



The Alberta Federation of Labour Kids Camp is only a success with the help of volunteer leaders and junior counsellors assisting at camp. Below is a brief outline of the Roles and Responsibilities of Leaders and Junior Counsellors at the AFL Kids Camp.

Anyone interested in attending the kids camp as a leader should speak with your union or call the AFL office directly. If you know someone who is interested in attending as a junior counsellor please pass along the information to them.

If you have further questions, call (1-800-661-3995) or email (afl@afl.org) and we will do our best to answer them.

Leaders

1. Attends pre-camp orientation session.
2. Reports to Camp Directors.
3. Attends daily meetings with Camp Directors.
4. Works with assigned Jr. Counsellor.
5. Responsible for welcoming campers and arranging an “icebreaker” activity for those assigned to the cabin.
6. Is responsible for the 24-hour supervision of all campers within the assigned cabin and maintains an “open door” policy for these same campers.
7. Retains the medical information for all campers within the assigned cabin. This includes information regarding medications, allergies and illness.
8. Provides discipline, when necessary, according to the process described in the AFL Code of Camper Conduct.
9. Ensures appropriate conduct of campers within the assigned cabin.
10. May participate or be assigned to facilitator activities.
11. Participation in activities such as campfire, crafts and field games as delegated by Camp Directors.
12. Ensures the tidiness of assigned cabin and final cabin clean up.
13. Ensure campers within the assigned cabin maintain personal hygiene.
14. Ensures campers get on the bus and are reunited with parent/guardian.
15. Ensure that any children whose name tag is appropriately marked **IS NOT** in any pictures taken of your group. (These children will not have had the permission to photograph signed by their parents. Therefore, we are not allowed to take their picture.)
16. Must undergo a Criminal Record Check and a Vulnerable Sector Police Information Check.

Jr. Counsellors

1. Attendance of pre-camp orientation session.
2. Attends daily meetings with Camp Directors at Camp.
3. Reports to and works with Camp Leaders in assigned cabin.
4. Conveys any concerns regarding campers to Camp Leaders.
5. Assists campers within the assigned cabin. Such things include, but are not limited to, personal hygiene, dressing, camp activities, etc.
6. Acts as a role model for all campers within assigned cabin, particularly at meals.
7. Participates within assigned Union Group activities.
8. Assists campers with the organization of Thursday evening dance. Includes decorations, snacks and music (in consultation with Camp Directors).
9. Participation in afternoon and evening activities with campers.
10. Ensures cabin tidiness prior to daily cabin inspection.
11. Assists campers in organizing cabin decorations.
12. Organization of “quiet time” activities for campers within the assigned cabins.
13. Assist campers with final cabin clean up.

Advice for Leaders and Jr. Counsellors

1. Campers always come first. Our purpose is to provide for the campers a wholesome camp experience which reflects our union and progressive values. Camp leadership is a 24-hour responsibility!
2. Leaders should try to participate fully in all activities and set an example for the campers. If you don't want to play a game, for example, set yourself up as a cheerleader or as a team manager. Sing the loudest at campfires and don't be afraid to look silly having fun. Be enthusiastic about everything – it's catching.
3. Leaders are encouraged to come to camp with ideas for songs and skits for campfire, ideas for rainy days, things to do at rest hour, ideas for decorating cabins, and a ready supply of knock-knock jokes and stunts.
4. All Leaders and Jr. Counsellors will be assigned to particular groups of campers. Try to get to know them and encourage them to get to know each other.
5. Efforts will be made to ensure each person has some time away from camp responsibilities.
6. Union time will be allotted each day for both age groups. Leaders are encouraged to take part in the curriculum sessions or to co-instruct a section that they are familiar with. Please speak with the Camp Directors about camp curriculum.

7. Leaders and Jr. Counsellors will meet daily with the Camp Directors. This will be a time for share the events of the day, to talk about campers who need some extra attention, to solve any problems, and to plan the activities for the next day.
8. Alternatives for really rainy weather will include crafts, theatre, sports, videos, etc.
9. No drinking or drugs are allowed. There will be a designated area set up for smoking. Please try not to let campers see you smoking.
10. Let's recognize that things will go wrong during the week. We will learn as we go.
11. To minimize confusion, please deal with Camp staff through the AFL Camp Directors.

Cabins and Groups

1. Each cabin will be assigned Cabin Leaders and a Jr. Counsellor.
2. The Leaders will have primary responsibility for campers during all the non-recreational times such as getting up in the morning, cabin clean-up, meals, rest/free time, and bedtime.
3. Each camper will be assigned to one Group Leader and a Jr. Counsellor. (These may or may not be the same as the Cabin assignments). The Group Leader will have primary responsibility for campers during recreational periods. They should take meals with their cabin groups.
4. Cabin and group leaders, and Jr. counsellors, share responsibility for the general health and safety, and enjoyment of the campers in their cabin. All should work cooperatively to ensure that campers are properly supervised.
5. Cabins will be inspected for cleanliness each morning during the curriculum session, and a report will be given at lunch. Please don't let your campers take this too seriously. However, do try to maintain a minimum level of hygiene in the cabins.