



Volunteer Position Descriptions

Team Leaders (10) – The role of the Team Leader is to facilitate the development of a business concept, business plan, and business day activities for a team of up to eight youth aged 13 – 15. The Team Leader needs to establish a positive environment for teamwork and will assist the campers with team decisions. It is the Team Leader’s responsibility to be familiar with the “Campers Manual” and the “Trainers Manual” and use these resources when training the participants. Team Leader’s need to keep their team focused and on track with the designated timetable as well as ensure that the youth have a firm grasp on the material being given to them. Team Leaders need to evaluate their youth participants and grade them on their performance and comprehension of the camp material. The Team Leader position is the most demanding of all the camp volunteer positions there fore should not be combined with any other volunteer responsibilities with the exception of ‘Presenter’.

Position Requirements: Team Leaders must have substantial experience in facilitation and a strong grasp of business and business plan concepts. Previous experience working with youth is an asset.

Presenters (5) – The Presenter is responsible for training the youth throughout the week by means of facilitation. Presenter gives lessons and lectures on topics ranging from characteristics of an entrepreneur to marketing and financing a small business. Because this position requires minimal hours you will also need to sign up for another volunteer position.

Position Requirements: Experience in facilitation and public speaking is an asset. The Presenter should also have a strong grasp of business and business plan concepts.

Recreational Leaders (5) – The Recreational Leader is responsible for the youth while they are participating in the risk taking activities. The Recreational Leader ensures that the youth are participating in a safe and danger free environment. The Recreation Leaders will work with the Recreation Director and assist with any planned recreational activities including any planning, set-up and take down of activities. The Recreation Leader's need to make sure that their group is all accounted for at each activity and that their participants stay with the group until the activity is over. This position only has volunteers working for a few hours each day so you must also sign up for another volunteer position.

Position Requirements: Recreation Leaders must be able to and willing to participate in all recreational and risk taking activities. Recreation Leader's should have strong leadership and communication skills to be able to encourage their team's participants.

Office Personnel (1) – The office staff are responsible for running and maintaining a central office while camp is in session. Duties include allocating the existing resources across the different teams to ensure that all teams are able to develop their business in the most effective manner possible. The office staff is also responsible for maintaining the administrative center for the Camp Director and Camp Coordinator to guarantee smooth administrative activities throughout the week. The Office Personnel is to take part in daily lessons and support the 'Team Leaders' by handing out materials when necessary, setting up equipment in between sessions and more. Office Personnel are responsible for all office supplies and equipment. Because this position is of a full-time nature you are not required to sign up for any other volunteer positions.

Another Office Personnel position will be available to act as an assistant to the full-time office personnel position. That position will be part-time and will also have other assigned duties.

Position Requirements: Clerical Support experience or office experience is an asset.

Bunk Masters (4) – The Bunk Master is responsible for the safety of the youth during the night, duties include maintaining a safe and danger free sleeping environment and dealing with any emergencies that arise. Bunk Masters need to keep everyone in their cabins at night and keep everyone out during the day. The Bunk Master needs to ensure that everyone in their cabin gets up in time to get to breakfast and ensure that everyone is accounted for at lights out. Because this position only requires your time and energy at the end of each day you will also need to sign up for another volunteer position.

Position Requirements: Patience, understanding and a good sense of humor is a must.

Break Supervision (5) – During the morning and afternoon breaks including meal times the Break Supervision volunteers will be on duty. It is their responsibility to know the whereabouts of the youth at all times and to assist them if needed. Break Supervision needs to supervise the camp perimeters and keep the youth out of the cabins unless supervised by another volunteer. Because this position is not of full-time you must sign up for another volunteer position.

Suppliers (3) – The Wednesday morning of the camp the Suppliers will meet with each group to find out what supplies and materials are needed for their businesses. The Suppliers will meet with the youth to discuss their needs and quiz them on their thoughts and reasoning behind the intended purchases. Suppliers need to ensure that each business team has completed the proper research such as the quantity they need, the total cost of all the supplies each team needs to pay for, and the location and name of the supplier the teams are purchasing from. Suppliers will go with one youth participant from each team and a volunteer from Medicine Hat to pick up all the supplies. Because this position only requires one day of work you will need to sign up for another volunteer position.

Night Watch (12) – Each night two volunteers will be assigned to provide night watch service for the camp. They will ensure that no youth leave their bunks after lights out at 10:30 p.m. (unless it is an emergency). Night Watch will also ensure that no one enters the cabins of other camp participants uninvited. The Night Watch shift will be from 10:00 p.m. until the camp is quiet and you are certain the campers are asleep and not planning any escapes. The volunteers for this position will alternate each night. Because you only have to do this one evening of the week you will also need to sign up for other volunteer duties as well.

Registrars/Bus Supervisor (2) – The Registrars are on the bus as the participants get picked up. As each participant is picked up at the designated station, the Registrars will take note of their attendance

Wellness Facilitator (1) - Throughout the camp the wellness facilitator spends time observing the youth and ensuring all are included in activities and/or participating appropriately. If observed to be having difficulties, spending a bit of extra time with the youth. Specifically:

- Provide one-to-one supports when requested to youth campers on emotional issues affecting their stay at the camp. This may include but not limited to issues such as being homesick, shyness, reluctance to participate and anger outburst.
- Assist in communicating with parents when necessary concerning their child's behaviours and/or emotional issues affecting youth, other campers that are beyond normal surface behavioural management protocols.
- Provide Camp Director with support with formal reporting to Child Welfare Agency if allegations of abuse from parents/guardians or someone other than a parent or guardian.

Position Requirements: Bachelors or Masters in Social Work, youth experience preferred

Medic (1) - The medic is available throughout the entire camp for medical assistance. The medic is on duty whenever the campers are active and can be reached via radio during the night if necessary. Duties include:

- Providing first aid and triage
- administering and managing prescriptions
- administering and managing non-prescription medication (Tylenol, Advil, etc)
- care/management/support of existing medical conditions (ie., diabetes) and/or allergies

- All appropriate documentation

Position Requirements: Registered Nurse or Paramedic

Due to the limited number of Volunteers and the number of Volunteer Positions that need to be filled, the Camp Director and Camp Manager reserve the right to assign people to positions that they may have not signed up for to ensure that all duties are filled.