



RECREATION, GAMES & ROPES PROGRAMMER

The Recreation, Games & Ropes (RGR) 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.

Duties include, but are not limited to the following:

Program

- Provide a wide variety of activities related to Recreation, Games and Ropes. 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.

RGR Duties

In addition to general program duties, the RGR will:

- Attend a ropes certification course offered by a reputable agency (i.e. Adventure Works, PAL) prior to the start of orientation.
- Be responsible for maintaining the integrity of all equipment used i.e. ropes, carabineers, helmets, etc.
- Be responsible for retaining a ropes & equipment log in the correct binder each time any of the elements are used.

- Perform inspections of the big swing and climbing wall on a regular basis.
- Report any safety concerns to the Coordinators and follow-up accordingly if required (i.e. Adventure Works).
- Work with the Health Care Team and counsellors to ensure that each camper has permission to participate in all of the elements prior to doing so (e.g. campers with shunts).
- Ensure everyone (including staff) have proper footwear and safety equipment prior to using the elements.
- Oversee the educating of staff on belaying in order for them to assist at busy times. The RGR programmer has the final say on who can assist them with belaying & which certified staff members can run the elements (e.g. OP programmer)

Orientation Duties

- Participate in the 2-day Adventure Works on-site orientation.
- Orientate the staff on the Climbing wall, Big Swing and Low Ropes course and ensure they understand all of the safety rules as well as providing them with the opportunity to experience all of the elements.
- Orientate staff of how to properly harness individuals.
- Review past RGR reports and inventory list.
- Request or purchase any items required in the RGR 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.
- Submit a photocopied version of the updated rope logs to the coordinators.
- Write a RGR 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.