

Camp Tapawingo

“A place of happiness”

CASUAL EMPLOYMENT CONTRACT

This is a contract between

CAMP TAPAWINGO, TAMARACK PRESBYTERY

and _____

for the position of CAMP DIRECTOR.

The salary will be _____, less deductions (UIC, CPP, taxes) including holiday pay 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 _____ and terminate at the completion of the camps on _____

JOB DESCRIPTION

1. The Camp Director will answer to the Camp Director of Camp Tapawingo. In the absence of the Chair Person, the Camp Director will answer to the temporarily-appointed person.
2. The Camp Director shall be responsible for the campers and staff in their care twenty-four (24) hours a day.
3. The Camp Director shall have the responsibility for developing, organizing and implementing the camp program under the direction of the Camp Committee and in cooperation with the full-time and volunteer staff. A team approach is to be emphasized.
4. The Camp Director shall have responsibility for all administrative aspects of the camp including, but not limited to: Supervision of all full and part-time counseling staff, volunteer staff, Christian education coordinator and maintenance staff, on-site finances, security and alike.
5. The Camp Director will be a resource person for the counselors to ensure that all activity or cabin groups function as well as possible.
6. The Camp Director will encourage and support the counselors, and work for harmonious relationships between them.
7. The Camp Director will work closely with all camp staff to ensure the smooth operation of the camp.

8. The Camp Director shall have responsibility for the leadership training and planning time, previous to the start of each individual camp. This training is to start at 10:00 a.m. on the first day of each camp.
9. The Camp Director shall have the responsibility for daily staff meetings, and will supervise and evaluate their progress.
10. The Camp Director shall have responsibility for assigning duties to C.I.T.s (counselors in training) and will supervise and evaluate their progress.
11. The Camp Director shall be responsible for receiving volunteers and assigning duties in a manner prescribed by the Camp Committee.
12. The Camp Director shall be responsible for maintaining those standards and goals relating to programming as outlined in Appendix A: "Camp Tapawingo Standards and Purpose".
13. Should the Camp Director be required to leave the camp site, or become unavailable, the Camp Director shall appoint a person to assume their duties during that absence. This appointment shall be made known to the camp at large.
14. The Camp Director shall be responsible for 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 Director shall be responsible for camp security including but not limited to: All communications with the R.C.M.P., locking the camp gate, every day of camp operation, after flag down, knowing the location of all campers during camp operation, and knowing the location of all staff during their applicable shift periods.

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 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.
9. A completed Appendix C: "Criminal Record Check Form" must be returned with this signed contract.

This contract contains seven (7) pages including Appendixes

PLEASE SIGN AND RETURN ONE COPY OF THIS CONTRACT, AS WELL AS THE COMPLETED "CRIMINAL RECORD CHECK" POSTMARKED WITHIN TWO (2) DAYS OF RECEIPT. KEEP THE SECOND COPY FOR YOUR OWN RECORDS.

Date

Employee Signature

Date

Camp Tapawingo Representative

