

Requirements for all Hidden Acres Summer Staff:

- Exhibit a genuine love for, and interest in, working with children, including those who have emotional, physical, behavioural, or developmental special needs, in an inclusive, residential summer camp program.
- Be self-motivated and able to both follow directions and to initiate action plans. Willing to work hard to accomplish required tasks and achieve personal goals. Also demonstrates flexibility, an ability to change tasks or directions with ease and a willingness to assist cooperatively in a variety of tasks and program areas as time allows.
- Display patience, commitment to teamwork, and strong interpersonal and problem-solving skills while maintaining a positive attitude towards others and assigned tasks.
- Have knowledge of the Christian faith and a willingness to work supportively in a faith-based setting.
- Participate in Staff Orientation events.
- Minimum age for summer staff is 17 (in this calendar year).

The following are brief descriptions of each of the specific positions at camp. For full descriptions, please email the camp at info@hiddenacres.ca.

Adventure Program Facilitator

Duration: June - August

The Adventure Program Facilitator will have knowledge of children and group dynamics with the ability to organize and lead groups of campers in adventure activities (climbing wall, initiative tasks, team-building activities, low ropes, etc.) in order to challenge them to take risks, overcome fears, develop problem-solving skills, learn to work as a team and gain self-confidence. They will be responsible for facilitating adventure programs for spring outdoor education and summer camp groups and are responsible for keeping accurate logs of equipment usage as well any maintenance that is required.

*Having certification in belaying or challenge courses (e.g. ACCT Level 1, 2 or Challenge Course Manager, etc.) is an asset.

*This position is not one full-time position and is often combined with other responsibilities.

Assistant Cook

Duration: mid June - August (the number of weeks will be different for each individual but ideally someone who can work a minimum of 4 weeks)

The Assistant Cook will assist the Head Cook with preparing and serving nutritious meals and snacks for up to 140 people each day, including any necessary clean up. They will also assist in maintaining a clean working environment and satisfactory Public Health standards.

Cabin Leader (Boys & Girls)

Duration: June to August (the number of weeks will be different for each individual)

A Cabin Leader is responsible for the physical, emotional and spiritual well-being of each camper and will work hard at ensuring that all campers have a fun and memorable experience at camp. They will role model excellent leadership behaviours and participate in all aspects of camp life. They will take responsibility for their cabin group, including both daytime and overnight supervision. Cabin Leaders will help campers adjust to camp routines, ensure that campers complete their regular hygiene routines, and support them through challenges they may face, such as homesickness, difficult group dynamics and a variety of peer related issues. As part of the staff team, Cabin Leaders will be involved in planning special camp activities and programs for the

campers and should be able to organize and effectively lead small and large group activities with creativity and enthusiasm.

Cabin Leader – Inclusion (Boys & Girls)

Duration: June to August (the number of weeks will be different for each individual)

An Inclusion Cabin Leader will share regular cabin responsibilities with another Cabin Leader (see Cabin Leader description for those responsibilities) but will focus much of their time and energy on supporting campers with special needs. The use of the term “special needs” at Hidden Acres refers to developmental, behavioral or physical needs that require extra support (including 1:1) to ensure that the camper feels they are successfully included in the camp program. They will work with the Inclusion Program Facilitator and other staff to identify means of adapting program activities to facilitate maximum participation of each camper.

Camp Pastor/Spiritual Life Coordinator

Duration: June to August

The Camp Pastor/Spiritual Life Coordinator will be responsible for planning the spiritual programs using the provided curriculum for each age group. They should have an active Christian faith, a willingness to work supportively in a faith-based setting and be open to personal spiritual growth as well as helping others develop and integrate faith in their own lives and into the various aspects of camp life. They will also assist the Camp Director and Summer Program Coordinator with planning the Staff Orientation Week.

*The Camp Pastor and Spiritual Life Coordinator positions may be split between two members of the staff team.

Craft Director

Duration: June to August

The Craft Director will have an interest, knowledge and skill in arts and crafts and will be able to organize and effectively lead the arts and crafts program with creativity and enthusiasm. They will be responsible for planning the weekly crafts, budgeting, purchasing and acquiring all required supplies and instructing groups of campers each week in how to make their craft.

Head Cook

Duration: June to August

The Head Cook will have full responsibility for the overall planning (includes ordering/purchasing the food), preparation and serving of well-balanced, nutritious meals for up to 120 people as well as any necessary clean up. They should be able to manage and supervise the kitchen staff including teaching/training, supporting, encouraging and ensuring task completion. The Head Cook will also be responsible to maintain satisfactory Public Health standards in all areas of the kitchen, dining room and food services.

*Prior to the beginning of camp, they will need to complete a food safety course.

Housekeeping Staff

Duration: June to August

The Housekeeping staff will work together with the Summer Maintenance staff and the year-round Housekeeping staff to ensure that all facilities are clean and well maintained in a timely manner. They will also ensure that all cleaning closets are well stocked with the necessary supplies.

Inclusion Program Facilitator

Duration: May to August

The Inclusion Program Facilitator will be responsible for ensuring that every camper feels included in the program and has a successful week of camp. They are also responsible for the overall Inclusion Program including supporting and assisting the Cabin Leaders and campers with special needs. Prior to the beginning of camp they will contact families of campers with special needs, set up a meeting with the camper and family, ensure that Hidden Acres is a good fit for the camper, determine the level of support needed, and learn about any other necessary information that will help the camper have a successful week of camp. The Inclusion Program Facilitator will assist the Camp Director and Summer Program Coordinator by leading some sessions during the staff orientation week to train the staff in the areas of inclusion and provide tips and techniques for camper support and behavior management.

Lifeguard

Duration: June to August (the number of weeks will be different for each individual)

Under the supervision of the Waterfront Director, lifeguards will be responsible for ensuring the safety of the waterfront area and the programs that are being run there as well as helping with the maintenance of the beach area and equipment. They must be at least 17 years of age and have a current Bronze Cross certification (or higher) and current First Aid qualifications (minimum requirement is Standard First Aid with CPR).

*This position is not one full-time position and will be combined with other responsibilities.

LIT & ACE Leader

Duration: June to August

The LIT & ACE (Leaders in Training; Advanced Camper Experience) Leader will have strong leadership skills and will be able to train, mentor, organize and lead groups of campers and LITs. They will be responsible for the planning and implementation of the LIT and ACE programs. Both programs strive to develop faith, leadership and self-awareness through devotionals, service projects, team-building exercises and other activities. The LIT program is a three week program that runs during the course of the summer and the ACE Program is a part of Children's Camp 3.

Nature Program Director

Duration: June to August

The Nature Program Director will have an interest, knowledge and skill in the area of nature study, environmental education, stewardship and environmental issues. They are responsible for the nature program offered at camp which includes leading groups of campers in nature studies and guided hikes, creating an environmentally themed activity booklet and maintaining the nature centre, trails and other nature program areas.

Office Assistant

Duration: May to August

The Office Assistant will have an interest and knowledge in a variety of office related tasks including data entry, writing, photocopying, filing, organizing, etc. They will provide support to the organization's clerical needs, manage and track HAC gear sales, coordinate camper cabin photos, assist the Summer Program Coordinator and work outside the office in other areas of the camp program as needed and as time and interest allows.

Summer Maintenance Staff

Duration: June to August

Along with the year-round maintenance staff, the Summer Maintenance staff will be responsible for the overall upkeep, cleaning and maintenance of the grounds and facilities. They will also be responsible for preparing the nightly campfire.

Summer Program Coordinator

Duration: May to August

The Summer Program Coordinator will have primary responsibility for the overall camp program, staff coordination and effectively exercise commensurate authority under the general supervision of the Camp Director. Some of their duties include creating fun programs that are appropriate for the age, interests and abilities of the campers, assist the Camp Director with facilitating spring outdoor education programs, co-planning the staff orientation week, scheduling staff and ensuring they are effectively carrying out their responsibilities, organizing supplies and ensuring program equipment is properly maintained, etc.

Waterfront Director/Camp Medic

Duration: June to August

The Waterfront Director/Camp Medic is responsible for implementing a meaningful and safe aquatic program including supervision of the waterfront and the lifeguards who are tending to it, the canoeing stream and the care and maintenance of the beach area and equipment. They must be at least 18 years of age and have at minimum a current National Lifeguard (pool or waterfront option) certificate and current First Aid qualifications (minimum requirement is Standard First Aid with CPR) as well as 250 hours of relevant experience. Under the general supervision of the Camp Director, they will also be responsible for the collection and distribution of medication to campers and staff.

*The Waterfront Director and Camp Medic positions may be split between two members of the staff team.