



OUTDOOR PURSUITS PROGRAMMER

The Outdoor Pursuits Programmer's primary role at the BC Easter Seals Summer Camp is to work on the programming team to provide a wide variety of fun, safe camp activities that uphold the Camping Program Objectives and comply with the Society's Policies and Procedures, while further developing camp's appreciation and skills surrounding the outdoors.

Duties include, but are not limited to the following:

Program

- Provide a wide variety of activities related to the outdoors. This will include regular program activities as well as all camp activities. These programs will be safe, fun and adapted so that all can participate.
- Programs must satisfy the following requirements:
 - They are unique to the camp environment.
 - They are a safe, fun and encouraging experience.
 - They encourage the development of physical and social skills, and focus on ability and independence.
 - They are age appropriate and encourage a health leisure repertoire.
 - They contribute to the camper's development as an individual and as a group member.
 - They are imaginative and flexible (i.e. taking weather, energy levels and physical, medical, emotional needs into consideration).

General

- Complete all necessary paperwork and documentation in time required.
- Foster a co-operative working atmosphere at all times.
- Work night duty and rest duty as required.
- Attend and participate in program and all staff meetings.
- Establishment and organization of the Programmer Office, ensuring it is kept well stocked and in good order.
- Responsible for weekly program area and site clean-up. Responsible for all aspects of end of season clean-up for their area and assisting with general end of season site clean up
- Maintain an inventory of supplies to be submitted at the beginning and the end of the camping season. Purchase supplies as required according to purchasing guidelines, while staying within the program budget.
- Responsible for all aspects of a program including preparation and clean up.
- Advertise and promote programs to campers and staff.
- Assist Counsellors and Personal Support Workers in adapting the activities to the specific needs of the camper.
- Submit a Programmer Report for each session that describes both regular programs and all camp activities. Submit a Year-End report at the end of the summer.
- Other duties as directed by the Camp Coordinators.

OP Duties

In addition to general program duties, the OP will:

- Be responsible for maintaining the integrity of all equipment used i.e. tents, cooking materials, campfire materials, etc.
- Be responsible for overseeing and retaining a night-time log at camp-out.
- Work closely with the Camp Manager & Coordinators to ensure camp-out numbers for the upcoming week are given to the kitchen staff in adequate time.

- Create an OP schedule on Day 1 of each camp session.
- Fill out an Offsite form for each Camp-out session and provide this form to the Health Care Team in adequate time.
- Ensure all camp-out dishes are cleaned properly and/or given to the kitchen staff in a timely manner.
- Once campers are in bed, ensure that at least one counsellor from each buddy group is present at camp-out at all times.
- Ensure proper fire procedures are followed including, always having a large bucket of water beside a lit fire and keeping track of fire bans.
- Encourage the use of instruments, singing of songs and other fun activities around the campfire.
- Where possible, participate in Regular Programs by either assisting other programmers with an activity such as the rock wall or big swing, or by initiating an individual, unique RP.
- Facilitate and promote activities during camp-out (e.g. games, nature walks).

Orientation Duties

- Participate in the 2-day Adventure Works on-site orientation.
- Facilitate an orientation session on camp-out & ensure staff understand any relevant policy and procedure.
- Review past OP reports and inventory lists
- Establish a beginning of summer inventory list.
- Request or purchase any items required in the OP area.

End of Summer Duties

- Submit an end of the year inventory list and wish list to the coordinators.
- Ensure all equipment is stored away properly and in the correct location.
- Ensure all food is put away after meals/snack.
- Write up the Outdoor Pursuits year-end report.

Safety

- Recognize the hazards of the program, the variety of participant abilities and the environmental factors. Take steps to ensure hazards are removed or minimized as much as possible.
- Ensure equipment is cared for and maintained and old, damaged, unsafe or unsuitable equipment is repaired or discarded and replaced immediately.
- Be completely familiar with and uphold all policies and procedures related to their area, as well as a basic familiarity with other program areas. Ensure Society's objectives are maintained and adhere to all other general staff policies and procedures.
- Receive WHMIS training on the safe and proper usage of cleaning chemicals.