers or could jeopardize the ministry of KCBC.
- e) To apply him or herself faithfully and dependably to the ministry role which he or she accepts, and to serve according to the constitution, and guidelines established by KCBC which govern their service. We are accountable to God and to others in the ministry, as well as to the church and its leaders. When a Team Member or Staff person fails, we encourage him or her to admit and rectify their failure. We also admonish Team members and their Church Leadership to seek appropriate means of helping said person back into the service of KCBC if at all possible. Only in situations where no admission of wrongdoing seems likely that this person should be asked to step aside from service with KCBC.
- f) All instructing or teaching must be done in agreement with the above affirmation of faith. Any teaching done that contradicts our Statement of Faith will result in the Staff Member being asked to step aside from service with KCBC.

## **2. Staff and Volunteer Selection and Screening.**

In order to assure that persons working with KCBC understand and affirm our commitment to provide a safe environment, the following steps will be taken with any and all prospective workers: \*\*

- a) **Six Month's Attendance.** Each person interested in working with KCBC must be a regular worship attendee at a Christian evangelical Church, for at least six months, meaning that he or she has been at a regular weekly service at least 75% of the time during that period with no unusual gaps in attendance. No one will be considered who does not meet this requirement, and all volunteers will be expected to continue this pattern during their service.
- b) **Basic Safe Place Training session.** All KCBC staff and volunteers who wish to serve with KCBC, must attend a training session.
- c) **Written Application.** Any person wishing to work with KCBC will be required to submit an application to the Camp Coordinator. That application will include a signed declaration affirming the applicant's agreement with the principles outlined in this document, as well as affirming the truthfulness of the information provided on the application.
- d) **References.** Each applicant will be expected to provide three references, one of whom must be a Church member. These persons will be contacted by the Camp Coordinator or their designate, to verify the person's suitability.
- e) **Criminal Record Check.** Each applicant will be required to complete a criminal history consent form, on site, with either the RCMP or City Police. The report will be submitted to the Camp Coordinator for review and filing.
- f) **Interview.** Each new applicant will meet personally or by phone with the Camp Coordinator to review the information submitted in the application, as well as any information gleaned from checking references and the criminal record check. If there are any discrepancies or other issues which could compromise the work of the applicant, they shall be discussed at this time. In the interview, the applicant will be asked again to review the expectations of volunteers, and to indicate if he or she would have any difficulty working with them. If there are any questions or concerns, they should be identified and clarified at this time.
- g) **Review by the Camp Ministry Team.** Once all documents have been received, and the interview has been conducted, the Camp Coordinator will make a recommendation to the CMT for approval. In making the recommendation, the Camp Coordinator should review the application documents and an accurate summary of the interview, as well as indicate any reservations which he or she might have at that time. The Camp Coordinator shall make available to the CMT any and all information from the application process. The CMT will have final discretion as to the acceptance or rejection of an application. The results of the action by the committee shall be communicated to the applicant as soon as possible.

### **3. Confidentiality and privacy issues:**

It is important as a group dedicated to the service of God that we keep everything that we see and hear confidential and not gossip about anyone. Therefore, any information that would or is suspected to cause embarrassment, ridicule or information pertaining to a persons' history, must be kept confidential.

#### *Exceptions to confidentiality:*

- a) Permission to disclose information has been granted by the parties concerned.
- b) Staff sharing private information that will enable each other to protect the dignity, mental or physical health of the camper.
- c) Staff or Team members may become aware of information that might cause harm to Campers, KCBC, any church, or to other groups or persons. In such circumstances, we will seek to get agreement either of the person(s) involved, or that of the Camp Team to disclose such information. If an agreement cannot be reached, then the person shall disclose the information in a appropriate manor.
- d) Where we are legally required or ethically expected to inform law-enforcement, church or other authorities. (Please se Reporting Allegations and Incidents)  
Where these exceptions apply all effort will be made to keep to only the important information and not descend into gossip.

### **4. Retention of Documents**

- a) All documents received by KCBC by applicants for Staff will be kept confidential and only be used to ensure the security and safety of a camping event.
- b) Digital documents will be kept on file on a remote digital storage site (Google.docs) or at the Balfour Covenant Church 7741 Upper Balfour Rd., Balfour, B.C. and will be kept for the lifespan of KCBC.

### **5. Allegations against a Director or CMT Member**

- a) In cases involving allegations against a member of the Directors or CMT Member, the Chairperson shall inform the NECC leadership board, and let them take a leadership role in researching and dealing with the allegation.

### **6. Member Church Annual Assessment Fees:**

- a) An annual fee of \$3.00 per average attendance in November, will be assessed to each participating KCBC church.
- b) The minimum assessment will be \$100.

### **7. Member Church Appointments:**

- a) Each member Covenant Church will appoint up to 2 people to join the KCBC Board. Non-Covenant Member Churches will appoint 1 person. These representatives will be appointed for a 5-year term and serve as a KCBC communicator and promoter for their respective Churches.

### **8. Honorariums Paid:**

- a) Honorariums will be paid to individuals or groups to assist with travel expenses.
- b) Assigned by the discretion of the CMT and usually are meant for personnel and staff brought in from non-participating Churches for leadership roles.

### **9. Education and Awareness:**

- a) The CMT will strive to make all those involved with KCBC aware of the issues surrounding sexual abuse and misconduct.

- b) All CMT Members and Camp Staff will be certified yearly in “Safe Place” training.
- c) A complete copy of KCBC Policies and Procedure manuals will be distributed yearly to our staff and the CMT.  
These guidelines are available to any person upon request.
- d) There will be an annual review and updating of these guidelines by the CMT (Camp Ministry Team).

## **B. Camper Policies and Information**

### **1. Age of Registrants:**

Junior Camp- Children ages 7 through 12 as of Sept 30<sup>th</sup> current year.

### **2. Camper Arrival and departures:**

- a) The camper will not be accepted or released from a KCBC camp without their parent/guardians’ signature on the “Sign in and out” form.

### **3. Camper Refunds and Reimbursements:**

- a) Camp registration fees will be reimbursed for sickness, injury and family emergencies only as follows:
  - I. Total fee less registration fee prorated for the number of days left of camp.
  - II. No reimbursement if the camper is sent home for discipline problems.
  - III. Exceptional situations as determined by the Camp Board.
  - IV. Registration fees are not refundable except those not registered from the wait list.
- b) Contact the Camp Registrar for further assistance

**4. Cabin Mates:** On the decision of the Camp Registrar, cabin mates can be requested at time of registration. These will be accommodated whenever possible.

### **5. Phone Calls:**

The campers are encouraged not to use the phone other than for emergencies. If an emergency arises at home, parents or guardians are asked to contact the Dutch Harbour Kitchen phone at 1-250-225-3415 and the message will be given to the camper to return the call.

### **6. Special Dietary, Medical or Physical Needs:**

If a child has special dietary or other Physical needs, these are to be noted on the child’s registration form by the parent or guardian. The Camp **Cook and Nurse** will be informed and will assist to see that these needs are managed.

### **7. Money at Camp:**

Money from the registration fee is allotted to the camper for purchasing Tuck and canteen items. The Tuck Bank will control this allotment. No extra food money is needed.

Money for a Missionary offering is also encouraged.



Missionary offerings will be placed in the Tuck Bank as well.

### 8. Valuables at Camp:

We ask all campers to leave valuables at home such as those listed below. Valuable items can be at risk of loss or misplacement and the Camp will not be held responsible for these items.

### 9. Items to be left at home:

- Knives
- Collector/Trading Items
- Collector Card Games
- CD Players, MP3 Players, I-Pods
- Video Games
- Walkman
- Game-boys
- Cell Phones
- Laptop and other Electronics
- Fireworks

### 10. Lost, Broken or Stolen items:

KCBC is not responsible for any lost, broken or stolen items.

### 11. Camper Discipline:

Please be advised, there are certain behaviors that are to be considered severe enough to merit immediate expulsion from camp (i.e. physical aggression, stealing, defiance of discipline code, and/or repeated incidents of inappropriate language). We will not tolerate any of these behaviors whatsoever. Should a camper need to be expelled, camp fees are non-refundable.

If a camper is caught with Drugs, Alcohol, or Tobacco on the camp property, the camper will be sent home immediately or at the discretion of the Program Director.

**The following outlines a list of consequences which leaders are permitted to use when dealing with inappropriate behavior.** Discretion and common sense must be used and the discipline must be fair and correspond with the severity of the misbehavior.

- a) First Incident- Verbal warning. An explanation of what they did wrong with appropriate behavior expected.
- b) Second incident- 10 Minute time out in an appropriate place away from group activities.
- c) Third incident- appropriate privileges will be removed and a letter sent home to the parents outlining the behavior and discipline given along with a phone call to the parent with a warning of possible camper dismissal.
- d) If further misbehavior continues, parents will be informed by phone to come and pick up the camper.

Staff will document all discipline issues.

### 12. Basic Camp Rules: All Campers and staff shall refrain from the use of:

- alcohol or drugs
- smoking
- raiding
- weapons

- “making out” with fellow campers
- Exhibit appropriate language and dress at all times.
- Missing camp curfews
- Unapproved leaving the campgrounds

And should:

- Cooperate and participate in group activities and with other campers

### **C. Staff Related Policies**

Also see specific Guidelines for each job description:

#### **1. Staff Guidelines:**

- Verbal nor non-verbal sexual behavior will not be tolerated.
- Dating or "going out" with a camper during a camping event will not be permitted.
- Discretion in interaction with children and youth will be expected. Innocent behavior can often be misinterpreted, particularly when it comes to physical contact. For example, hugging around the shoulders or from the side is not sexual abuse. With a full body-to-body hug staff must be careful and do so only in full view of others. However, stroking, massaging, or kissing are inappropriate types of contact.
- Sexual contact with any child or youth by any volunteer is both immoral and illegal. This includes, but is not limited to, fondling, petting, oral sex, sexual intercourse, and other similar actions.
- Sexual gestures or overtures by a volunteer will not be tolerated.
- Any games or activities, which could put campers or volunteers in awkward or questionable situations, will be avoided at all times.
- One-to-one Contact. It is preferable that there always be a third person present in any contacts with Campers. In the event that a third person is not present, one-to-one counseling or interaction with a camper should always occur in a public place and in plain view of others at the camp. Discretion is needed to make sure that the conversation is not overheard, and the privacy of the Camper is compromised.

#### **2. Late Night Policy:**

- All activities that happen after sunset will be considered a Late-Night Activity.
- All late-night activities must be supervised by at least 2 Staff (one male and one female for co-ed activities).
- When planning and implementing any "Late Night Activity" consideration must be given for neighbors, cooks, other staff and campers who are not participating in the activity and may be sleeping.
- Activities should be away from all sleeping areas, and neighbors.
- Each late-night activity will have boundaries set by the director/activity's director.
- No two people (staff or campers) will be allowed to be out alone, away from the rest of the camp at any time.
- No coupling is permitted.
- All late-night activities must be approved by the Program Director or the Activities Director with consultation from the Program Director.

### 3. Concerning Baptism:

KCBC Camps have a history of conducting baptisms with individuals who:

- a) Have testified that their personal relationship with Christ is genuine and wish to become obedient in following Christ's example of water baptism. Matt. 3: 13-17, Acts 2: 38
- b) Have received approval from their Pastor and Parent/s
- c) Have counseled with a spiritual leader regarding the significance of taking this momentous step of faith.

### 4. Reporting Allegations and Incidents:

Situations of possible criminal misconduct involving a minor Under the Child, Family and Community Service Act of British Columbia, anyone who has reason to believe that a child has been or is likely to be abused, has a legal responsibility to report the matter to the Ministry of Children and Family Development (MCFD). Things to be reported include physical harm, sexual abuse, emotional abuse, as well as abandonment. Therefore, any instance of alleged or suspected abuse of a minor must be reported immediately. This report should be based on credible information, not gossip or hearsay. In such reporting situations, the following guidelines will apply:

- a) Any volunteer or staff member who has reason to believe that a child needs protection must promptly complete an incident report form and report the matter to the Ministry of Children and Family Development. Incident report forms can be obtained from the Camp Nurse/First Aid Attendant.
- b) A youth volunteer who has reason to believe that a child needs protection may consult with their Director. If the youth volunteer is uncomfortable with completing the incident report form and report the matter to MCFD, then the Director must complete the incident report form and report the matter to MCFD. The phone # is 1-250-428-3229 and after hours 1-250-310-1234
- c) Assuming that the incident being discovered during a camping event and the report has been filed, the Program Director will be notified immediately. If the Director is accused of the misconduct the Camp Nurse will be given the report. The Director/Camp Nurse will then notify the CMT Chair. In cases where CMT Chair is absent, or in cases where the allegations are against the CMT Chair, the person making the report will notify the Vice Chair.
- d) No official investigation will be conducted by the CMT. The investigation is the responsibility of the Ministry of Children and Family Development.
- e) The CMT Chair/Vice Chair shall immediately inform the NECC Board Chair. The CMT Chair/Vice Chair shall inform other members of the CMT.
- f) The person accused of the improper action shall be temporarily relieved of duties from his or her role at Camp, pending the outcome of the investigation.
- g) The CMT and its supporting churches shall seek to support both the alleged victim and the accused in a manner consistent with biblical charity and accountability. No discipline shall be considered until the results of the investigation are completed.
- h) The CMT shall, at its own expense, seek to provide appropriate counseling for alleged victim and his or her family.
- i) While the statutory obligation to report under the Child, Family and Community Service Act is limited to incidents concerning children, that is persons under the

age of 19, the Board reserves the right to report abuse situations involving older individuals to the appropriate authorities when deemed necessary.

- j) The CMT, its Directors, and those in leadership will strive to protect the dignity of all involved and seek healing for all affected. Following the initial reporting, the CMT Chairperson shall be the sole spokesperson for the CMT and shall work in co-operation with all appropriate authorities. All other staff and CMT Members are expected to refrain from all speculation or statements which could either complicate the investigation or add needless pain to an already difficult situation. Any and all announcements shall be made in a way that provides truthful disclosure while protecting the confidentiality needed in such situations.

#### **5. Camper Supervision:**

- a) There will be a minimum of two staff persons present at all activities during camp. It is preferred that this consist of one male and one female.

#### **6. Visitor Policy:**

- a) All visitations during the camp week by family and friends of Campers are discouraged. It is asked that everyone respect the environment for each camper as interference by outside influences can create distractions for the individual as well as others.

#### **7. Interpersonal Relationships & Conflict Resolution:**

KCBC is fully committed to obeying the words of Jesus in Matthew 18:15-17. It is the policy of KCBC that should a concern arise over a CMT Member, Director or Staff member, that concern must not be discussed with anyone until it has first been discussed directly with the person concerned. If further action is needed the issue must not be discussed with anyone until a full examination of the case is conducted by the Director to whom the concern has been made known. That is the second step in seeking a resolution of the problem. Should there continue to be a lack of resolution of the problem it is then taken to the CMT for action. All who are associated with KCBC must be fully committed to this policy and honor it at all times.

#### **8. Driving Campers:**

Driving alone with a camper, particularly of the opposite sex, should be avoided. If it is necessary to drive alone with a Camper, the following special care should be taken:

- a) Notify Program Director
- b) If possible, notify parent or guardian and ask permission.
- c) Don't sit close to one another in the vehicle
- d) No physical contact is allowed
- e) Do not stop the vehicle to talk
- f) If you must stop, turn on the inside lights
- g) Be aware of and report the times when you depart and arrive.

## 9. Staff Children Under Camping Age:

No Camp Fee will be assessed for pre-camp aged children whose parents are either Cabin Leaders or staff. (All campers of camp age pay regular camp fees.)

## 10. KCBC Crisis Management Plan:

This is the Crisis Management Plan for KCBC Staff. Training and education for our staff will take place prior to each camp during our Leadership training sessions. The following is various plans for unique crisis situations that may arise during camp.

### Emergency Plans and Protocols:

#### **IF YOU DISCOVER A FIRE OR SMOKE IN A BUILDING**

- Remove yourself from immediate danger.
- Assist others in leaving the immediate danger as long as it is safe to do so.
- Confine the fire or smoke by closing doors and windows as you leave.
- Inform your Cabin Leader and/or other staff immediately.
- If you are unable to find your Cabin Leader or other staff members run to hall and ring the camp bell continuously to alert other building occupants and staff.
- Never attempt to use a portable fire extinguisher unless:
  - You have been properly trained.
  - The fire is small (wastebasket size)
  - You are not alone.
  - A safe escape route is present.
  - If any of these conditions is absent, simply close the door and evacuate.
- If you choose to use a portable extinguisher, follow the **PASS** procedure
  - **P** - PULL the pin on the extinguisher.
  - **A** - AIM at the base of the fire.
  - **S** - Squeeze the handle before you approach the fire from about 10 feet away.
  - **S** - SWEEP and SPRAY covering the entire fire surface as you approach.

#### Fire Emergency Plan for Staff:

In case of fire in one of the buildings, it is our responsibility to see that all of our campers are safe. See that the Camp Bell or Horn is run continuously to warn all staff and campers of the emergency. Upon hearing the Camp Bell, Cabin Leaders are responsible to see that their campers are assembled, accounted for and moved quickly to the assembly area. In the case of the Camp Bell ringing, assembly will be outside the dining hall. In case of the Horn, assembly will be in the vehicle parking area. The safest area to assemble will determine which alert to be used.

#### **If you hear the Camp Bell or Horn sounding continually...**

1. Evacuate and assemble immediately at the appropriate area.
2. Once assembled, staff will account for all campers and report to the Program Director
3. Program Director will ensure the fire is reported and handled accordingly.

#### General Emergency Procedures

**A total camp emergency and Evacuation** may be declared at the discretion of the Program Director. A total camp emergency may be declared by the continual ringing of the camp bell or horn, an immediate total camp gathering is necessary.

1. All campers and staff will quickly proceed to the applicable area. Those out of earshot of the bell or horn will need to be notified by camp staff.
2. Campers and staff will calmly stay with their cabin group until the Program Director gives further instructions.

3. In the event of a total camp emergency, it may be necessary for the camp to be evacuated. The RCMP, emergency services and board members will be notified.
4. Depending on the direction of the danger, the Program Director will designate a target destination for regrouping of campers into cabin groups. Campers will be instructed to stay in these cabin groups.
5. Campers will not be released to a parent or guardian until a departure form is signed.
6. At the discretion of the Program Director a quick or slow evacuation may be required.
7. A quick evacuation will require that all qualified camp staff transport campers in their personal vehicles to a target site. If possible, campers should travel in cabin groups with their cabin leader.
8. A slower evacuation may allow the Program Director and or staff to notify parents or guardians of the need to travel to camp to take their camper home.
9. The Program Director should authorize the evacuation of each camper and should be the last person to leave camp.
10. Only the chair of the Board or a designated person should have contact with media regarding the emergency.

<b>SITUATION</b>	<b>PROCEDURE TO FOLLOW</b>
<b>Parent does not arrive to pick up child</b>	<ol style="list-style-type: none"> <li>1. Notify KCBC staff or director</li> <li>2. Locate child's contact information</li> <li>3. Phone parent/guardian</li> <li>4. Stay with child until parent/ guardian arrives.</li> </ol>
<b>Missing Person</b>	<ol style="list-style-type: none"> <li>1. Notify KCBC staff in person</li> <li>2. Provide description of person</li> <li>3. Retrace steps with KCBC staff</li> <li>4. If child is not found, a total emergency may be declared.</li> <li>5. Designated staff will search all buildings and entire property. If this proves fruitless the Program Director will notify appropriate authorities along with parent/guardian of child.</li> </ol>
<b>Fatality at camp</b>	<ol style="list-style-type: none"> <li>1. The Program Director will take charge of the situation</li> <li>2. Staff will be delegated the following tasks: Notify the local RCMP, the area around the incident quarantined, all campers must be removed from the scene with as little disturbance as possible, RCMP will interview those directly involved, victims health information and records may be made available to RCMP</li> <li>3. The RCMP may bring Victim's Services personnel with them to assist with counseling campers.</li> <li>4. After The RCMP have assumed authority of the scene the Program Director will contact the chair of the board. Once that is done the Director must contact all the parents/guardians of all the other campers to inform them of what has occurred.</li> <li>5. It is the Program Directors responsibility to decide if a total evacuation should occur or if camp should continue.</li> <li>6. Board chair or a designated person will be responsible to handle any media contact.</li> </ol>
<b>Intruder</b>	<ol style="list-style-type: none"> <li>1. Any staff member should approach them and ask if they need assistance</li> <li>2. Notify them that they are on private property and direct them to speak to the Program Director</li> </ol>

	<ol style="list-style-type: none"> <li>3. If they refuse, report intruder to Program Director in person</li> <li>4. Report location and description of intruder</li> <li>5. The RCMP may be called at the discretion of the Program Director</li> <li>6. At no time should a camper be left alone with anyone who is not on our staff</li> <li>7. An incident Report must be completed and submitted to the camp board.</li> </ol>
Medical Emergencies	<ol style="list-style-type: none"> <li>1. Report emergency to the Camp Nurse or KCBC staff in person.</li> <li>2. Report location and type of medical emergency.</li> <li>3. Begin First aid if trained in procedures.</li> <li>4. Camp Nurse will arrive and tend to emergency.</li> <li>5. Camp Nurse will document the information on the Medication and First Aid record sheet</li> <li>6. EMS will arrive if contacted by KCBC staff.</li> </ol>

## 11. Waterfront Policy and Emergency Protocol

At all times during a waterfront activity, the Lifeguard is in charge.

1. There must be one lifeguard on active duty for every 35 swimmers.
2. The waterfront must be clearly marked out of bounds when the lifeguard is not on duty.
3. Camp Safety rules for swimming and beach activity must be explained to all campers, volunteers, and staff before waterfront activity begins. The buddy system is mandatory.
4. The limits of the swimming area will be clearly marked.
5. Waterfront activity will not be permitted after dark or before sunrise.
6. The lifeguard will be in charge of making sure that the area is fully equipped, and that safety equipment is present. If there are concerns with the condition of the waterfront the Lifeguard should direct these concerns to the Program Director.
7. If needed the Lifeguard will declare a waterfront emergency by blowing a whistle and notifying staff by 2-way radio or by a runner. At that sound of the whistle, everyone will leave the water and gather in the cabin groups on the shore with a cabin leader to await instructions by the lifeguard.
8. Designated staff will notify emergency services then assist the other staff.
9. If required, then a Shallow water or deep water search will be undertaken at the direction of the lifeguard.

### Shallow water search

Staff will join hands and walk through water area from right to left parallel to shore, beginning at the farthest point necessary, moving closer to shore on each sweep.

### Deep Water Search

A deep-water search will only be conducted by someone holding lifeguard qualifications.

Swim in straight line under water parallel to the shore and turn corners only at the surface. Use a series of foot first surface dives. If the missing person is not known to be in the water, the Lifeguard should notify the Program Director and a land search should be organized as well.

## **12. Canoeing Policy and Emergency Protocol**

A qualified instructor/staff member must be on duty for any canoeing activity. The waterfront policy must be followed along with the following:

- Activity leaders must instruct participants on the use of canoes and on safety rules before the activity begins
- A lifeguard and the activity leader or cabin leader must be present during canoeing.
- Camps must keep a rescue canoe available in case of emergency.
- Canoes and equipment must be properly stored and maintained and checked by an authorized waterfront staff.
- All persons in a canoe must wear a personal floatation device or lifejacket.
- Campers swimming abilities must be assessed before campers are allowed to enter water or canoe.

## **13. Archery Policy**

Archery range must only be used when a qualified archery instructor is present.

- The size of the archery groups at the firing line must not exceed four (4) archers to one activity leader.
- Camp staff must fully explain safety rules to participants and ensure that they adhere to them at all times.
- Buttresses or backstops must be in place with targets firmly anchored
- Archery range must have sufficient “dead space” behind the targets to accommodate arrows shot high or wide of range.
- All equipment must be inspected and stored properly
- Archery range must be clearly identified.
- Emergency first aid kit must be kept at archery range.



- With groups larger than 12 a whistle must be used, less than 12 participants verbal commands are sufficient
- Archers must not draw the bow with or without the arrow unless they are on the shooting line. Range must be clear of all other archers and spectators.
- No archer may cross the shooting line until the range master has determined that all archers have finished shooting. Archers are not to retrieve their arrows until the range master gives the signal.
- Spectators must stay well back from the shooting lanes, or an absolute minimum of 5 meters

#### **14. Wild Animal Policy**

- Do not approach any wild animal. Do not allow the campers to follow the animal if it walks away.
- If a bear or cougar are seen in or around the camp, then the Program Director will ring the bell three times three.
- Everyone is to enter the nearest building; close the door and wait for the Program Director to tell you the emergency is over.
- The Program Director and custodian will attempt to shout the animal away from the camp. Whether successful or not the Program Director will immediately notify a Parks Canada official about the sighting.

## D. Job Descriptions and Responsibilities

### **1. The Camp Ministry Team (CMT) Board**

The Executive Board will consist of the following: Chairperson, Vice Chairperson, Secretary, and Treasurer.

#### Qualifications:

- a) A mature Christian with administrative ability, an obvious love for God and youth and a sense of God's call to camp administration and service.
- b) A recognized gift of administration or service
- c) Child Safe certified
- d) An adherent in good standing with an Associated church to KCBC
- e) Elected at the annual Meeting and shall assume their respective offices immediately after the Annual Meeting.

#### Job Description

##### **General Responsibilities:**

- a) To ensure that all the decisions and resolutions of The CMT are carried out, to attend to the interests of KCBC and make annual reports to NECC leadership board. Each officer shall faithfully perform all the duties of the office he or she holds.
- b) Manage and administer the funds and properties of the Camp and shall have charge of, and carefully preserve all important documents and records.
- c) Provide Prayer support to all events of KCBC
- d) Conduct formal meetings on a regular basis to implement yearly goals and purposes.
- e) Provide a security plan for each camp that will be implemented by each Program Director
- f) Assign and elect Directors and positions of responsibilities to the various positions required.
- g) On the first meeting of the year the board will set the budget and registration fees for that fiscal year.
- h) Annually review the "Policy and Procedures Manual".

##### **Specific Responsibilities:**

###### **Before Camp:**

- a) Pray for Camp and decisions for Christ.
- b) Assist the Camp Coordinator in lining up camp staff.
- c) Give final approval for Staff with assistance from the Camp Coordinator.
- d) Assign someone to co-ordinate all food donations.
- e) Oversee purchasing of new/repairs to camp equipment
- f) Communicate and rent any facility that is used during a KCBC event

###### **Camp Week**

- a) Be available to meet on quick notice to deal with urgent camp business.

###### **After Camp:**

- a) Review all camp reports and make changes/ improvements/ corrections.
- b) Send thank you notes to all staff in coordination with the Program Director & Camp Coordinator.

## 1.a Kootenay Covenant Bible Camp

## Chairperson

### Qualifications:

- a) A mature Christian with administrative ability, an obvious love for God and youth and a sense of God's call to camp administration and service.
- b) A recognized gift of administration & service
- c) Elected by the CMT.
- d) Child Safe certified
- e) A regular attender and member of NECC.

### Job Description

#### **General Responsibilities:**

- a) Oversee the leadership of KCBC
- b) Support the operation of KCBC
- c) Provide leadership for the strengthening, building and strategic development of KCBC
- d) Ensure that KCBC run's according to the KCBC Policy and Procedures

#### **Specific Responsibilities:**

##### **Before Camp:**

- a) Gather matters for discussion to include in the agendas of CMT Meetings
- b) Chairs CMT Meetings
- c) Lead and call for prayer for the KCBC, commitments to Christ and leadership development.
- d) Serve as a liaison between Camp Coordinator, Registrar, General & Spiritual Program Directors, Cooks and Campsite to ensure that communication between the KCBC Camp leadership is connected well, maintained and strengthened.

##### **Camp Week**

- a) Visit camp to observe, attend to and serve the needs of each camp
- b) Support the leadership of KCBC
- c) Input into the leadership preparation and training led by the Program Directors

##### **After Camp**

- a) Encourages Program Directors to ask their Cabin Leaders to complete camp evaluations
- b) Request written reports on camp strengths and suggestions for improvement from the Camp Coordinator, Registrar, General & Spiritual Program Directors, Praise & Worship Leaders, Cooks, Nurses and Lifeguard for submission to the Camp Board in September.
- c) Prepare a written report for submission to the Camp Board meeting in September.

## 1.b Kootenay Covenant Bible Camp

### *Vice-Chairperson*

#### Qualifications:

- a) A mature Christian with administrative ability, an obvious love for God and youth and a sense of God's call to camp administration and service.
- b) A recognized gift of administration & service
- c) Elected by the CMT.

#### Job Description

##### **General Responsibilities:**

- Assume Chairperson responsibilities when the Chairperson is not available or incapable of performing those duties
- Assist the Chairperson whenever necessary, with the responsibilities given.

##### **Specific Responsibilities:**

##### **Before Camp:**

- Assist with assembling meeting agenda.
- Assume any role that may be vacant to conduct administration functions or leadership functions during any of the camps.
- Pray for Camp and decisions for Christ.

##### **Camp Week;**

- Assist where needed

##### **After Camp:**

- Prepare a written report for submission to the CMT meeting in September.

## 1c. Kootenay Covenant Bible Camp

Secretary

### Qualifications:

- a) A mature Christian with administrative ability, an obvious love for God and youth and a sense of God's call to camp administration and service.
- b) A recognized gift of administration & service
- c) Elected by the CMT.

### Job Description

#### **General Responsibilities:**

- Prepare written minutes of every business meeting and distribute to the CMT as soon after a meeting as possible.
- Provide communication and organizational support to the Chairperson and Vice-Chair as required.
- Manage and organize all communication in and outside the CMT.
- Maintain all past and present files for KCBC

#### **Specific Responsibilities:**

##### **Before Camp:**

- Assist the CMT in providing all personnel for each camp week.
- Pray for Camp and decisions for Christ.

##### **Camp Week;**

- TBA

##### **After Camp:**

- Assist Camp Coordinator and Chairperson in sending out communication after camp.

## 1.d Kootenay Covenant Bible Camp

### Treasurer

#### Qualifications:

- a) A mature Christian with administrative ability, an obvious love for God and youth and a sense of God's call to camp administration and service.
- b) A recognized gift of administration & service
- c) Child Safe certified
- d) Elected by the CMT.

#### Job Description

##### **General Responsibilities:**

- a) Record all transactions and keep all financial records.
- b) Provide proper receipts to all those donating to KCBC.
- c) Apply for GST rebate yearly.
- d) Pay all honorariums for camp staff as approved by the CMT.
- e) Provide refunds to campers as requested by the Camp Registrar.
- f) Pay all properly receipted expenses for KCBC.
- g) Attend all CMT Meetings and supply a Financial Report
- h) Collect Budgets from Directors and Prepare a Yearly Budget
- i) Arrange for a third party to Audit all Financial Records yearly
- j) Submit the completed "Registered Charity Information Return" yearly within the required time limit.

##### **Specific Responsibilities:**

##### **Before Camp:**

- a) Provide advance money as required to Directors and staff for supply purchases.
- b) Pray for Camp and decisions for Christ.

##### **Camp Week;**

- a) Collect Registration money from the Registrar, record and deposit.
- b) Pay honorariums to approved recipients.
- c) Pay all camp expenses from proper receipts.

##### **After Camp:**

- a) Provide an "Income and Expense Report" to the CMT at the next appropriate meeting.
- b) Send receipts for donations

## 2. Kootenay Covenant Bible Camp

## Program Director

### Qualifications:

- a) A mature Christian with administrative and leadership ability, an obvious love for God and youth and a sense of God's call to camp leadership.
- b) A recognized and experienced gift of administration and organization.
- c) Child Safe certified
- d) Fulfilled all requirements in the application process- see Program Director Application

### Job Description

The Program Director (PD) has both General and Specific responsibilities.

### **General Responsibilities:**

- a) Primarily responsible to set and implement the staff training camp program as well as the overall program and theme for the camp week. The PD will develop and implement a comprehensive schedule of activities and programs that result in a defined expectation.
- b) To oversee the program and assume the leadership of the camp staff, guiding them and inspiring them in all aspects of the camp operation.
- c) Provide direction for any teaching that occurs during the camping event.
- d) Provide training for the camp staff to perform their functions as best as possible.
- e) Provide a list of required personnel for the camp to the Camp Coordinator (CC) before January 31<sup>st</sup>. Camp speaker requests should be made no later than November 30<sup>th</sup>.
- f) Provide the CC with names and contacts of possible volunteers for the camp.
- g) Inform the CC with all necessary physical requirements needed to be provided for the camp
- h) Provide the final authority on discipline and security and will provide direction to the staff for implementation.
- i) Request assistance when required from the CC and the CMT members to implement the programs for camp.

### **Specific Responsibilities:**

#### **Before Camp:**

- a) Pray for Camp and decisions for Christ.
- b) Work along side the Camp Pastor to set and implement the staff training program.
- c) Scout the camp facility for safety and physical concerns as well as program requirements.

#### **Camp Week:**

- a) Conduct regular staff meetings for training, communication and spiritual refreshment.
- b) Work with the Camp Pastor to administrate all Program Director responsibilities
- c) Consult with the Camp Pastor and provide final authority on discipline, security and spiritual direction to the staff for implementation.
- d) Counsel with individual staff members as the need arises.
- e) Request assistance when required from the CC and CMT members to implement the programs for camp.
- f) Collect and control the Mission offering monies.
- g) Make a nightly tally of all campers and staff.

- h) Deal with problems of discipline that may arise during a camping event.
- i) Communicate to other staff members and where necessary instruct or train about expectations and the mechanics of their responsibilities.
- j) Collect and control the Mission offering monies.
- k) Make a nightly tally of all campers and staff.
- l) Designate someone to act on their behalf if required to leave the grounds during the camp week.
- m) Set the daily schedule and make all final decisions about changes to that schedule. (based on weather, delayed mealtimes, etc.)
- n) Contact parents during or after camp regarding discipline or other issues that arise. (this responsibility may be shared with the Camp Pastor depending on the issue)
- o) Support and help troubleshoot for other leaders when issues arise.

**After Camp:**

- a) Confirm that all campers have safely left the grounds and clean up is underway.
- b) Provide a written report to the CMT immediately after the camp week including all incidents and situations helpful in improving the camp experience. Include a report on areas of personnel, programs and facilities along with the number and names of all staff and their children (that were not registered campers). Also include any insight for the Camp Coordinator and CMT for the years following.



### 3. Kootenay Covenant Bible Camp

### Coordinator

#### Qualifications:

- a) A mature Christian with administrative ability, an obvious love for God and youth and a sense of God's call to camp administration and service.
- b) A recognized gift of administration
- c) Child Safe certified
- d) Appointed by the CMT

#### Job Description

##### **General Responsibilities:**

- a) The Camp Coordinator's (CC) prime focus will be to acquire volunteer help to staff all necessary positions needed for KCBC Camps. Assistance to fill these positions can be expected from all CMT Members and Program Directors. CC will work closely with the Program Directors for the purpose of determining the personnel needs for each camp. Complete camp personnel commitment must be arranged and confirmed by the April 30th. All positions to be filled by volunteers from our local congregations first and must qualify according to our application requirements and Safe Place certification.
- b) See that the camp facilities and outside facilities are prepared for use by all camps.
- c) Facilitate arrangements for the supplying of all camp equipment needed for use by each camp.
- d) See that the camp cooks have help in ordering and will facilitate delivering of all camp food as required.
- e) Provide a security plan for each camp that will be implemented by each Program Director.

##### **Specific Responsibilities:**

###### **Before Camp:**

- a) Interview each potential Cabin Leader and Jr. Cabin Leader applicant to confirm information given on the application, to confirm understanding of the KCBC expectations and discuss any concerns the interviewer has about the application.
- b) Contact references if necessary and confirm the applicant's suitability for ministry.
- c) Select the best applicants and inform both successful and unsuccessful applicants of the outcome.
- d) Send out packages to the successful applicants with all necessary information.
- e) Provide details on all Personnel for all camps at least 2 months prior to camp, to the Advertising & Promotions Director. Provide an estimated Budget to the Camp Treasurer 2 months prior to the camp start.
- f) Pray for Camp and decisions for Christ.

###### **Camp Week**

- a) Attend the first day of each camp to administrate personnel distribution and communication with the Program Director. (unless they both agree that all is in place.).

###### **After Camp:**

- a) Confirm that a clean up crew is set, and all necessary items stored and locked in the storage unit.
- b) Send thank you notes to all staff in coordination with the Program Director.
- c) See that the Treasurer is paying out all honorariums.
- d) Provide a written report to the CMT immediately after the camp week.
- e) Provide a written report at the debriefing CMT meeting.

#### 4. Kootenay Covenant Bible Camp *Activities Director*

##### Qualifications:

- A mature Christian with administrative and leadership ability, an obvious love for God and youth and a sense of God's call to camp leadership.
- A recognized and experienced gift of administration and organization.
- Child Safe certified
- Fulfilled all requirements in the application process

##### Job Description

The Activities Director (AD) has both General and Specific responsibilities.

##### **General Responsibilities:**

- Plan all activities for the camp week
- Assist the Program Director in developing the program for the camp week
- Take charge of all activities equipment repair/replacement with assistance from the Facilities Director (FD)
- Inform the FD with all necessary physical requirements needed to be provided for the camp activities
- Be familiar with and ready to assist in implementing a security and emergency plan with the PD.

##### ***Specific Responsibilities:***

##### **Before Camp:**

- Provide an estimated Budget to the Camp Treasurer 2 months prior to the camp start.
- Purchase items required according to the budget submission
- Submit all receipts for reimbursement for expenses
- Pray for Camp and decisions for Christ.
- Scout the camp facility with the Program Director for safety and physical concerns as well as program requirements.

##### **Camp Week;**

- Attend all staff meetings
- Plan and implement big group games every night after supper
- Coordinate the Take Your Choice activities
- Assist the PD with any specific function required
- Assist in Implementing Emergency procedures when necessary.

##### **After Camp:**

- Ensure all equipment is returned and stored in the storage shed
- Report to the FD any repairs or replacements that need to be done for next year
- Provide a written report to the Camp Board immediately after the camp week including all incidents and situations helpful in improving the camp experience.
- Work with the Camp Coordinator to send out thank you notes to all staff.
- Complete any financial arrangements with the Treasurer

## 5. Kootenay Covenant Bible Camp *Advertising and Promotions Director*

### Qualifications:

- a) A mature Christian with administrative ability, an obvious love for God and youth and a sense of God's call to camp administration and service.
- b) A recognized gift of administration & service
- c) Child Safe certified
- d) Appointed by the CMT.

### Job Description

The Advertising and Promotions Director has both General and Specific responsibilities.

### ***General Responsibilities:***

- a) Advertise and promote the activities of the various camps of KCBC
- b) Administrate and manage the KCBC web site.
- c) Work with the Camp Coordinator to promote and find Staff volunteers.

### ***Specific Responsibilities:***

#### **Before Camp:**

- a) Collect details from the Camp Coordinator and Program Directors of each camp for the purpose of updating the Web Site and producing promotional material for the various camps.
- b) Provide an estimated Budget to the Camp Treasurer 6 months prior to the camp start.
- c) Develop and promote a "CAMP DAY" promotion for all associated Churches. It is suggested that a Camp Ad & Promo contact be established with each congregation to see that the "Camp Day" becomes a reality.
- d) Develop a DVD with pictures and video if possible, to be used for the "Camp Day" promotion and other promotional opportunities.
- e) Make one personal contact with each congregation if possible, to promote KCBC both for campers and volunteers for staff positions.
- f) Pray for Camp and decisions for Christ.

#### **Camp Week;**

- a) Facilitate photo and video and audio gathering for purposes of updating and developing promotional materials

#### **After Camp:**

- a) Provide a yearly report to the CMT for the AGM.

## 6. Kootenay Covenant Bible Camp

*Assistant. Program Director*

### Qualifications:

- a) A mature Christian with leadership ability, an obvious love for God and youth and a sense of
- b) God's call to camp leadership.
- c) A recognized gift of administration
- d) Child Safe certified Fulfilled all requirements in the application process- see Program Director Application
- e) Appointed by the CMT.

### Job Description

The Assistant Program Director (APD) has both General and Specific responsibilities.

### **General Responsibilities:**

- a) Generally, assist the PD in implementing his plan for the week and being available to be used as the PD requires.
- b) Learn as much as possible with the chance of "stepping in" for the PD in the case of need.

### **Specific Responsibilities:**

#### **Before Camp:**

- a) Work with the PD to help develop the camp program
- b) Assist with training for Cabin Leaders and staff prior to the start of camp.
- c) Pray for the camp and decisions for Christ.
- d) Attend the pre-camp training meeting

#### **Camp Week:**

- a) Set the "Tone" of the camp by providing a positive spiritual example of Christian joy and enthusiasm.
- b) Assist and support regular staff meetings
- c) Assist the PD with discipline issues and camp rule compliance by all campers and staff

#### **After Camp:**

- a) Provide input to the PD for a report to the CMT immediately after the camp week including all incidents handled, items or situations that need change or attention, staff reporting, numbers and names of decisions and recommitment for Christ from campers.

## 7. Kootenay Covenant Bible Camp

### *Crafts Director (CD)*

#### Qualifications:

- A mature Christian with administrative and leadership ability, an obvious love for God and youth and a sense of God's call to camp leadership.
- A recognized and experienced gift of administration and organization.
- Child Safe certified
- Fulfilled all requirements in the application process

#### Job Description

The Activities Director (AD) has both General and Specific responsibilities.

#### **General Responsibilities:**

- Plan all craft activities for the camp week
- Assist the Program Director in developing the program for the camp week
- Take charge of all craft equipment repair/replacement with assistance from the Facilities Director (FD)
- Inform the FD with all necessary physical requirements needed to be provided for the camp activities
- Be familiar with and ready to assist in implementing a security and emergency plan with the PD.

#### ***Specific Responsibilities:***

##### **Before Camp:**

- Provide an estimated Budget to the Camp Treasurer 2 months prior to the camp start.
- Check with the FD on what crafts supplies are currently in stock
- Purchase all craft supplies required and submit receipts to the Finance Rep. for reimbursement. (pre-purchase money can be arranged with the Finance Rep.)
- Pray for Camp and decisions for Christ.

##### **Camp Week:**

- Attend all staff meetings
- Implement at least 7 craft projects for the week
- Train and supervise the campers as they complete the crafts
- Assist the PD with any specific function required
- Assist in Implementing Emergency procedures when necessary.

##### **After Camp:**

- Ensure all craft equipment is returned and stored in the storage shed
- Report to the FD any repairs or replacements that need to be done for next year
- Provide a written report to the Camp Board immediately after the camp week including all incidents and situations helpful in improving the camp experience.

Complete any financial arrangements with the Treasurer

## 8. Kootenay Covenant Bible Camp

### *Cabin Leader*

#### Qualifications:

- a) Demonstrate a life of commitment and faith to Jesus Christ.
- b) Junior Camp Cabin Staff should be 16 years of age and older. Exceptions to the above may be made when obvious spiritual maturity is present.
- c) Parental permission declaration for all those who are 16 and under.
- d) Able and willing to articulate their faith in Jesus Christ with others.
- e) An obvious love for God and a sense of God's call to camp leadership.
- f) Willing to operate within these guidelines and the framework of KCBC.
- g) Complete a Cabin Leader Application form to the Camp Coordinator for final approval.
- h) Child Safe certified

#### Job Description

##### *General Responsibilities:*

- a) *responsible for supervising campers throughout the day, including meals, activities, rest hour, and bedtime, and enforcing the camp rules and regulations*
- b) *sleep in the cabins with campers and provide emotional support and spiritual leadership.*
- c) *teach or assist in teaching activities and set a good example for others by participating enthusiastically in camp programs, sharing in camp chores, showing good sportsmanship, and being on time.*
- d) Train and support your Jr. Cabin Leader
- e) Get to know the campers personally and be of help to them in all areas of camp life. Try to be aware of their needs and be sincere in your relationship with them.
- f) Assist your campers to participate in the camp programs as they are able.
- g) See they are present at all scheduled events on time.
- h) Be an example to your campers by enthusiastically participating with them at chapel and at the activity sessions each day and be with your group as much as possible.
- i) Help them in their craft projects; encourage them to become involved in all camp activities by doing things with them.
- j) Your leadership and friendship is especially important to them at bedtime. You will require time to rest and relax yourself, but don't let it interfere with your responsibilities to your campers.

##### ***Specific Responsibilities:***

###### **Before Camp:**

- a) Attend the Pre-camp training session
- b) Become acquainted with the location of your cabin
- c) Pray for camp and decisions for Christ

###### **Camp Week:**

- a) Warmly welcome each child and learn their names
- b) Organize your campers in their cabin
- c) Build caring relationships
- d) Share personal testimonies, stories and Bible stories

- e) Lead each child to a closer walk with God
- f) be a good spiritual example
- g) Attend staff meetings
- h) Support and adhere to all camp rules and policies.
- i) Report any violations to your Program Director.
- j) Conduct daily cabin devotions
- k) Assist your campers make good decisions to follow Jesus as their Savior and Lord

**After Camp:**

- a) Stay in contact with those of your campers that made some kind of commitment to Christ for support and care.
- b) Send thank you notes to all your staff in coordination with the Camp Coordinator

## 9. Kootenay Covenant Bible Camp

### *Junior Cabin Leader*

#### Qualifications:

- a) Demonstrate a life of commitment and faith to Jesus Christ.
- b) Must be 16 years of age or older.
- c) Able and willing to articulate their faith in Jesus Christ with others.
- d) An obvious love for God and a sense of God's call to camp leadership.
- e) Willing to operate within these guidelines and the framework of KCBC.
- f) Applicant must submit a completed application form to the Camp Coordinator for final approval.
- g) Child Safe certified

#### Job Description

The Junior Cabin Leader has both General and Specific responsibilities.

#### **General Responsibilities:**

- a) Work under the direct supervision of a lead Cabin Leader to be responsible for a group of campers assigned to your cabin.
- b) Sleep in the cabins with campers and provide emotional support and spiritual leadership.
- c) Get to know the campers personally and be of help to them in all areas of camp life. Try to be aware of their needs and be sincere in your relationship with them.
- d) assist your campers to participate in the camp programs as they are able.
- e) See they are present at all scheduled events on time.
- f) Be an example to your campers by enthusiastically participating with them at chapel and at the activity sessions each day and be with your group as much as possible.
- g) Help them in their craft projects; encourage them to become involved in all camp activities by doing things with them.
- h) Your leadership and friendship is especially important to them at bedtime. You will require time to rest and relax yourself, but don't let it interfere with your responsibilities to your campers.

#### **Specific Responsibilities:**

#### **Before Camp:**

- a) Attend the Pre-camp training session
- b) Become acquainted with the location of your cabin
- c) Pray for camp and decisions for Christ

#### **Camp Week:**

- a) Organize your campers in their cabin
- b) be a good spiritual example
- c) Attend staff meetings when requested to
- d) Support and adhere to all camp rules and policies.
- e) Report any violations to your lead Cabin Leader or program director.
- f) Be prepared to assist your lead Cabin Leader with cabin devotions
- g) Work with your lead cabin leader to help your campers make good decisions to follow Jesus as their Savior and Lord

#### **After Camp:**

- a) Stay in contact with those of your campers that made some kind of commitment to Christ for support and care.



## 10. Kootenay Covenant Bible Camp

### Speaker

#### Qualifications:

- a) A mature Christian with an obvious love for God and youth and a sense of God's call to camp evangelism, preaching and teaching.
- b) A recognized gift of evangelism, preaching and teaching.
- c) Be a spiritual leader to all campers and staff.
- d) Safe Place certified
- e) Has fulfilled all requirements in the application process- see Staff Application

#### Job Description

The Camp Speaker has both General and Specific responsibilities.

#### **General Responsibilities:**

- a) Be a spiritual leader to all camp staff and campers.
- b) Be responsible for organizing and conducting the spiritual program for camp staff ie. devotions, communion...
- c) Provide teaching/messages as needed by the Program Director (PD)
- d) Consult with the PD in planning services and related activities
- e) Prepare all material related to Bible Studies, study guides, etc.
- f) Be available to individual campers for counseling and discussion
- g) Be available to participate in other responsibilities as required by the PD.
- h) Assist the Lord in bringing campers to a saving knowledge of Jesus Christ to the point of confession, repentance and acceptance of this saving grace.
- i) Perform Baptism if requested by the PD
- j) Attend regular staff meetings

#### **Specific Responsibilities:**

##### **Before Camp:**

- a) Work with the PD to assemble a package of messages, study guides, etc. that will develop the theme suggested or as discussed with the PD
- b) Attend the pre-camp training session and provide training and materials as required to the staff regarding Bible Studies, study guides, etc.

##### **Camp Week:**

- a) Preach and teach all sessions as assigned by the PD.
- b) See general responsibilities
- c) Conduct water Baptism's when required

##### **After Camp:**

- a) Provide the PD with names of decisions and recommitment for Christ from campers, and any other informational pieces for the PD report to the CMT.

## 11. Kootenay Covenant Bible Camp

### *Worship Leader*

#### Qualifications:

- a) A mature Christian with an obvious love for God and youth and a sense of God's call to music and worship.
- b) A recognized gift music and worship.
- c) Previous experience of music and worship.
- d) Child Safe certified
- e) Fulfilled all requirements in the application process- see Staff Application

#### Job Description

The Worship Leader has both General and Specific responsibilities.

#### **General Responsibilities:**

- a) Provide musical and worship direction that is complimentary to the themes and spiritual direction of the Camp Speaker.
- b) Create a worshipful atmosphere at all services and develop an enjoyment and appreciation for good Christian music.
- c) Attend regular staff meetings.

#### **Specific Responsibilities:**

##### **Before Camp:**

- a) Communicate closely with the Speaker and program director to develop music and worship that will compliment their objectives and themes.
- b) Ensure the proper sound and musical equipment is available.
- c) Pray for the camp and decisions for Christ.
- d) Attend the pre-camp training session

##### **Camp Week:**

- a) See general responsibilities
- b) Assist the Program Director in other areas as there is need (crafts, supervision etc.)

##### **After Camp:**

- a) Provide a written report on activities and situations that would be helpful to the PD for the report to the CMT.
- b) Take stock and store all equipment that is not affected by freezing in the storage shed.

## 12. Kootenay Covenant Bible Camp

*Camp Pastor*

### Qualifications:

- 1) A mature Christian with leadership ability, an evident love for God and youth and a sense of God's call to camp leadership.
- 2) Candidates with formal biblical, theological, and pastoral training from a Bible College or Seminary will have preference
- 3) Child Safe certified

### Job Description:

#### **Before Camp:**

- 1) Pray for Camp and decisions for Christ.
- 2) Work alongside Camp Director to set and implement the staff training program.
- 3) Prepare one devotional reflection for each morning's staff meeting

#### **Camp Week:**

- 1) Be available for camp staff and campers throughout each day of camp for spiritual support and encouragement
- 2) Lead devotional at daily staff meeting.
- 3) Assist Program Director in administering specific leadership responsibilities as requested by the Program Director
- 4) Conduct Baptisms after consultation with the campers' parents/guardians and home Church Pastor.
- 5) Designate someone to act on their behalf if required to leave the grounds during camp.

#### **After Camp:**

- 1) Provide a written report to the CMT immediately after the camp week including all incidents and situations helpful in improving the camp experience. Also include any insight for the CMT, Camp Coordinator and Camp Director for the years following.
- 2) Follow up with cabin leaders, thanking them for their service and leadership and encouraging them. This can be done in person, via email, or organizing a post-camp party for the cabin leaders.
- 3) Collect the Spiritual Log sheets from all the Cabin Leaders and review these for any follow up that may be required

### 13. Kootenay Covenant Bible Camp

### Kitchen Coordinator

#### Qualifications

- a) A mature Christian with an obvious love for God and youth and a sense of God's call to service and care
- b) A recognized gift of service
- c) Experience organizing staff, purchasing food and cooking for a large group
- d) Child Safe Certification
- e) Fulfill all requirements in the application process (see staff application)

#### Job Description

The Camp Kitchen Coordinator has both General and Specific responsibilities.

#### ***Specific Responsibilities:***

##### **Before Camp:**

- a) Assemble kitchen staff for each camp
- b) Oversee the development of healthy menus and consultate with the Program Director regarding special activities food needs
- c) Create a list of necessary food donations for the Food Coordinator
- d) Make application for Temporary Food Permit from IHA for all camps within the IHA timelines
- e) Ensure that at least one kitchen staff member for each camp has a Food Safe certificate
- f) Consult with the Treasurer regarding the food budget
- g) Oversee the purchasing of food
- h) Maintain contact with the Food Coordinator prior to and throughout the camping period
- i) Ensure that camp kitchen staff are aware of special dietary needs of in-coming campers
- j) Work with the Camp Coordinator in other areas as there is need (hall/lodge cleaning, etc.)
- k) Pray for the camp and decisions for Christ
- l) Attend the pre-camp training session if possible

##### **Camp Week:**

- a) Create an enjoyable working environment for kitchen staff
- b) Have a welcoming attitude for all campers and staff
- c) Provide three nutritious meals for full camp days
- d) Ensure that special dietary needs of campers are met
- e) Ensure that Food Safe and cleanliness standards are maintained

##### **After the Last Camp:**

- a) Ensure that the kitchen/lodge is cleaned according to Dutch Harbour requirements
- b) Organize the leftover food
  - i) perishables or opened, partially used foods can be sold to staff
  - ii) supplier approved, unused food should be returned for a refund
- c) Provide the treasurer with an accounting of costs, refunds and the necessary receipts for reimbursement
- d) Provide a written report to the CMT.

## 14. Kootenay Covenant Bible Camp

### Head Cook

#### Qualifications:

- a) A mature Christian with an obvious love for God and youth and a sense of God's call to service and care.
- b) A recognized gift of service.
- c) Food preparation experience
- d) Child Safe certified
- e) Able to assemble a team and administrate meal preparation and serving
- f) Fulfilled all requirements in the application process- see Staff Application

#### Job Description

The Head Cook has both General and Specific responsibilities.

#### **General Responsibilities:**

- a) Supervise kitchen during camping events
- b) Provide 3 nutritious meals for full camp days, drinks and snacks as required to all campers and staff. Some direction from the Program Director may be necessary.
- c) Ensure the availability of all required supplies and materials.
- d) Follow "Food Safe" guidelines and ensure certification is complete.
- e) Create an enjoyable working environment and a welcoming attitude to all campers and staff

#### **Specific Responsibilities:**

##### **Before Camp:**

- a) Assemble your team. (2 couples work well).
- b) Itemize a daily menu and determine the supplies needed.
- c) Communicate with the Camp Program Director on special meals for cookouts, hikes, etc.
- d) Provide a budget to the Treasurer for required purchases.
- e) Create a list of donations needs for the Food Coordinator.
- f) Purchase supplies.
- g) Check with the CMT Chairperson on donations of food etc.
- h) Pray for the camp and decisions for Christ.
- i) Attend the pre-camp training session if it works into the schedule.

##### **Camp Week:**

- a) See general responsibilities
- b) Check with Registrar and Camp Nurse/First Aid attendant regarding specific camper dietary needs.
- c) Assist the Program Director in other areas as there is need (hall cleanup, etc.)

##### **After Camp:**

- a) Provide the treasurer with receipts.
- b) Take stock and store all supplies that are not affected by freezing in the storage shed.
- c) Provide a written report on activities and situations that would be helpful for the CMT.

## 15. Kootenay Covenant Bible Camp

### *Nurse/First Aid*

#### Qualifications:

- a) A mature Christian with an obvious love for God and youth and a sense of God's call to service and care.
- b) A recognized gift of service.
- c) RN or Industrial First Aid certified
- d) Child Safe certified
- e) Fulfilled all requirements in the application process- see Staff Application

#### Job Description

The Camp Nurse has both General and Specific responsibilities.

#### **General Responsibilities:**

- a) Provide medical assistance to all campers and staff.
- b) Ensure the First Aid station is stocked with all necessary medical supplies.
- c) Responsible or aware for all medications and dietary requirements for all campers and supervise the administration of all drugs to campers. Confer with the Head Cook regarding dietary needs of the campers.
- d) Attend regular staff meetings

#### **Specific Responsibilities:**

##### **Before Camp:**

- a) Check stock of the medical provisions and provide a budget to the treasurer for all needed supplies
- b) Purchase supplies and provide the treasurer with receipts for reimbursement.
- c) Compile a list of all health-related needs and provide this information to relevant staff.
- d) Pray for the camp and decisions for Christ.
- e) Attend the pre-camp training session

##### **Camp Week:**

- a) See general responsibilities
- b) Receive Medical directives, medications etc. for specific campers, from the Registrar.
- c) Check on health and sanitation of the camp. Any irregularities are to be reported to the director
- d) Keep all camper medications in a locked container unless it is deemed that the camper can self-administer and that there is no danger to other campers if they were to consume the medication.
- e) Keep a record of all medications given, names and symptoms and type of treatment.
- f) Assist the Program Director in other areas as there is need (crafts, supervision, et

##### **After Camp:**

- a) Provide a written report on activities and situations that would be helpful to the PD for the report to the CMT.
- b) Take stock and store all supplies that are not affected by freezing in the storage shed.

## 16. Kootenay Covenant Bible Camp

## Life Guard

### Qualifications:

- a) A mature person 16 years of age or older
- b) Must be the holder or one of the following valid and subsisting certificates:
  - Royal Life Saving Society National Lifeguard Service award
  - Royal Life Saving Society Bronze Cross
  - YMCA Senior Life Saving Award
  - Canadian Red Cross Society Leader Award
  - Red Cross-Royal Life Saving Society Joint Instructor Certification
  - A certificate deemed equivalent to any of the above
- c) Child Safe certified
- d) Fulfilled all requirements in the application process- see Staff Application

### Job Description

The Life Guard has both General and Specific responsibilities.

### **General Responsibilities:**

- a) While on duty, is responsible for the conduct and safety of all persons in or near the waterfront swimming area.
- b) Provide rescue and personal supervision of all water activities.
- c) Set and administer all waterfront rules and boundaries.
- d) Supervise the proper use of equipment during scheduled water activities.
- e) Complete responsibility for all water activity during the camp week.
- f) Request assistance to the Program Director for any extra personnel required.
- g) Supervise other waterfront personnel assigned to them by the Program Director.
- h) Attend regular staff meetings.

### **Specific Responsibilities:**

#### **Before Camp:**

- a) Physically view and research the various locations usable for swimming and water activities and determine the boundaries, the safety, and rules for their use.
- b) Check all water equipment to be used by campers to determine that safety requirements are met.
- c) Attend the pre-camp training session

#### **Camp Week:**

- a) See general responsibilities
- b) Assist the Program Director in other areas as there is need (crafts, supervision etc.)

#### **After Camp:**

- a) Provide a written report on activities and situations that would be helpful to the PD for the report to the CMT.
- b) Take stock and store all supplies that are not affected by freezing in the storage shed.

## 17. Kootenay Covenant Bible Camp

### *Missionary*

#### Qualifications:

- a) A mature Christian with an obvious love for God and youth and a sense of God's call to his service.
- b) Direct personal experience on the Mission Field
- c) Child Safe certified

#### Job Description

#### **General Responsibilities:**

- a) Present a Mission's perspective to all areas of the camping experience.
- b) Provide leadership in presenting your specific Mission as requested by the Program Director.

#### **Specific Responsibilities:**

##### **Before Camp:**

- a) Pray for Camp and decisions for Christ.
- b) Prepare a Mission presentation or emphasis as required by the Program Director.

##### **Camp Week;**

- a) Present your specific Mission as requested by the Program Director
- b) Assist the Program Director, Worship leader and Speaker when needed
- c) Offer assistance when a need is recognized

##### **After Camp:**

- a) Provide a report for the CMT on results and suggested changes or improvements to the camping experience in respect to Missions.



## 18. Kootenay Covenant Bible Camp

### *Set up/Clean up Crew*

#### Qualifications:

- a) Someone with a heartbeat and a willingness to do the job.

#### Job Description

##### ***General Responsibilities:***

- a) Set up camp and see that all facilities are ready for use.
- b) Clean up all cabins, chalet and surrounding grounds.

##### ***Specific Responsibilities:***

###### **Before Camp:**

- a) Set up tents and may be needed
- b) Inspect and prepare cabins for campers if needed
- c) Assist the kitchen staff and Head Cook with moving in all necessary equipment.
- d) Assist the program Director with any supplies that need to be moved etc.
- e) Pray for Camp and decisions for Christ.

###### **Camp Week;**

- a) none

###### **After Camp:**

- a) General clean up of the camp with an effort to return the facility to it's original condition.
- b) Assemble all recyclables and see that these are returned.
- c) Return all items for storage to our storage shed.