CHAMPS Staff Roles & Responsibilities

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CHAMPS Staff Roles

There are various positions needed to successfully run CHAMPS Camp programs. A general staffing guideline applies for CHAMPS programs:

- 1 staff per 3 campers for camps with children 8-17 years of age.
- 1 staff per 1 camper for camps with children 4-7 years of age.

1. Camp Coordinator

Job Description & Responsibilities

- Paid staff member
- Valid CPR-C/First Aid + Criminal Record Check (Vulnerable Sector) required
- Administrative tasks such as:
    - Booking facilities
    - Scheduling camp dates
    - Sending out camp info to families
    - Staff hiring & training
    - Camp registration
    - Distribute consent & permission forms
    - Creating registration, emergency contact lists, etc.
- Oversees programming/content of CHAMPS
- Camp social media (facebook, instagram, website)
- Primary contact for staff & families
    - Questions, concerns, complaints, incidents, etc.
    - Activity planning approval, review notes from each camp
- Communicates with other CHAMPS team members & research coordinators (medical clearance/activity restrictions for campers, sponsorships, research studies, etc.)

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2. Camp Leader

Job Description & Responsibilities

- Typically a paid staff member
- At least 1 camp leader is required to have a valid CPR-C/First Aid certification (number of leaders varies based on camp enrolment)
- Criminal record check (Vulnerable Sector) required for all leaders
- Reports to Camp Coordinator*****
    - Attendance
    - Camp review notes
    - Submit consent/permission forms
    - Incidents (medical, behavioural, etc.)
- Collect consent/permission forms as needed*
- Review & be familiar with safety & confidentiality procedures (code adam, etc)
- Oversees day to day camp activities (set up/take down)
- Plan appropriate camp activities*
- Gather any supplies needed for camp activities*
- Supervise children at camp
- Lead children through activities
- Develop rapport with children & family members

****Note - some of these tasks only apply to staff working during Fall/Winter Programming. See below for more details****

3. Camp Volunteer

Job Description & Responsibilities

- An unpaid staff member
- Criminal record check (Vulnerable Sector) required
- Reports to Camp Leaders & Camp Coordinator
- May or may not plan activities for camp (depending on location & staffing)
- Supervise children at camp & develop rapport
- Assist camp leader with set up/take down & planned activities

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Staff Compensation

Staff compensation follows the University of Saskatchewan guide for salary ranges. For staff members who are **not** already compensated by a research supervisor affiliated with CHAMPS camp, the College of Kinesiology/Medicine (U of S), or the Department of Psychology (U of R), the following pay ranges apply:

Undergraduate Students or individuals not enrolled in a post-secondary program: $17/hour (Effective June 1, 2025)

*This includes students who have graduated from a degree program.

> Reference: Non-Union Employees, Salary band 3
> https://careers.usask.ca/agreements/compensation/salary-ranges.php#Exempt

Graduate Students/Staff with more than 1 degree: $20/hour (Effective June 1, 2025)

> Reference: Non-Union Employees, Salary band 4
> https://careers.usask.ca/agreements/compensation/salary-ranges.php#Exempt

Camp Coordinator: $25.61 (Effective June 1, 2025)

> Reference: PSAC Graduate Students
> https://careers.usask.ca/agreements/compensation/salary-ranges.php#Exempt

Pay rates will fall under your current payment agreement if you are already compensated through a supervisor affiliated with CHAMPS Camp. Please contact them directly if you have questions.

NOTE - You are responsible for tracking your own earnings and reporting them on your own tax return. We do not distribute T4s or T4As.

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CHAMPS Camp Policies

Certification Requirements

Criminal Record Check

At the time of hire, staff (including volunteers) will be required to submit a valid and current Criminal Record Check (with Vulnerable Sector) from within the last **3 months.**

- Once submitted, the CRC-VS is **valid for 3 years** from the date it was requested. Staff members will be required to obtain an updated CRC-VS after 3 years.
- Paid staff are responsible for any fees incurred from this process.
- Volunteers may request a letter of recommendation from the CHAMPS Camp Coordinator to waive their CRC fees, depending on the jurisdiction.

First Aid/CPR

- During programming, there must be at least 1 staff member (or volunteer) **on site** that has a valid and current First Aid & CPR Level C Certification

Dress code

- Camp T-shirt
- Comfortable modest clothing that allows staff to move and participate in camp activities
- Closed toe shoes that allow staff to participate in physical activity

Privacy & Confidentiality

Personal information obtained regarding a camper and/or their family through your employment is treated as privileged and confidential.

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As part of protecting a camper's privacy and confidentiality, we need to ensure that we are not sharing any information with other CHAMPS campers, families or anyone outside of CHAMPS without consent. This includes personal contact information, the details of their care/medical history and/or communications we've had with them.

If you obtain new information about a camper/their family that is not already in their file, this will be recorded in the camp review notes (see "Responsibilities" below).

All conversations with children should be kept confidential UNLESS they report something to you that causes concern for their health and safety. Please report this to the camp coordinator as soon as possible so the appropriate steps can be taken.
Medical concerns will be reported to a member of the Clinic Team by the Camp Coordinator, and child safety concerns will be handled by the Camp Coordinator & the CHAMPS team.

Here are a couple of ways for you to ensure that you are protecting confidentiality:

- Do not share the child or family's personal contact information (phone number/address/email) with anyone, including other families (unless given specific consent)
- Do not tell other children and/or their family members information that you have gained regarding another camper's health, ie: "He's no longer coming to the program because he was recently diagnosed with cancer." We always ask permission (and record that we have permission in the camp review notes) to share with others when a camper has been away and people are asking about where they are.
- Pictures of campers at CHAMPS should not be posted to your personal social media pages under any circumstances. Only campers with parent/guardian approval will have pictures posted ONLY on CHAMPS Camp, Mending Little Hearts Fund of Saskatchewan, University of Saskatchewan, Jim Pattison Children's Hospital or other media outlets.

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Emergency Management

All staff should be familiar with the location of all first aid and medical emergency equipment at your site. This will be part of your camp orientation meeting prior to the start of the program.

Emergency Management Quick Guide

In the event of an incident or emergency situation:

1. Respond & record
    - Distribute staff:
        - Designate 1 staff member to record the situation on the appropriate form (see below). This staff member will also be responsible for calling 911 if necessary, as well as calling the child's emergency contact
        - Designate 1-2 staff members to respond to the situation as necessary
        - Designate 1-2 staff members to supervise other children/remove them from the situation (if necessary)

    - Use the Incident Reporting Form for any situations warranting recording, such as First Aid/medical, injuries, child behavioural incidents, bullying incidents, etc.
    - Use the Medical Tracking Form for medical emergency situations
    - Follow Code Adam if a child is suspected missing or lost

2. Designated staff member contacts the child's emergency contact

3. Report the incident
    - All events must be reported to the Camp Coordinator along with correct documentation after the camp session

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4. Follow Up
    - Following up with the family (and their child) later that day or the next day (whichever is most appropriate) is important to ensure families know that we care.
    - This task will likely fall to the Camp Coordinator to follow up with the family. Please speak to the coordinator to confirm.

Staff Tasks & Responsibilities

****Note - some guidelines may or may not change based on your program - the following tasks are largely for Fall/Winter Programming ONLY unless otherwise specified.**

Camper Registration & Communication

The Camp Coordinator is responsible for contacting families for registration, general information about camp, etc. The Camp Coordinator will also contact families 1 week prior to each camp with date and site location, specific instructions, any forms needed, etc.

To register for camp programs, campers will fill out a registration form created by the Camp Coordinator. Included in this registration form is a consent form, & media release. If someone asks you for a registration form, please ask them to visit our website, contact champscamp@mendinglittlehearts.ca OR you can forward their contact info (email/phone) to the Camp Coordinator.

The camp coordinator will forward you a document with camper registration & information. Please check this document regularly for any updates/new camper registrations. This document will also have information about heart diagnosis, any activity restrictions, other medical info & allergies. This information is very important to

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review before planning and running a camp. Please refer to the activity guidelines for more details.

Camp Tasks Quick Guide

Before Camp Tasks

1. Notice

Please give the Camp Coordinator at least 1 week notice if your schedule has changed and you are unable to attend camp to prevent staffing shortages/camp cancellations.

2. Review

Before starting to plan for camp (if assigned), review the following:

- How many staff members will be attending? Who is responsible for planning the sessions? (usually determined at the beginning of the program during camp orientation)
- How many campers are attending? What are their ages?
- Do any campers have special considerations or activity restrictions? (i.e. campers that need 1:1 assistance)
- What spaces/equipment are available? Are there any sessions that are planned by outside sources? (psychology, yoga, etc)
- What is the camp focus? (a theme for each camp will be given to you)
- Are there any supplies that need to be gathered or purchased? (the Camp Coordinator will let you know)
- Review previous camp notes (see “After Camp Tasks”)

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Documents needed to complete these steps will be sent to you by the Camp Coordinator.

**NOTE: on average, attendance is usually 3-4 less than what is listed on the attendance sheet (no shows, last minute cancellations due to sickness, etc.). We recommend that you have some small group activities in your back pocket in the event that the attendance changes drastically.

3. Planning CHAMPS activities

For CHAMPS summer camp, the camp coordinator and camp leaders share the responsibility of session & activity planning. For the Fall/Winter program, camp leaders are responsible for planning the majority of the activities. See below guidelines for dividing camp planning & responsibilities. Camp leaders are responsible for submitting activities planned to the appropriate google folder at least 3 days prior to camp. See the Activity Planning module for more information.

Guidelines:

- Activity planning will be split equally amongst leaders. Your assigned sessions will be given to you prior to camp start
- Leaders should use the Activity Planning Template to plan activities
- Leaders have the freedom to choose activities that they think will work best for their group, as long as it meets the Activity Guidelines & Recommendations.
    - There will be a “Camp Focus” for each session. Structured activities should meet this focus
- If there are specific activities or information that families should know based on your planning, please let the Camp Coordinator know at least 1 week in advance

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During Camp Tasks

1. Prepare to greet campers

- Direction signs (from your start-up package) should be posted on front doors/hallways to help guide families to your designated meeting place (determined at camp orientation)
- Familiarize yourself with the location of the closest First Aid Kit/AED
- Pick up any keys/unlock spaces if necessary
- Team huddle:
    - Review activity plans for the day
    - Review staff responsibilities for the camp (e.g. set up, belayers for wall climbing, supervision, etc.)
    - Review any special considerations (campers that need extra assistance, activity restrictions, etc.)

2. Collect any relevant paperwork

- The Camp Coordinator will let you know if/when forms need to be completed or collected
- This includes Wall climbing consent forms, registration info, etc.

3. Record attendance (on google doc)

4. Run your session!

Participate and have fun! Foster friendships and community amongst your campers :). The best part about camp is watching the campers grow confidence and independence in their abilities. Be engaged with your campers, and ensure no one feels left out or left behind.

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After Camp Tasks

1. Child Safety

No child should be left waiting for a parent unattended. Ensure at least 1 staff member waits with a child to be picked up by a parent/guardian. No staff member should leave until all children have been picked up.

2. Clean up

It goes without saying, we need to ensure we leave the spaces we use in the same (or better) condition than when we started. We are privileged to have access to the facilities we use and we do not take that for granted.

- Check all spaces used to make sure no camper items have been left behind (water bottles, jackets, etc)
    - If something has been left behind please include it in your camp review notes so the Camp Coordinator can contact the family
    - Please hold onto the item until the next camp
- Clean up & put away any equipment that was used
- Clean up any food, garbage, paper, etc. that may have been left behind
- Lock space, turn off the lights, return key (if applicable)
- Remove direction signs (if applicable)

3. Camp Review

The purpose of these tasks are to help staff members recall details about how the camp sessions went, as well as ensure camp is staying consistent over time. This will help not only you, but your fellow leaders in developing rapport and delivering the best experience possible for our campers.

These tasks are to be done **immediately after** campers have left.

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First, as a group leaders will write a *brief* summary of the camp in the Camp Review Notes. A specific document will be in the camp google folder provided to you by the coordinator.

Examples of information you might include in your review notes:

- Updated camper contact info, medical info, other pertinent information
- How did the sessions flow? Are there certain campers that aren't getting along or that need more attention?
- Did a parent speak to you about a complaint or concern?
- Safety/Medical/Behavioural incidents (should also be recorded on incident reporting form)
- Any issues with the spaces that were booked or other patrons of the facility
- Consent/Permission that was given to share personal information with other camp families, etc.
- Any lost & found items

As a group you will then go through the After Camp Checklist to ensure the goals of CHAMPS Camp are being met.

4. Submit any forms collected to Camp Coordinator

Forms for sessions such as wall climbing may be collected by the facility staff. Please take a picture of all forms you collect so the Camp Coordinator can have a copy for our records. If you have a hard copy, please shred/recycle it after the picture has been sent.

Other forms to submit:

- Camp attendance (on google doc given to you by Camp Coordinator)
- Indicient/Medical Emergency Tracking Forms (if necessary)

5. Review when the next camp will be and confirm your schedule

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