

Camp Tapawingo

“A place of happiness”

CASUAL EMPLOYMENT CONTRACT

This is a contract between

CAMP TAPAWINGO, TAMARACK PRESBYTERY

and _____

for the position of CAMP MAINTENANCE PERSON.

The salary will be _____, less deductions (UIC, CPP, taxes) for the duration of this contract as stated below. This amount includes payment for days off during this period. There will be a charge for dependants on a per diem basis.

If this contract is terminated prior to the specified termination date, the employee will be paid on a pro-rated basis. Employment will commence on _____ 2004 and terminate at the completion of the camps on _____ 2004.

JOB DESCRIPTION

1. A Camp Maintenance Person will answer to the Camp Director of Camp Tapawingo and the Camp Chair Person. In the absence of the aforementioned, the Camp Maintenance Person will answer to the temporarily-appointed person.
2. A Camp Maintenance Person shall be on duty, and on-site, from 7:00 a.m. to 7:00 p.m. while the camp is operational. In emergency situations or in situations deemed necessary by the Camp Director, the Camp Maintenance Person will also be on duty. In the circumstance that the Camp Maintenance Person chooses to live off-site, the Camp Maintenance Person shall make arrangements, at their cost, to be obtainable twenty-four (24) hours per day while the camp is operational.
3. The Camp Maintenance Person shall be responsible for all camp facilities' and assets' maintenance, upkeep, and improvement, under the leadership of the Camp Director and as assigned by the Camp Chair Person.
4. The Camp Maintenance Person is encouraged to interact with the campers, however, the assigned duties must retain their priority.
5. The Camp Maintenance Person will be required throughout the summer's duration to utilize their personal vehicle to : retrieve maintenance, general camp, kitchen, and other supplies, as well as haul refuse using the camp's trailer. In such an event, the Camp Maintenance Person will be compensated at the rate of twenty-nine cents per kilometer.
6. The Camp Maintenance Person shall be responsible for the collection and disposal of camp garbage on a daily basis, as directed by the Camp Director.

7. The Camp Maintenance Person shall be responsible for the daily maintenance of the camp's water systems, including pumping, filtration, heating and septic.
8. The Camp Maintenance Person shall conduct constant repairs to the camp's various facilities and assets, including: Buildings, recreational facilities and equipment, and grounds keeping.
9. The Camp Maintenance Person shall maintain a constant supply of cut firewood and kindling for the camp's general usage within the lean-to shelter provided by the central fire pit.
10. The Camp Maintenance Person shall be responsible for the locking and unlocking of all camp facilities, prior to the commencement of the completion of each and every camp during the summer, as scheduled by the Camp Director.
11. The Camp Maintenance Person shall complete the various tasks (maintenance, construction, destruction etc.) designated by the Camp Chair Person. These tasks may be assigned on a daily, weekly and/or summer-long schedule.
12. The Camp Maintenance Person shall make personal initiatives to complete tasks as they deem necessary, at the approval of the Camp Director or Camp Chair Person. In the same spirit, from time to time the Camp Director or the Camp Chair Person may assign tasks outside of the Camp Maintenance Person's usual and customary task lists.
13. The Camp Maintenance Person shall adhere to the standards and goals relating to programming as outlined in Appendix A: "Camp Tapawingo Standards and Purpose".
14. The Camp Maintenance Person shall adhere to the dissemination of all administrative information and disciplinary actions, between the various staff groups and between the Camp Committee and the staff groups, as prescribed in Appendix B: "Camp Tapawingo Organizational Chart".
15. The Camp Maintenance Person shall always consider the safety of the staff and campers while performing their duties. Due to the age of some campers, and from time to time the extreme level of activity on the grounds, every effort shall be made to guarantee the safety of all on the grounds. This may require the Camp Maintenance Person to appropriately schedule, cease, or re-schedule certain tasks, so that they do not interfere with the camps' priority – the campers. In the same spirit, certain tasks which may be a disturbance to the camp's programs (such as operating a chain saw during rest periods) shall similarly not be conducted.

EMPLOYMENT AGREEMENT

1. I have familiarized myself with Appendix A: “Camp Tapawingo Standards and Purpose”, and Appendix B: “Camp Tapawingo Organizational Chart”, as set down by the Camp Committee of Prince Albert Tamarack and will abide by them.
2. I want to dedicate myself to God and to the people I am called to serve. I accept and will pursue the Christian ideal of service.
3. I am willing to accept guidance relating to my position, which is deemed necessary by the Camp Director for the smooth operation of the camp.
4. I realize that I am called upon to be on duty twenty-four (24) hours per day, with specified time off as arranged by the Camp Director and the Camp Committee.
5. I accept the position of Camp Maintenance Person. I realize that I am firstly the part of the staff directly responsible for maintenance and improvement to the camp’s various facilities and assets. I am aware that the service I am called upon to render, may change according to the situation and available camp person(s).
6. I will not keep nor abuse alcohol nor illicit drugs on the camp premises. I will cooperate with the Camp Director to ensure that drugs and alcohol are not used or kept by other staff or campers while at Camp Tapawingo.
7. This position is one of personal service with a high degree of interpersonal relationship with the staff, campers, and Camp Committee. It also places the employee in a position of trust in respect to campers and Camp Tapawingo property. Breaches of this trust shall constitute cause for dismissal.
8. I have familiarized myself with this contract and I am willing to accept the specified salary and all clauses contained herein.
9. I will give priority attention to clause “15” of the aforementioned Job Descriptions.

This contract contains five (5) pages including Appendixes

PLEASE SIGN AND RETURN ONE COPY OF THIS CONTRACT, POSTMARKED WITHIN TWO (2) DAYS OF RECEIPT. KEEP THE SECOND COPY FOR YOUR OWN RECORDS.

Date

Employee Signature

Date

Camp Tapawingo Representative