



Staff Manual 2026

Welcome to BowCamp

Dear BowCamp Staff,

Welcome to another incredible summer at BowCamp!

Whether this is your first time with us or you're a returning veteran, we are so excited to have you. You are not just staff—you are leaders, role models, and instruments of God's grace in the lives of our Campers and Leaders-in-Training.

You are entrusted with more than program delivery. You are entrusted with the safety, formation, and spiritual development of young men created in the image of God. Your leadership, integrity, and witness are central to fulfilling BowCamp's mission.

This Staff Manual establishes the operational standards, safeguarding expectations, and leadership responsibilities required of all staff. It exists to ensure:

- The physical, emotional, and spiritual safety of campers and Leaders-in-Training (LITs)
- Faithful alignment with Catholic teaching
- Clear supervision and accountability structures
- Consistent, high-quality program delivery
- Compliance with applicable legal and regulatory requirements

All staff are required to read, understand, and adhere to this Manual. May the 2026 Camp be filled with joy, growth, and deep encounters with Christ.

For questions, clarifications, or observations and/or recommendations reach out to your supervisor.

Board Certification Statement

This Staff Manual is reviewed and approved annually by the BowCamp Board of Directors. It represents the governing operational standard for BowCamp 2026.

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1. Mission and Vision

1.1. Mission

BowCamp exists to cultivate a joyful, faith-filled camp experience where youth encounter Christ, grow in virtue, and build lasting friendships through fun, challenge, and community.

1.2. Vision

To form boys and young men as strong Catholic leaders who live with integrity, joy, and service in their everyday lives. BowCamp is a hub of evangelization where Campers, LITs, and staff alike deepen their relationship with God while growing in confidence, resilience, and friendship.

2. Camp Organization

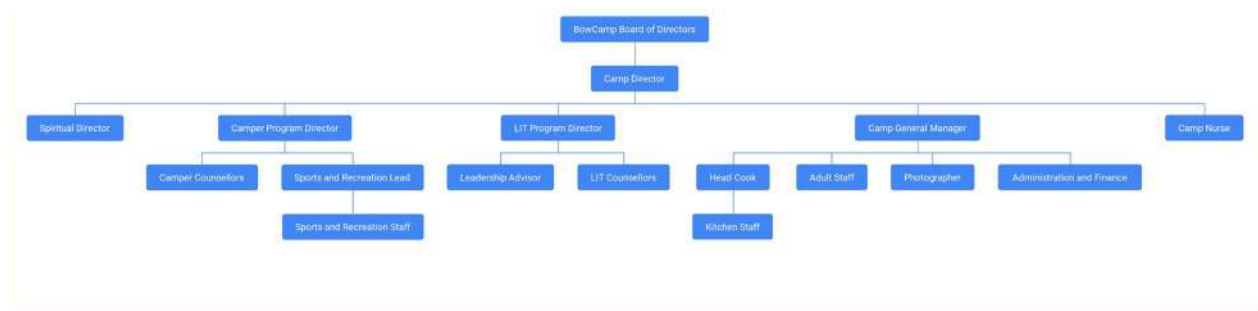
2.1. Organization Chart

BowCamp operates under the oversight of the BowCamp Board of Directors.

Reporting Structure

- The Camp Director reports to the Board.
- The General Manager, Program Directors, Nurse, and Spiritual Director report to the Camp Director.
- All other staff report through designated supervisory channels.

The organizational chart may be adjusted annually based on camp size and staffing. Clear reporting lines must be maintained at all times.



2.2. Staff Roles and Responsibilities

Each staff position includes:

- Defined reporting structure,
- Scope of authority,
- Accountability standards, and
- Performance expectations.

Final job descriptions are maintained in Appendix A and reviewed annually.

3. Staff Expectations

All staff are role models for the campers and LITs. Campers and LITs will mirror your enthusiasm, cheerfulness, and tidiness. As part of your leadership role, it is important to present a positive image.

The following expectations are required of all staff:

3.1. Mission Alignment

- Embody and model Catholic values of compassion, respect, integrity, humility, and service.
- Support and uphold the camp's Catholic identity through words, actions, and attitude.
- Encourage participation in faith-based activities (such as Mass, prayer, and reflections) and foster a welcoming environment for campers and LITs of all faith backgrounds.

3.2. Camper Care and Safety

- Prioritize first the emotional, spiritual, and physical safety of all campers and LITs.
- Know the whereabouts of assigned campers and LITs, especially during transitions and free times.
- Maintain a nurturing, inclusive, and respectful environment free from bullying, discrimination, and inappropriate behaviour.
- Respond calmly and appropriately to conflicts, injuries, homesickness, and emergencies, following camp procedures.

3.3. Leadership and Role Modeling

- Set a positive example through personal conduct, dress, language, and attitude.
- Maintain professionalism recognizing the influence staff have on campers and LITs.
- Promote teamwork, cooperation, and encouragement within the camp community.
- Refrain from gossip, inappropriate humor, negativity, and any behavior that undermines the camp mission.

3.4. Faith Life and Worship

- Lead or participate actively in Mass, reflections, and prayers (such as grace before meals, Angelus, Holy Rosary) and other faith experiences.
- Encourage campers and LITs to engage in reflection, gratitude, and service in their daily activities.
- Demonstrate respect for the sacraments, sacred spaces, and moments of worship, and teach campers and LITs to do the same.

3.5. Program and Activity Leadership

- Facilitate daily activities, evening programs, and special events with enthusiasm, preparedness, and flexibility.
- Participate fully in all aspects of camp life, even outside of assigned responsibilities (such as skits, campfires, service projects).

- Assist in setting up, running, and cleaning up activities as needed.

3.6. Cabin Life and Nighttime Duties

- Create a positive, respectful, and structured cabin environment.
- Conduct nightly routines (prayer, lights-out, room checks) calmly and with care, so that campers and LITs feel safe and supported.
- Address homesickness or nighttime concerns gently, reassuringly, and according to camp procedures.
- Stay in assigned cabins overnight, remaining available for campers and LITs if needed.

3.7. Communication and Teamwork

- Communicate effectively and respectfully with campers and LITs, fellow staff, supervisors, and parents when appropriate.
- Attend and participate fully in all staff meetings, training, and debriefing sessions.
- Report any concerns (safety, health, emotional, behavioral) immediately to your supervisor.

3.8. Personal Conduct

- Abstain from the use of drugs, alcohol, tobacco, or any illegal substances during the camp.
- Always maintain appropriate boundaries with campers, LITs, and other staff.
- Handle any disciplinary situations with patience, fairness, and in accordance with camp policies.

3.9. Staff expectations prior to the start of camp:

- Have in possession an up-to-date Police Clearance (for those over 18 years of age).
- Sign, prior to the start of camp, the Policy on Minors.
- Sign the Staff Contract (Appendix 2) after having read this Staff Manual. A parental signature is required if the staff member is under 18 years of age, and
- Attend Staff Training Days with this manual reviewed.

3.10. Volunteer Hours

- Counsellors may qualify for either an honorarium or volunteer hours.
- BowCamp accounts for 30 hours per week of volunteer work to all staff.

3.11. Continuous Improvement

Following each camp session:

- A Staff debrief is conducted,
- Incident reviews are completed,
- Risk improvements are documented, and
- Policy updates are recommended to the Board .

4. Camp Policies

4.1. Code of Conduct

All participants must:

- Treat others with dignity and respect.
- Follow instructions promptly.
- Refrain from profanity or vulgarity.
- Respect Catholic moral teaching.
- Avoid behavior that undermines safety or moral environment.

4.2. Supervision of Campers and LITs

- Campers and LITs must always be supervised.
- Counsellors must always know the whereabouts of assigned Campers and LITs.
- Shifts and/or changes in assigned Counsellors must be known by the applicable Program Director.
- Supervision Ratios
 - Swimming
 - Certified lifeguard required
 - Minimum 1 staff per 8 swimmers (in addition to lifeguard)
 - Canoeing
 - 1 instructor per 4 canoes
 - Forest Activities
 - Minimum two staff per group
 - First aid kit and communication device required

4.3. Faith Formation and Participation

- Campers and LITs are encouraged to gather for morning, mealtime, and evening prayers.
- Mass is encouraged. Campers and LITs may serve as altar boys and lectors.
- Participation in catechesis, scripture studies, evening reflections, and opportunities for confession is available.

4.4. Cabins and Curfew

- Quiet time begins at 10:00 p.m. Campers and LITs must remain in their cabin after curfew.
- Campers and LITs are responsible for keeping their living space tidy and participating in cabin clean-up duties.

4.5. Dress Code

- Clothing must not display offensive or inappropriate graphics.
- Shirts must be worn outside of swim areas.
- Swim trunks (no Speedos or low-riding shorts) are required for aquatic activities.
- Closed-toe shoes are required for all activities except designated swim times.

4.6. Activity Participation

- Campers and LITs are encouraged to try every scheduled activity, unless medically excused.
- Campers and LITs will be taught and expected to safely participate in wilderness skills, sports, team challenges, and crafts.
- Campers and LITs must have a buddy and travel in pairs or small groups when not in designated supervised areas.

4.7. Prohibited Items

- The following are not permitted and will be confiscated by staff:
 - Phones, tablets, smartwatches, or other electronics,
 - Weapons or sharp tools (unless specifically approved for supervised activities),
 - Tobacco, drugs, alcohol, vapes, or any illegal substances, and
 - Any books or media that contradict Catholic morality.

4.8. High-Risk Area Controls

- The following are restricted unless supervised:
 - Kitchen production areas
 - Forest perimeter zones
 - Waterfront outside scheduled times
 - Maintenance areas
- Night swimming is prohibited.

4.9. Health and Medical

- The Camp Nurse maintains authority over medical care.
- Policies include:
 - All medications stored in a locked cabinet.
 - Written parental consent required.
 - Incident documentation for all injuries.
 - Immediate 911 activation for life-threatening situations.
 - Documentation retained in camper file.
- Anaphylaxis and emergency medication protocols must be clearly reviewed during training.

4.10. Communication with Home

- Campers and LITs may not use phones or internet-capable devices during camp.
- In case of emergency, the Camp Director will contact the parent or guardian directly.

4.11. Discipline and Correction

- Staff will guide campers and LITs with patience, using clear instruction and redirection.
- If someone breaks the code of conduct, staff will look into it quickly and follow a fair process to decide what action to take. Issues will be resolved quickly and at an appropriate level.

- Disrespect, physical aggression, theft, or defiance will result in disciplinary action and parent contact.
- Any behavior threatening the safety or moral environment of the camp will not be tolerated and may lead to immediate dismissal.

5. Camp Procedures

5.1. Emergency Procedures

5.1.1. Medical Incident

General First Aid

- First aid is to be administered by staff immediately when needed.
- All injuries must be reported and logged in the medical book by Camp Nurse.

Major Incidents

- For serious injuries (beyond the ability of first aiders such as severe allergic reaction), call 911 immediately.
 - The Camp Director should be advised immediately after the 911 call or if the injured requires evacuation. The Camp Director will notify the family(ies) after the initial response.
 - First aiders should stay with the injured person(s) until appropriate medical intervention is in place.
- A medical incident report must be completed by the Director and put into a camper/LIT file.

5.1.2. Missing Camper

- Notify the Camp Director immediately.
- Conduct immediate headcount.
- Initiate structured search.
- Escalate after 15 minutes.
- Contact authorities if required.

5.1.3. Severe Weather

- An Adult Supervisor will monitor weather forecasts and alerts provided by Alberta Emergency Alert and Environment and Climate Change Canada for:
 - Thunderstorms,
 - Tornado warnings, and
 - High winds.
- Three whistles or bell ringing for immediate shelter-in-place in the kitchen or nearest building.
- Counsellors conduct headcounts once inside with numbers reported to Camp Director. verification.

5.1.4. Fire

- Continuous whistle blasts for immediate assembly by the kitchen.
- 911 to be contacted by Camp General Manager or designate.

- Move to the dining hall for directions on shelter-in-place or evacuation.
- Counsellors conduct headcounts once inside with numbers reported to Camp Director.

5.2. Arrival Procedure

5.2.1. Purpose

- Every camper/LIT and family will experience a smooth, welcoming, and organized arrival process that prioritizes safety, hospitality, and readiness for the camp experience.

5.2.2. Scope

- This procedure applies to all staff involved in the arrival day operation.

5.2.3. Pre-Arrival Preparation

- **Responsible:** General Manager
 - Verify registration lists and arrival times.
 - Oversee preparation of the check-in stations (tables, signage, name tags, and paperwork).
 - Confirm cabin and bunk assignments are posted and counsellors are ready to receive campers/LITs.
 - Designate the “Arrival Zone” for drop-off, with clear directional signs for vehicles and foot traffic.

5.2.4. Camper Arrival and Welcome

- **Responsible:** Sports and Recreation Staff at Arrival Zone
 - Greet campers, LITs, and families warmly upon arrival.
 - Direct parking.
 - Direct campers and LITs to the **Check-In Stations**.

5.2.5. Check-In with Camp Administrator

- **Responsible:** Assigned Counsellor or Adult Staff
 - Confirm camper/LIT registration.
 - Direct family to the **Nurse’s Station** for health screening.

5.2.6. Check-In with Camp Nurse

- **Responsible:** Camp Nurse
 - Review the camper’s/LIT’s health form and confirm any medical conditions or allergies.
 - Collect and log all medications with clear dosage instructions.
 - Conduct a brief wellness check (temperature, general health observation).
 - If a family member is there, provide them with reassurance and contact protocol for medical matters.
 - Direct camper/LIT to **Program Station** for cabin assignment.

5.2.7. Check-In with Program

- **Responsible:** Program Director
 - Welcome the camper/LIT personally.
 - Confirm the camper/LIT’s name, age group, and assigned cabin.
 - Verify camper/LIT name and clothing sizes on the master list.

- Issue camp apparel.
- Introduce the camper/LIT to their assigned counsellor.

5.2.8. Settle in

- **Responsible:** Assigned Counsellor
 - Escort campers/LITs to their assigned cabin.
 - Assist campers/LITs with luggage placement and settling in.
 - Introduce bunkmates and cabin layout (washroom, storage, emergency exits).
 - Review basic cabin rules and quiet hours.
 - Allow a few minutes for campers/LITs to settle and freshen up.

5.2.9. Orientation Gathering

- **Responsible:** Camp Director
 - Assemble all campers, LITs and staff and families at the central meeting area (e.g., main hall, chapel, or campfire circle).
 - Offer a brief **Welcome and Blessing**.
 - Introduce key staff: General Manager, Nurse, Program Directors, Counsellors, Kitchen Lead, and Chaplain.
 - Review the week's schedule and safety guidelines, and first meal details.

5.3. Cabin Procedures

5.3.1. Daily Routine

- Morning wake-up: 7:00 a.m. with supervised, structured transition to morning prayer and breakfast.
- Lights out: 10:00 p.m. with cabin checks by staff after quiet time begins.
- Clean-up: Daily 15-minute cleaning assigned by rotation (sweeping, trash, personal areas).

5.3.2. Supervision

- Staff must sleep in or directly adjacent to the cabin to monitor campers and LITs.
- Head counts should be conducted at least four times daily — after wake-up, before/after activities, and bedtime.

5.3.3. Cabin Safety

- A fire drill will be conducted within 24 hours of arrival.
- Post emergency exit plans visibly inside each cabin.
- Check for hazards (loose wires, sharp edges, broken beds) weekly and report to maintenance.

5.4. Forested area Procedures

5.4.1. Supervised Hiking and Nature Activities

- No unsupervised entry into the forest — always have at least two staff per group.
- Before hiking: conduct a pre-check (first aid kit, radio/phone, group headcount).
 - Campers and LITs must wear closed-toe shoes, have water, and be paired using the buddy system.

5.4.2. Boundaries and Hazards

- Staff must know camp and trail boundaries.
- Follow signage that indicates “Do Not Pass” areas.
- Wildlife sightings must be reported to the Camp General Manager.

5.5. Lake and Waterfront Procedures

5.5.1. Water Safety Rules

- Certified lifeguards and canoe instructors are required for all swimming or canoeing activities respectively.
- Swim zones must be clearly marked with buoys or rope.
- Weather checks (i.e. thunderstorms) and watercraft checks (i.e. proximity of other boats) are to be done prior to swimming or canoeing.

5.5.2. Equipment and Gear

- Life jackets are required for all canoeing and recommended for weak swimmers.
- Equipment (canoes, paddles, life jackets) must be checked before and after use.
- Swimming and canoeing is prohibited at night (period after sunset and before sunrise).

5.6. Campfire and Outdoor Cooking Procedures

5.6.1. Designated Campfire Areas

- Fires are only permitted in approved fire rings/pits.
- No camper may start or tend fire without direct staff supervision.

5.6.2. Fire Safety

- Keep a bucket of water/sand and shovel nearby at all times.
- Fire must be completely extinguished before staff leave the area.
- Starting the fire with flammable liquids (gas, lighter fluid) is prohibited.

5.6.3. Medication

- The Camp Nurse will administer medication to a camper/LIT where prior written consent has been received by a parent or legal guardian.
 - All medications will be stored in a locked cabinet in the Camp Nurse’s station.
- The Camp Nurse will administer medication in emergency situations where:
 - The camper/LIT’s life is at immediate risk (e.g., administering an EpiPen during an anaphylactic reaction).
 - The camper is unable to care for themselves, and there is not enough time to contact the parents or guardians before taking action.

5.7. Check Out Procedures - Departure Day

5.7.1. Purpose

To provide a safe, organized, and positive conclusion to the camp experience, ensuring all campers, staff, and families complete their responsibilities in cleaning, accountability, and farewells before departure.

5.7.2. Scope

This procedure applies to all campers, counsellors, and staff during the final day of camp, from morning clean-up to camper departure.

5.7.3. Pre-Checkout Preparation

- **Responsible:** Camp General Manager
 - Confirm parent/guardian pick-up times and transportation plans.
 - Prepare Cabin and Area Clean-Up Assignment Sheets.
 - Set up Administrative Checkout, Nurse's Station, and Lost and Found areas.
 - Designate a Parent Reception Zone for arrivals.
 - Ensure signage is visible for parking, pickup, and stations.
 - Conduct a staff briefing the night before departure to review responsibilities and timing.

5.7.4. Cabin and Camp-Wide Clean-Up

- **Responsible:** Assigned Counsellors
 - After breakfast on the final day, all campers and LTs in a full camp clean-up to leave facilities in good condition. Each cabin or group is assigned a specific area for responsibility.
- **Cabin Clean-Up**
 - Pack all personal belongings and remove trash.
 - Sweep floors, tidy bunks, and ensure windows and doors are secured.
 - Return borrowed items.
 - Counsellor inspects and signs off completion.
- **Common Area Clean-Up Assignments.** Each cabin/group is responsible for a major camp area, rotated yearly or as assigned by the Head Counsellor:

Area	Tasks Include
Kitchen Area	Wash and sanitize tables, sweep and mop floors, wipe counters, collect utensils, empty trash and recycling, return equipment to storage.
Chapel / Prayer Area	Straighten benches and kneelers, collect hymnals, clean altar area, extinguish candles, sweep floor, ensure sacred items are stored properly.
Sports Fields and Courts	Collect sports equipment, remove litter, check goal posts/nets, rake or sweep playing surfaces, return equipment to shed.

Area	Tasks Include
Fire Pits / Campfire Circle	Ensure ashes are safely extinguished and disposed of, clear area of debris, stack firewood neatly, clean surrounding benches.
Washrooms / Shower Facilities	Clean sinks, toilets, showers, and mirrors; replace paper and soap; sweep and mop floors.
Trails and Outdoor Areas	Collect litter, check signs, repair simple trail markers, and ensure paths are safe and clear.
Cabin Exteriors and Gathering Areas	Sweep porches, collect lost items, ensure bins are emptied, tidy outdoor seating areas.

- **Inspection:** Each area is reviewed by the Camp General Manager before sign-off.
- **Completion Confirmation:** Each group reports completion before proceeding to administrative checkout.

5.7.5. Administrative Check-Out

- **Responsible:** Program Director
 - Verify clean-up sign-off from cabin and area assignments.
 - Return awards, certificates, or photos.
 - Confirm no outstanding balances or missing forms.
 - Mark camper as “Checked Out” in master roster.
 - Direct camper/family to the **Nurse’s Station**.

5.7.6. Medical Check and Medication Return

- **Responsible:** Camp Nurse
 - Review any medical log entries from the week.
 - Return medications directly to parents/guardians with clear instructions.
 - Report notable medical issues to parents and the Camp Director.
 - Sign off medical clearance for each camper.
 - Direct camper/family to **Lost and Found**.

5.7.7. Lost and Found

- **Responsible:** Logistics / Support Staff
 - Display items by category (clothing, towels, bottles, etc.).
 - Assist campers in reclaiming belongings.
 - Record unclaimed items and store them for one week before donation/disposal.
 - Sign off Lost and Found completion on camper’s check-out form.

5.7.8. Reception of Parents / Guardians

- **Responsible:** Greeters, Counsellors, Camp Administrator

- Welcome families at the **Reception Zone**.
- Verify authorized pickup and identification.
- Direct families to the pickup area.
- Notify counsellors for camper release.
- Encourage parents to visit Lost and Found and sign final paperwork if needed.

5.7.9. Camper Farewell and Director Touch-Base

- **Responsible:** Camp Director, Counsellors, Chaplain
 - Gather all campers and families at the central meeting area (chapel or main field).
 - Offer a **Closing Blessing or Prayer of Thanksgiving**.
 - The Camp Director provides a short address and gratitude message.
 - Distribute certificates, group photos, or small mementos.
 - Counsellors provide final farewells and prayer cards.

5.7.10. Departure of Campers

- **Responsible:** Counsellors, Greeters
 - Escort campers to the pickup area.
 - Assist with loading luggage and verify correct parent/guardian pickup.
 - Obtain parent/guardian signature confirming safe release.
 - Counsellor marks camper “Departed” in roster and submits to Administrator.
 - Thank the families and extend an invitation to next year’s camp.

5.7.11. Post-Departure Wrap-Up

- **Responsible:** Camp Administrator, Head Counsellor, Support Staff
 - Verify all campers have safely departed.
 - Collect and file check-out forms and rosters.
 - Inspect all camp areas for completion of cleaning and damage assessment.
 - Store remaining lost and found items.
 - Conduct staff debrief on successes and improvement opportunities.
 - Secure all camp facilities and equipment before final dismissal of staff.

5.7.12. Key Materials Required

- Cabin and Area Clean-Up Assignment Sheets
- Camper Check-Out Forms (with initials/signature spaces for each station)
- Lost and Found logbook and display tables
- Area inspection checklist
- Departure roster
- Certificates, photos, and closing ceremony materials
- Signage for pickup and reception areas

Appendix 1 – Job Descriptions

Here is a comprehensive list of all camp job descriptions. As the size of camp and volunteers dictate, jobs may be regrouped or joined.

1. Camp Director

- **Reports To:** BowCamp Board of Directors
- **Overview:** The Camp Director leads and manages all aspects of camp operations, overseeing the safety, development, and positive experience of campers, LITs, and staff. The Camp Director is the primary liaison with parents, staff, and the broader community.
- **Key Responsibilities:**
 - Oversee all day-to-day camp operations.
 - Supervise senior leadership and staff teams.
 - Manage the camp budget and sustain financial health.
 - Oversee camp compliance with all safety and regulatory standards.
 - Communicate regularly with parents and respond to concerns.
 - Lead staff orientation and team building.
 - Monitor staff performance and provide coaching.
 - Maintain adherence to camp policies and support staff wellbeing.
 - Maintain a positive and mission-aligned camp culture.

2. Camp General Manager

- **Reports To:** Camp Director
- **Overview:** The General Manager oversees operational logistics and camp discipline for the smooth functioning of the camp, including facilities, schedules, meals, and transportation.
- **Key Responsibilities:**
 - Manage daily camp operations, facilities, and logistics.
 - Coordinate meals, schedules, and transportation.
 - Support staff training and team development.
 - Enforce safety protocols and resolve logistical challenges.

3. Spiritual Director

- **Reports To:** Camp Director
- **Overview:** Leads the camp's spiritual life, overseeing that all programming reflects the camp's faith-based mission and supports the spiritual development of campers, LITs, and staff.
- **Key Responsibilities:**
 - Lead faith-based activities and liturgies.
 - Mentor staff, campers, and LITs in faith formation.
 - Collaborate with staff to integrate faith into daily camp life.
 - Be a visible spiritual role model.

4. Camper Program Director

- **Reports To:** Camp Director
- **Overview:** Oversees the camper program.
- **Key Responsibilities:**
 - Develops and oversees the camper program for BowCamp.
 - Supervises Camper counsellors and monitors camper care.
 - Manage camper behavior and staff support.
 - Assists with conflict resolution and crises.
 - Upholds camp rules and values.

5. Camper Counsellors

- **Reports To:** Camper Program Director
- **Overview:** Counsellors are the primary caregivers for campers, and pivotal to a fun, inclusive, and safe camp experience.
- **Key Responsibilities:**
 - Supervise and engage with campers.
 - Provide emotional and social support.
 - Lead and participate in activities.
 - Maintain open communication with staff and supervisors.

6. LIT Program Director

- **Reports To:** Camp Director
- **Overview:** Oversees the LIT program, mentoring young leaders as they prepare for future roles as camp counsellors.
- **Key Responsibilities:**
 - Develop and deliver the LIT program.
 - Supervise, guide and mentor LIT Counsellors.
 - Oversee LITs through training and development.
 - Provide regular feedback and track progress.

7. Leadership Advisor

- **Reports To:** LIT Program Director
- **Overview:** Provide advice and guidance in the development and delivery of the LIT program.
- **Key Responsibilities:**
 - Develop and deliver the LIT program.
 - Provide advice to the Program Director and Counsellors.
 - Lead and participate in activities.
 - Oversee program continuous improvement.

8. LIT Counsellors

- **Reports To:** LIT Program Director
- **Overview:** Counsellors are the primary caregivers for LITs, and pivotal to a fun, inclusive, and safe camp experience.

- **Key Responsibilities:**
 - Supervise and engage with LITs.
 - Provide emotional and social support.
 - Lead and participate in activities.
 - Maintain open communication with staff and supervisors.

9. Adult Staff

- **Reports To:** Camp General Manager
- **Overview:** Supports all camp activities, including specific assigned tasks.
- **Key Responsibilities:**
 - Supervise camp safety and rule adherence.
 - Provide transportation to support camp administration.
 - Monitor weather and Alberta Emergency Alerts.
 - Assist with arrival/departure logistics. Support all staff with camp activities.
 - Support kitchen staff with meal preparation, serving, and cleanup to ensure smooth dining operations.
 - Assist with maintenance and upkeep of camp facilities to maintain a safe, clean, and welcoming environment.

10. Sports and Recreation Lead

- **Reports To:** Camper Program Director
- **Overview:** Plans, organizes, and supervises all camper sports and recreation activities, so they are safe, fun, and age appropriate.
- **Key Responsibilities:**
 - Design and schedule camper sports and recreation activities.
 - Supervise activity Sports and Recreation staff.

11. Sports and Recreation Staff

- **Reports To:** Sport and Recreation Lead
- **Overview:** Run all camper sports and recreation activities, so they are safe, fun, and age appropriate.
- **Key Responsibilities:**
 - Ensure all equipment is safe, properly used, and stored after activities.
 - Supervise activity Sports and Recreation staff.

12. Camp Nurse

- **Reports To:** Camp Director
- **Overview:** Provides health care to campers, LITs, and staff, meeting all medical needs.
- **Key Responsibilities:**
 - Administer first aid and medications.
 - Monitor camper health and manage emergencies.
 - Educate staff on health protocols.
 - Maintain health records and regulatory compliance.

13. Head Cook

- **Reports To:** Camp General Manager
- **Overview:** Manages kitchen operations, meal planning, and food service.
- **Key Responsibilities:**
 - Plan and prepare meals.
 - Supervise kitchen staff and maintain cleanliness.
 - Manage inventory and dietary needs.

14. Kitchen Staff

- **Reports To:** Head Cook
- **Overview:** Assists in preparing and serving food while maintaining cleanliness and hygiene.
- **Key Responsibilities:**
 - Support meal preparation and service.
 - Maintain cleanliness and sanitation.
 - Stock and organize kitchen supplies.

15. Photographer

- **Reports To:** Camp General Manager
- **Overview:** Captures photos and videos throughout camp and manages media content.
- **Key Responsibilities:**
 - Document camp activities and events.
 - Edit and organize content for sharing.
 - Secure consent for published media.

16. Administration and Finance

- **Reports To:** Camp General Manager
- **Overview:** Handles financial operations, registration, and office management.
- **Key Responsibilities:**
 - Oversee budgeting, billing, and financial records.
 - Manage camper registration and paperwork.
 - Support communication with families and staff.

Appendix 2 – BOWCAMP Staff Contract

I, _____, have read and understood the contents of the BowCamp Staff Manual.

I will uphold the instructions and direction in the Bowcamp Staff Manual for the duration of time that I am at camp.

I understand that Bowcamp rents its site from the Our Lady of Victory Camp and the site is smoke and alcohol free.

I will adhere to Bowcamp's policies and procedures.

Each staff member (over 18 years of age) is expected to provide the camp with a Policy Clearance prior to camp. All staff must sign and return the Bowcamp Policy on Minors prior to camp.

I understand and agree with all the conditions of this contract.

Staff Signature

Parent or legal guardian to sign if under 18 years old

Date

Camp Director

Date