



CAMP IGNITE 2023

ROLES & RESPONSIBILITIES

FOR
MENTORS
INSTRUCTORS
ASPIRING FIREFIGHTERS

MENTOR JOB DESCRIPTION

As a Camp Ignite Mentor you will be responsible for:

- Offering aid to assist the smooth and safe execution of camp operations
- Supervising the camp participants to be sure they are comfortable, safe, and engaged
- Fostering an inclusive, non-judgemental atmosphere for all
- Leading a team of camp participants through the assorted stations
- Assisting with general housekeeping and facilities operations
- Gathering gear, equipment, paperwork, and other items as required
- Assisting station instructors and departmental staff by supporting campers at each station
- Maintaining a professional demeanour and attitude, reflective of Camp Ignite Society's goals and mission
- Adhering to all defined as established protocols for safe operations
- Familiarizing yourself with the facilities of the day and the parameters of facility usage
- Completing all assigned paperwork and waivers as required
- Maintaining the privacy and integrity of each participant at all times
- Working with other volunteers in a way that is collaborative and inclusive
- Communicating concerns, questions, or issues promptly with the Camp Ignite Board of Directors
- Ensuring that all camp participants are present and always accounted for and they do not leave the premises without prior arrangement
- Being a main point of contact for participants and directors
- Ensuring participants PPE is sufficient and fitting properly, if not please bring concerns to a director and we will ensure alternate options are sourced and available

INSTRUCTOR JOB DESCRIPTION

As a Camp Ignite Instructor you will be responsible for:

- Working from a lesson plan for the station to which you have been assigned, note that instructors are encouraged to build their own lesson plan which should be submitted to the Logistics Coordinator with a list of required equipment by August 1st, 2023. Alternately, we will provide or assist in building a lesson plan for the station which we will share with the Instructor prior to camp.
- Offering advanced training material for participants regarding your lesson plan to camp directors by August 1st, 2023 (if you deem applicable)
- Corresponding with camp directors for printing of certificates (if applicable to the training you are providing, ie: fire extinguishers, etc.)
- Overseeing the execution of your lesson plan during camp operations
- Working with the host departmental staff to understand the limit of scope as per their departmental policies
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- Completing all assigned paperwork and waivers as required
- Maintaining the privacy and integrity of each participant
- Working with other volunteers in a way that is collaborative and inclusive
- Communicating concerns, questions, or issues promptly with the Camp Ignite Board of Directors
- Ensuring that all camp participants are present and always accounted for and they do not leave the premises without prior arrangement

ASPIRING FIREFIGHTER JOB DESCRIPTION

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