

Eagle Lake Ringette Camp Job Descriptions

Ringette Director:

- Screen staff applications/conduct interviews as required/hire staff
- Organize planning meeting(s) with ORA Athlete Development Chair/designate and Hockey Opportunity Camp Director (prior to and after camp)
- Organize Senior Staff Meeting(s) prior to and after camp
- Co-ordinate pre-camp schedule and assign Senior Staff to lead sessions
- Co-ordinate Senior Staff and Instructional Teams for camp
- Review with Senior Instructors the daily on ice programs of Instructors, including classroom session content, providing input as required
- Guide and support all staff during pre-camp and camp, as required
- Ensure all staff are performing their duties in a safe, responsible and effective manner and discipline as necessary
- Assign check-in and check-out duties for all staff
- Prepare final overall evaluation of Eagle Lake Ringette Camp, with staff input
- Shall be in attendance for full duration of the Camp, including pre-camp for all staff
- Previous experience in a Camp environment would be an asset

On-Ice Co-ordinator:

- Assist in hiring of instructors and counselors
- Attend Senior Staff Meeting(s) prior to and after camp
- Assist in co-ordination of pre-camp schedule
- Plan lessons, supervise and instruct specified sessions during pre-camp
- Assist Instructional Staff with preparation of daily lesson plans for on-ice and classroom sessions
- Supervise a five (5) person Instructional Team, and formally evaluate same on teaching ability, planning skills and overall job performance during camp
- Ensure campers are properly outfitted at the arena and that the facility is kept clean, tidy and free of potential hazards
- Tend to injured players and keep accurate records of any injury and treatment
- Arrange with kitchen staff for arena meals for your Instructional Team, as required
- Camper check-in and check-out duties as assigned

On-Ice Instructor - Ringette/Skating:

On-Ice Instructor - Goaltending:

- Camper check-in and check-out duties as assigned
- Camp evaluation input as requested by the Senior Staff
- Attend pre-camp in a learning/preparation capacity to ensure knowledge of teaching methods and curriculum as outlined in the Provincial Skill Instructor Program
- Fully plan and implement all on-ice teaching sessions and classroom topics for your ice group, with direction and assistance of Senior Staff. **NOTE: Ringette Instructors work in pairs with 2 groups of up to 20 players, one Instructor being primary for one group, while assisting the partner with the second group. Goaltending Instructors work with two sections with up to 5 goalies per section.*
- Complete a formal evaluation of Ringette or Goaltending and Skating Skills for each camper in your "Primary Section"
- As a group, plan and implement one evening program for all of the campers
- Assist counselors in your "Primary Section" with bedtime duties, as required

Section Head Counselor:

Perform all tasks of Cabin Counselor, with the additional responsibilities noted:

- Assist and/or lead camp specific pre-camp sessions as assigned
- Planning of evening program and gathering of equipment required
- Assign daily "rink duty" schedule for counseling staff
- Assign night supervision schedule for time from "camper lights out to staff curfew"
- Monitor discipline problems (camper or staff) and report same to Ringette Director
- Assist in evaluation of Cabin Counselors and overall camp

Cabin Counselor:

- Attend pre-camp in a learning capacity to ensure knowledge of camp facilities, procedures, schedules and activities during camp
- Participate in Ringette pre-camp sessions to ensure knowledge of teaching techniques for assisting Instructors while on "rink duty" with your section
- Ensure all campers and fellow staff are on time for all meals, activities and the bus
- Ensure all campers and fellow staff respect the property and each other contributing to a safe and fun experience for all
- Assist planning and set up of evening program as required by your Section

Head

- Assist during camp activity sessions as required by the Hockey Opportunity Camp Program Staff
- Lead low organizational cabin group activities during scheduled sessions
- Camper check-in and check-out duties as assigned
- Assist in evaluation of applicable aspects of camp

Camp Nurse:

- Review Camper and Staff Medical Forms prior to attendance at camp
- Conduct meeting with all staff to review any specific medical conditions with campers and provide insight
- Camper check-in and check-out duties
- Dispense all medications on a regular basis as required
- Treat and record all injuries or medical attention given
- Responsible for cabin clean-up monitoring and reporting
- Act as a member of Senior Staff with the Director and Senior Instructors

Other duties as assigned.

Police Record Check

Under terms of the recently adopted "Screening Policy of Volunteers and Employees" by the Ontario Ringette Association, Police Record Checks are mandatory for all adult camp counselors and recommended for younger players acting as camp counselors.

As a condition of employment you must supply a clean Police Record Check before commencing employment at Eagle Lake Ringette Camp.

To obtain a Police Record Check:

- go to the nearest Police Station
- fill out a "Criminal Information Request Form" and show two (2) pieces of identifications, one (1) with your picture on it.
- there is a fee charged for this form which varies from city to city.
- there is a waiting period of 7-10 days before the report is ready. You have to show identification and sign for the Police Record Check when picking it up.
- mail the original to the O.R.A. office. It will be returned to you.