



TREK Staff Manual

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Camp Director

This is the position where the buck stops with you. You are responsible for doing everything within your capacity to make sure that the camp runs in such a way that an environment is created in which kids can be taught about the important things in life. This means keeping the schedule on track, dealing with problems quickly and effectively and being aware of the spiritual, emotional and physical pulse of the camp. You also play a critical role in how successful and believable the story is, by the way in which you act out your character.

Logistical

- take inventory of activity materials
- see to it that everyone is fully prepared (has what they need, all questions are answered) for activities, hikes, meals, etc.
- Make sure (by talking with setup crew leader, and other committee members) that everything needed for camp is on site in the appropriate amounts.

Organizational

- Help with shelter building upon arrival at camp, indicate where to build, what to use, etc.
- Coordinate camp schedule with the kitchen staff, who need to be updated on a constant basis
- See to it that each day sticks to the schedule (usually a default schedule with minor details altered)
- Notify staff of any changes to the schedule
- Inform counsellors of any important details regarding each day
- (along with LIT and BOLT leaders) plan night watch – also lead campers on night watch

Camp Involvement

- Take charge at the evening hoedowns
- Often involved in song leading
- Pray for each meal and/or find someone to pray for each meal, establish meal order
- Take part in games and activities with the campers
- Be the primary contact person for anyone wanting to come onto the site, or anyone from outside the camp who has an issue they need to deal with that involves TREK

Spiritual Aspects

- Pray unceasingly for camper, counsellors, staff, and anyone else involved
- Ask staff how they're feeling and encourage whenever possible
- Lead/assist in counsellor devotions
- At evening counsellor meetings, initiate discussion and get things rolling
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Activity and Game Leader / Camp Director Assistant

While this job means that you are responsible for the crafts and wide games, it is much more than that. This job was conceived of in order to provide the camp director with an assistant to help in whatever way possible. This is your primary goal. It is also an opportunity to learn from camp leadership as this role is seen in many ways as a preparation for those types of responsibility. This is why you also have a strong character role in the story.

Note: This position is different from a climbing or archer activity leader.

1. Logistics /Organizational

- a. Know what crafts are being done, and know how to do them inside and out.
- b. Check with camp director to see whether there are enough supplies for your particular week, if not offer to make arrangements to get them.
- c. Check to see the list of wide games that are being played (or come up with them yourself).
- d. You are responsible for making sure that all of the game materials are bought and arrive at the site.
- e. Make sure all camp supplies arrive back in the supply tent after craft time. IMPORTANT!
- f. Do inventory at the end of the week and give list of supplies needed to camp director, make sure that the supply tent is in good order (together with handy man) before you leave!

2. Story Line Involvement

- a. Your character will most likely have a role in the story. You need to come up with your own costume for this character, or share one with previous activity leaders. IT BETTER BE GOOD.
- b. Look at a copy of the story line and be aware of where your character is needed and in what capacity.
- c. Lead and participate in night watches as needed (particularly when camp director needs sleep).

3. Schedule

- a. Know when activity sessions are, and prepare for them ahead of time!
- b. Talk with camp director about schedule changes, if any.

4. Camp Involvement

- a. You are expected to participate in hoedowns (musically if possible).
- b. You take your meals with the rest of the camp
- c. You are there to assist the camp director in any means possible, this means checking in often to see if they need any help. YOU ARE A RIGHT HAND MAN OR WOMAN!

5. Spiritual Considerations

- a. Because this job entails a lot of “free time”, you should see it as your duty to provide not only physical assistance to camp

leadership (including counsellors) but also spiritual and emotional/mental assistance. This means keeping them in your prayers, and being sensitive to times when you may be needed to pray with people.

LIT Coordinator

It will be the responsibility of the LIT Coordinator to be a permanent member of the TREK Ministry Team and to do (or delegate so the following tasks are completed):

1. Publications:

- a. LIT application package (letter to parents / guardian, application, reference form).
 - i. Review and make revisions (if necessary).
 - ii. Make the packages available to churches & webmaster
- b. LIT Training Booklet
 - i. Review and make revisions (storyline, new policies, guidelines, etc)
 - ii. Reproduce enough copies for LITs
- c. LIT (Camp) Booklet
 - i. Review and make revisions in coordination with Camp director and Camper booklet (including, but not limited to, new devotionals [every year], new teachings [if deemed necessary] related to Christian life and leadership principles)¹
 - ii. Reproduce enough copies for LITs

2. Correspondence:

- a. Contact all LITs regarding placement, meetings, etc.
- b. Talk with any parents / guardians as necessary.

3. Logistics:

- a. Secure necessary transportation to and from site for LITs and leaders.
- b. Ensure costumes and gear specific to LITs arrive at the site at the appropriate time.
- c. Determine where & how LITs will set up sleeping arrangements at the site.

4. Schedule:

- a. Work out the general schedule of times & duties in coordination with the Camp Director (general & story duties).
- b. Work out the specific schedule of times, duties & names of LITs (who does what at what time) for each week.
- c. Exercise appropriate judgment & flexibility with the schedule.

5. Training & Teaching

- a. Attend all training weekends.
- b. Run or coordinate the running of LIT training evenings.
- c. Train, encourage, admonish & build up his / her team of LIT leaders.

¹ There currently exist teachings for year 1 and year 2 LITs. These do not need to be changed unless deemed necessary by the TREK Ministry Team or the LIT Coordinator.

- d. Teach or ensure teachings and devotions are done each day at camp.

6. Discipline

- a. It will be the final decision of the LIT coordinator as to whether a LIT needs to be sent home.

LIT Leader

The purpose of this position is to provide an opportunity for a youth worker (paid or un-paid) ***in a local church*** to spend “missions” or service time with youth from his church ***and community*** in an effort to form and solidify relationships and contacts that can be continued and nurtured throughout the year.

It will be the responsibility of the LIT Leader to:

1. Relationships:

- a. Continue (during camp) to be refreshed and encouraged in their relationship with God through bible reading, quiet time & prayer.
- b. Spend time with the LITs.
- c. Provide a Christian example of love, growth and service to all.
- d. Encourage, build up and (if necessary), discipline LITs.

2. Duties:

- a. Coordinate (in cooperation with the Camp director) the story events as they relate to the LITs.
- b. Lead the story events (night watch, etc).
- c. Join the LITs in the general camp duties (dishes, cleaning outhouses, refilling water jugs, etc) and supervision duties (supervising quiet time).

3. Scheduling

- a. Make sure LITs are on time to events, duties and teachings.
- b. Aid the LIT coordinator in specific scheduling for the week of camp (at the LIT coordinator's request).

4. Teaching

- a. Lead devotions at the LIT Coordinator's request.
- b. Lead the teachings at the LIT Coordinator's request.

LIT (Leader-in-training)

The LIT is an essential contributor to the success of TREK. He or she must commit to serving the camp with a good attitude, be on time for various responsibilities and must take seriously his or her growth as a leader (It is NOT necessary for a LIT to be a professing Christian).

1. Attend all training events.

2. Duties

- a. Kitchen Duties – washing dishes, maybe some preparing of food, serving meals
- b. General Camp Duties – Cleaning outhouses, carrying water, gathering firewood, loading vehicles, chasing away bears, cougars and other dangerous wildlife, occasionally bringing coffee or other refreshments to your leaders.
- c. Supervision Duties – supervising quiet time, aiding camp support staff with activities (crafts, zip-line, slip 'n slide, rappelling, and archery).
- d. Story Duties – providing the day time and night time story entertainment for the campers (scaring them at night)

3. Relationships

- a. LITs are expected to respect all people at camp and submit to camp leadership.
- b. LITs are expected to maintain appropriate relationships with others LITs and campers. There is absolutely NO dating at camp. Any LIT found in a tent or “cabin” belonging to members of the opposite sex will be sent home immediately.

Counsellor

The duties of a counsellor are the most important ones of the camp. You are responsible for the welfare of the children at all times. In addition to participating in all of the scheduled (and some unscheduled, like free time) activities with them, you are expected to attend counsellor meetings and play out your character role when appropriate. The following guidelines were written by a very experienced counsellor, and communicate what is most important about your job.

TREK IS FOR KIDS!

- put 100% effort and energy into the kids
- At Trek your primary concern is the kids, not your friends. Exclusive friend time only happens during counsellor free time.

BE RESPONSIBLE

- You are responsible for the safety of your kids. Make sure that between you and your co-counsellor, you know where your kids are and which one of you is watching them at all times.
- The kids are your responsibility not anyone else's. Activity/Game times aren't your rest time – you must be there and involved, helping wherever your kids need.

PARENT ROLE

- Make sure the kids are remotely sanitary. Make them:
 - brush their teeth
 - change their underwear
 - change their shirts at least once that week
 - put aside clean clothes the last day when the kids meet their parents
- keep their stuff together – make sure it's all in the shelter...pick up after them if need be

HELP OUT

- if you see other counsellors or staff needing help – do what you can
- if you need help with your kids – ASK
- Respect the kitchen staff - make sure the dining area is clean, putting all your dishes in the respective bins.

OBEY THE RULES

- trek has only a few rules – obey and enforce them

BE ON TIME

- Try your best to always be on time for meals and activities
 - There is a lot of planning that goes into trek and things run much smoother when you are on time – respect that
- Wake up and do your devotions when the scheduled time starts

- BRING A WATCH/ALARM

BE PREPARED

- Be spiritually refreshed and prepared. Ask God for help. (This doesn't mean you have to read your bible the whole time...it may be resting with God, or talking/encouraging others etc)
- Be rested.
- Be responsible with your sleep
 - People are different. Some need sleep and some don't need as much but all of us need some sleep, especially when you have to keep up to the energy of your kids– don't pull all-nighters. If you are staying up late, don't pressure others to do the same – respect their need for sleep.

BE ENTHUSIASTIC/PLAY UP THE THEME

- Kids are followers – if you are having fun and are excited about something, they will be too
- Play up the theme – it makes it more fun for everyone

First Aid

As the official camp “nurse” you are the person people (mostly counsellors) approach if they have any problems.

1. Logistics /Organizational

- a. Have minimum WCB Level 2 first aid ticket (copy on site) and updated.
- b. Know what supplies are on site (check with camp director or previous weeks nurse). Buy additional ones if needed.
- c. Know where the nearest clinic/hospital is, and what the fastest way to get there is (and how you are going to get there).
- d. Find a way up to the site (usually with kitchen staff).

2. Schedule

- a. Because you should be helping the kitchen when you are not busy, your schedule will coincide closely with that of the kitchen staff.

3. Camp Involvement

- a. You are welcome to participate in camp hoedowns and counsellor meetings in the evening...
- b. When you are not busy with other things, you are expected to help in the kitchen.

4. Spiritual Considerations

- a. You are expected to contribute and take part in the kitchen devotions and prayer times.

Handyman

You are at camp because you are gifted with practical skills. You are expected to be the go to guy if anything needs fixing or if something special needs building.

1. Logistics /Organizational

- a. You should be aware of what tools are at camp (you can call the camp director about this); you may want to bring a few of your own.
- b. You should check with the previous week's handyman about the status of the equipment and the amounts of propane and diesel fuel on site.
- c. You are responsible for maintaining the appropriate amount of propane and diesel fuels at the site.
- d. You are responsible for organizing and maintaining order in the supply tent. It would be helpful if you were there on the setup day to coordinate this.

2. Schedule

- a. Your schedule will coincide closely with that of the kitchen staff, so you should check to see what times they need generators turned on in the morning etc.

3. Camp Involvement

- a. You are welcome to participate in camp hoedowns and counsellor meetings in the evening.
- b. You are also welcome to help out during those activity/craft sessions.
- c. When you are not busy with other things, you are expected to help in the kitchen.
- d. Typically this role has also been the official "barbecue man" role.

4. Spiritual Considerations

- a. You are expected to contribute and take part in the kitchen devotions and prayer times.