HEAD OF OUT-TRIPPING

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Summer Camp Manager
Period: June Senior Staff Training through end of August (exact dates set in contract)
Honorarium: $275 / week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks, develops, and nurtures Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Head of Out-Tripping is focused on the successful oversight and implementation of the canoe trips within LIT, LEAP and Explorers programs including organizing the route, supplies, food, and emergency procedures. They will also provide mentorship and leadership to other leaders on the canoe trip.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct and core values of CBOQ & Camp Kwasind.
- Minimum age 21 years of age
- Experience in leadership roles in a camp context
- Strong leadership skills & interpersonal skills
- First Aid or Lifeguarding qualifications are required
- Wilderness First Aid Certification or higher is required

Responsibilities:

We expect the Head of Out-Tripping to attend and participate in all required pre-summer training sessions, learn, and know Camp Kwasind's goals and mission and focus on your spiritual growth through a local church and/or mentorship.

Before program

- Attend and participate in Staff Training
- Attend workshops, seminars and training pertaining to the position as requested.
- Meet with Summer Camp Manager to organize goals and delivery of the various canoe routes.

- Purchase necessary supplies for canoe trip(s).
- Plan canoe route for all canoe trips including drop-off, pick up and evacuation points
- Ensure all equipment is in working order and pack barrels, wanigan and/or other tripping supplies
- Plan how many tents, canoes and other materials will be needed for canoe trip(s)
- Book any drop-off locations, camp sites and/ pick up sites as required

<u>During camp/ before leaving on trip</u>

- Train campers in water safety, basic canoeing skills and onsite camp site management including Campfire set up, tent set up, no-trace camping, how to go the washroom etc.
- Plan, prepare and lead canoe trip - a copy of the canoe route and planned schedule will be left in the camp office with the Executive Director.
- Ensure the Order/purchase food and supplies for the canoe trip has happened.
- Along with the Assistant leaders, always supervise and monitor the campers in the program during the program including Explorers camper free time.
- Test Spot device and ensure its proper communication with Executive Director and Summer Camp Manager
- Ensure campers get the 'pre trip check' done by nurse of the week prior to leaving for camp
- In general follow and maintain the following principles
    - Ensure that Camp Kwasind is run as a Christian camp.
    - Ensure that all staff and campers are made to feel welcome at Camp Kwasind.
    - Adhere to the rules and regulations of camp as established by the Camp.
    - Attend all applicable staff meetings and bible studies as scheduled.
    - Always exhibit professional Christian behaviour.
    - Remember that you are at camp to serve, not to be served.
    - Remember that the campers in your charge are your number one priority.
    - Be an example of Christian living in each experience you share with the campers and/or fellow staff.
    - Be accountable to the Summer Camp Manager
    - Provide the Executive Director with a report at the end of the season including inventory of all canoe out tripping equipment.

<u>On Trip</u>

- Navigate route while being mindful of inclement weather, route changes and/ or distances needed to be travelled
- Choose campsites that are adequate for the size of group, safe for campers and ensure the appropriate tent sites are picked
- Facilitate and oversee on site activities (i.e., tent set up, wood collection, water collection, food preparation, clean up, waste and garbage management)
- Collect and clean water throughout the trip and ensure campers are hydrated
- Check in on spot device when arriving at campsite
- Respond to all first aid treatment to injuries, emergencies situations and potential evacuations
- Ensure paperwork is maintained and records kept of all medications administered, and first aid treatment done

<u>After Trip</u>

- Clean all supplies from canoe trip
- Repair any damaged canoes
- Debrief trip with Summer Camp Manager
- Make notes on route for following year
- Ensure campers get 'post trip check' done by nurse of the week

- Input all medication and injury records into Camp Brain medical Centre

Your Support

- Summer Camp Manager – They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development, and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.