

Plast Canada

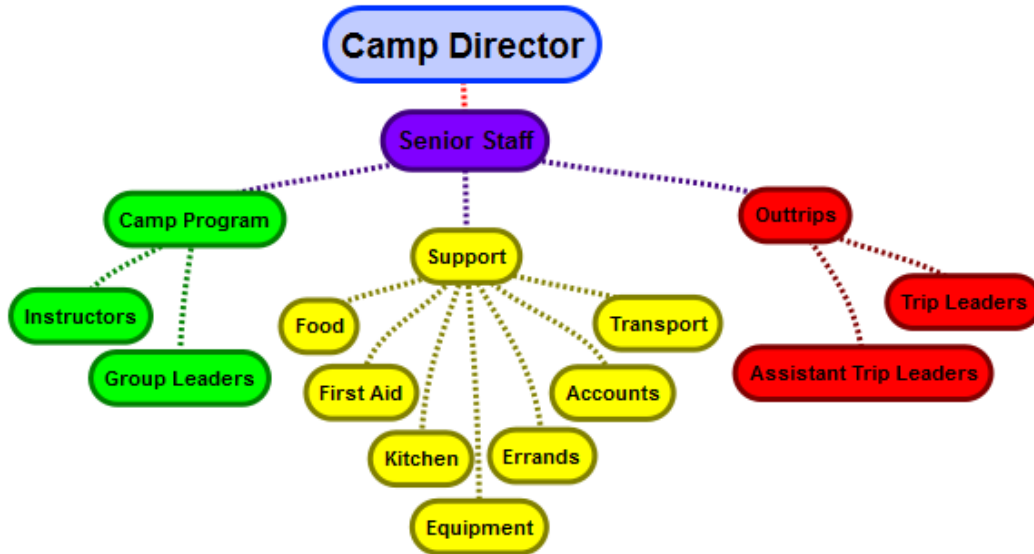
STAFFING FOR CAMPS

Policy Requirements

- * Leaders (in-camp or tripping) shall have the skills, knowledge, training, experience, and judgement to successfully perform their assigned duties.
- * In-camp group leaders shall be current Plast members.
- * All individuals shall complete a CAMP STAFF APPLICATION FORM prior to being accepted/hired/appointed as a leader.
- * All leaders shall provide Plast Canada with a current Police Record Check.

Explanatory Material

In addition to the wide variety of Plast Camp types, locations, and activities, there is also a myriad of roles. As a result of this highly case-sensitive situation, due care and consideration must be devoted to ensure that the set of skills required to operate a safe and effective camp are in place. A typical organizational structure is depicted below.



The following job descriptions outline the functional tasks of various Plast camp leaders.

Camp Director (Командант)	<ul style="list-style-type: none">• Recruits, interviews, and participates in the hiring of in-camp group leaders, trip leaders, and senior staff• Effectively supervises, coaches, and mentors in-camp group leaders, trip leaders, senior staff, and support personnel• Defines camp goals and plans a program to reflect camp goals
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	<ul style="list-style-type: none"> • Prepares and conducts pre-camp and in-service staff trainings • Prior to the commencement of camp, organizes and conducts a meeting with campers' parents/guardians to outline planned activities, explain the risks involved and steps taken to mitigate these risks • Orders or supervises the ordering of food, supplies, and equipment, and arranges for proper distribution • Develops routines, schedules, and procedures for camp operation • Assigns staff activities and other responsibilities • Assigns staff and campers to groups • Defines and monitors the camp's crisis management plan, including emergency procedures • Organizes and/ or approves trips out of camp for program activities, supplies, and crisis management • Monitors safety and all procedures as they pertain to the complete supervision of all campers and staff
In-Camp Group Leader	<ul style="list-style-type: none"> • Assumes responsibility for leadership and guidance to campers in daily living skills, with special attention to: <ul style="list-style-type: none"> ○ Personal hygiene, safety & manners ○ Camper personal interactions with respect of others ○ Camper participation in all camp activities ○ Camper personal growth, self-confidence and independence through group living • Serves as a good role model to campers in personal language, appearance, manners and healthy habits • Implements Plast's leadership development program which empowers Scouts to try on roles of leaders and supporters • Teaches relevant outdoor skills
Trip Leader	<ul style="list-style-type: none"> • Undertakes responsibility for the entire life cycle of the trip from beginning to end • Recognizes and responds effectively to incidents and emergencies • Provides proper emergency care when necessary • Able to effectively teach participants and train fellow leadership team members • Able to lead trips without direct supervision by the Camp Director
Assistant Trip Leader	<ul style="list-style-type: none"> • Assists the trip leader in the overall facilitation of an assigned trip • Creates and fosters meaningful environments for trip participants, while simultaneously ensuring the mental and physical safety of each individual

	<ul style="list-style-type: none"> • Learns and assists the trip leader in teaching specific skills sets for each of the respective trips (camping, backpacking, canoeing, rock climbing, etc.) • Provides clear instructions to participants
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Procedures

1. The camp director (or designate) will assign leaders to roles.

Recommendations

Recommended staff qualifications vary with the type of role.

General



All staff should be a minimum of 18 years of age. At novak camps, some cabin (group) leaders may be less than 18 years of age.



A staff should be at least 2 years older than the oldest participant in the Scout group with which he/she is working.



All staff should have current certification in Standard First Aid (8 hours) or equivalent.



At least one leader should have completed Mental Health First Aid Supporting Youth training (9 hours) or equivalent.

Senior Staff



Any individual assuming a senior staff role should have experience as a camp leader (in-camp or tripping).

Tripping



At least one Trip Leader should be a current Plast member (i.e. dues paid). This recommendation allows for parents (whether or not they were former Plast members) and professional guides to serve as trip leaders.



On co-ed trips there should be at least one male and one female member on the Trip leadership team.



A trip leader should have acquired experience as an assistant leader on a prior trip of similar duration and level of difficulty.



An assistant trip leader should have prior tripping experience (may be acquired as a participant) commensurate with the length of the trip and its degree of challenge.

Definitions

Leader	Any individual who assumes direct supervisory or activity design and delivery responsibilities with a group of Scouts during a Plast camp.
In-Camp	Refers to those activities that take place at the main campsite.
Trip Leadership Team	A group of at least two leaders per trip who assume joint responsibility for meeting all of the campers' needs in the absence of the support from other camp staff and facilities.
Trip Leader	Leader who assumes primary instructional and risk management responsibilities for a trip group and serves as a mentor to the assistant trip leaders.
Assistant Trip Leader	Leader who is expected to assume leadership for a trip group in the event of an emergency but may still be developing his/her instructional and supervisory skills. An assistant trip leader is directly supervised by a trip leader.
Senior Staff	Individuals whose role at camp is primarily concerned with the functioning of the camp program as a whole. Typical examples of senior staff include: the assistant camp director, the program director/head counsellor, the scribe.
Role	The set of tasks and obligations assigned to / performed by an individual that are tied to a particular position within the broader organizational system of camp.
Trip	A planned excursion away from the main campsite ranging from a picnic in a nearby park to a canoe trip in the wilderness. Trips vary in purpose, duration, location and mode of travel. During the trip the group is independent of the support services available at the main campsite. On most Plast camp trips, the group is autonomously travelling through a backcountry area.

References

Forms

Plast Canada – CAMP STAFF APPLICATION FORM

ADMINISTRATION

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Policy #:		Policy Date:	1 March 2020
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