

Camp Tapawingo

“A place of happiness”

CASUAL EMPLOYMENT CONTRACT

This is a contract between

CAMP TAPAWINGO, TAMARACK PRESBYTERY

and _____

for the position of CAMP RECREATION DIRECTOR.

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. The Camp Recreation Director will answer to the Camp Director of Camp Tapawingo. In the absence of the Camp Director, the Camp Recreation Director will answer to the temporarily-appointed person.
2. A Camp Counselor shall be responsible for the campers in their care twenty-four (24) hours a day.
3. The Camp Recreation Director shall be responsible for planning and/or implementing; all aspects of Camp Tapawingo waterfront safety and recreational activities, as well as all dry land recreational activities for both staff and campers (both in and out of doors); under the leadership of the Camp Director while adhering to the directives of the Camp Chair Person and Committee.
4. The Camp Recreation Director shall have an understanding of the age groups, and initiate and develop a caring and accepting relationship with the campers under their care.
5. The Camp Recreation Director shall participate in the discipline of the campers in cooperation with the Camp Director and Counselors.
6. The Camp Recreation Director shall help guide the campers in the a Christian Camping Community.
7. The Camp Recreation Director shall operate the “tuck” as well as conduct the on-site camp registration with the assistance of the Camp Director, Nurse and Christian Education Coordinator. An up-to-date inventory of T-shirts must be kept and reported

to the committee if an order is needed.

8. The Camp Recreation Director shall develop recreational programming in an engaging manner, in a variety of ways and mediums. The presentation of these programs will be age specific.
9. The Camp Recreation Director will plan under the guidance of the Camp Director, with staff and camper assistance as necessary, club time activities, (such as crafts, canoeing, outdoor cooking, nature orienteering, etc.) as well as special events (such as Tapa relay, talent shows, etc.)
10. The Camp Recreation Director will maintain all Camp recreational equipment and keep an up-to-date inventory of such items. The equipment's maintenance may from time to time require the assistance of the Camp Maintenance person. In such an event, the request will be made of the Maintenance Person in a cooperative manner. The Camp Director will assist in this request if a problem arises.
11. The Camp Recreation Director will teach basic water safety and swimming to campers as well as advanced techniques to more advanced campers.
12. The Camp Recreation Director will teach basic water safety and artificial respiration to all camp staff.
13. The Camp Recreation Director will develop and conduct a half day in-service during the pre-camp Counselor training sessions. This in-service must be pre-approved by the Camp Director. The in-service will prepare the Counselors and other staff for the planned recreational activities for the summer's series of camps.
14. The Camp Recreation Director shall adhere to the standards and goals relating to programming as outlined in Appendix A: "Camp Tapawingo Standards and Purpose".
15. The Camp Recreation Director 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".
16. The Camp Recreation Director shall always consider the safety of the staff and campers while planning, performing and supervising their duties and/or activities. Further, 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 Recreation Director to appropriately schedule, cease, or re-schedule certain activities, so that they do not interfere with one of the camps' foremost priorities – the campers' safety.

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 a Camp Recreation Director . I realize that I am firstly the part of the staff directly responsible for the camp’s recreational activities. 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.

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