



Dear Returning Staff Applicant,

Greetings! We hope that you have been doing well since your ministry here with us. God has continued to be at work over the past several months of operation and we are confident He will continue to bless as we seek His face. It is getting to be that time of year again, so we wish to extend another opportunity for you to join the ministry with us for this coming summer. Last year was a success as there were several first-time decisions for Jesus as well re-dedications that you in one way or another had a hand in.

It is always great when a camp can bring back staff that know the ministry and its fellow servants well, and are once again motivated to be used of God to further His kingdom. Your previous experience here with us stands to be of substantial benefit to you and to the next summer season of ministry. As well, you get to further develop your character, skills, and spiritual gifts in practical ways. Hopefully the past several months have been a time of reflection and growth for amidst the busyness of everyday life. Even if it has been a bit of a struggle, with a renewed commitment and a change of scenery, maybe you can get back into the “race marked out for us” during another summer at Camp Nutimik.

Included in this package of information is a page outlining the available positions this summer, a slightly shortened application and one copy of the reference form.

Please give much prayer and consideration to your decision to work at Camp Nutimik again this summer. We know that this place holds many fond memories for you.

Dave Robinson
Board President



2009 SUMMER MINISTRY OPPORTUNITIES

We are looking for servant-hearted short-term domestic “missionaries” who desire to serve the Lord through Christian camping. All applicants must have a nurtured and growing relationship with Jesus, be a team player, and must have the spiritual, emotional, mental, and physical capacity to perform the tasks of the applied for position.

Unit Leaders (2 - one male, one female) – These individuals will work closely with the Program Director in spring planning for the summer and be responsible for the frontline implementation of the summer program as well as managing and discipling the cabin leader/support staff. They will also themselves act as support staff for the spring rental season. *Qualifications include:* Must have completed their sophomore year of college (or be turning at least 20 years old by the end of the calendar year), have at least 1 full season of summer camp staff experience, possess strong leadership qualities and experience leading groups in tasks and studies/meetings. *Term:* May through August

Waterfront Coordinator (1) – This person will oversee the lifeguard staff and be responsible for all aquatic and lifesaving equipment as well as maintaining the swimming and beachfront area for the spring and summer. This person will also act as support staff for the spring rental season, and be responsible for the continuance of personal training. *Qualifications include:* Must have completed freshman year of college (or be turning at least 19 by the end of the calendar year), hold the current required certification, and possess leadership qualities. *Term:* May through mid-August

Media Manager (1) – This person will be responsible for all photographs taken for the summer program, compilation of photos and CD memory packs, as well as working closely with the Camp Registrar in the distribution of photos and CD memory packs to campers and staff. They will also be responsible for all other forms of media used for the summer program. In addition, they will act as support staff for the spring rental season. *Qualifications include:* Must have completed high school, possess the necessary knowledge and skills of the position, and be able to work independently. *Term:* Late June through mid-August

Registrar Assistant (1) – This person will work closely with the Camp Registrar in the daily office administrative duties. In addition, they will act as support staff for the spring rental season. *Qualifications include:* Must have completed high school, possess the necessary knowledge and computer skills (word processing, spreadsheet, databases, email) and be able to work independently. *Term:* April through August

Maintenance Assistant (1) – This person will work very closely with the Facilities Manager in the general upkeep of the camp grounds and facilities for the spring and summer, as well act as support staff for the spring rental season. On occasion, this person will help in program areas as needed and available. *Qualifications include:* Must have completed high school and possess a strong spirit of cooperation with the ability to follow instructions on a daily basis, and be able to work independently. *Term:* Late May through August

Outpost Director (1) – This person will work closely with two very qualified volunteers and the Program Director in the planning and implementation of our canoe trip and challenge camps run during the same weeks as the main-site program. It is a hands-on position with a variety of responsibilities. *Qualifications include:* Balanced maturity, the possession of strong leadership and at least moderate administrative skills, and have the knowledge, skills, and experience of out-tripping. *Term:* May through August

Cabin Leaders/Support Staff (18 - 9 males, 9 females) – As a CL, these people are primarily responsible for the overall care of up to 8 campers each week. As a SS, these people are designated as either housekeeping or dish crew for the week. All SS are also expected to help in program as needed and available. All regular staff will spend 1-3 weeks as a SS. All applicants may apply to be exclusively SS or CL for the whole summer, but all need to be willing to be assigned to the other as needed. *Qualifications include:* Must be at least 15 years old, be teachable, and work well with kids and peers. *Term:* Late June through mid-August

Lifeguards/Cabin Leaders (4) – As a CL, these people are primarily responsible for the overall care of up to 8 campers each week. As a lifeguard, they are responsible for the daily tasks of a lifeguard, and for the continuance of personal training. When not in a cabin, lifeguards will fill in as support staff as secondary duty. *Qualifications include:* Must be at least 17 years old, and hold the current required certification. *Term:* Late June through mid-August

CIT/PLT Coordinator (1) – This person would work closely with the Program Director in the planning, implementation, and follow-up of the 1 week Counselor-In-Training Program for 15-17 year-old students. After the program they would themselves fill the role of a Cabin Leader or Support Staff for the main camp program and provide some follow-up assistance for CIT's by working alongside each them as much as possible. They would also plan and implement the summer's end Peer-Leadership-Training camp for 14 and 15 year-old students. *Qualifications include:* Must have completed sophomore year of college (or be turning 20 years of age in applied for calendar year), have at least 2 full summers of camp staff experience, and be an approachable leader with some ability to teach, organize, and counsel. *Term:* June through mid-August

CIT/PLT Cabin Leader (1) - This person acts as a CL for the campers of both programs, and as needed may assist the coordinator with the implementation of each program. In other weeks of camp, they will act as a CL, SS, or assist in other program roles as needed. *Qualifications include:* Must be at least one year out of high school with at least one summer of previous camp experience, hold the same traits required of a regular CL/SS, and be able to lead and follow well. *Term:* Late June through August



RETURNING STAFF APPLICATION

(Please complete fully and mail to **5 Amelia Crescent, Winnipeg, MB R2K 3X8**)

A. WHO ARE YOU? (please attach a recent photo of yourself)

Last name _____ First name _____

Mailing address _____

Phone # _____ Email _____

Church Attending: _____ T-Shirt Size: _____ D.O.B _____

Summer(s) last worked at Nutimik: _____

Please list your employment and volunteer experience (place, position, and dates) *relevant to children's or youth ministry* since you last served here:

1. _____

2. _____

Please list any other employment and volunteer experience (place, position, and dates) since you last served here:

1. _____

2. _____

Please indicate any certificates earned (Include a photocopy of any certification, i.e. first aid, CPR, lifeguard, wilderness training, canoeing, kayaking, etc.). Indicate highest level of completion and whether it is current.

Have you ever been convicted of a crime for which a pardon has not been issued? Yes No

Have your driving privileges been suspended or revoked by law enforcement since your last summer here?

Yes No

If yes, please explain: _____

Do you have any physical or emotional conditions that might affect your full participation in any summer activities? Yes No

If yes, please explain: _____

Please give the name, city & province, position, and phone # of one individual who can tell us about you. *We prefer that he/she be a pastor or other spiritual leader (eg. Bible School teacher / professor or dean / resident director). If this does not suitably exist for you, an employer or close (but unbiased) friend will be accepted.* References from immediate or extended family, and boy/girlfriends will not be accepted. Please give them a reference form attached to this application and have them mail or fax it to the camp.

1. _____

B. FIRST THINGS FIRST (use separate sheet if necessary)

1. Why do you want to return to serve at Camp Nutimik? _____

2. How has your faith journey continued since you last served here? _____

3. Please honestly describe your current relationship with Jesus Christ. _____

4. In what areas do you desire to grow this summer? _____

5. Please describe your character strengths: _____

Gifts & Talents: _____

Weaknesses: _____

C. WHAT POSITION WOULD YOU LIKE TO HAVE AS PART OF THE SUMMER TEAM?

(4 week minimum commitment required to receive salary (excluding staff training))

- | | |
|--|---|
| <input type="checkbox"/> Program Director (1) | <input type="checkbox"/> Cabin Leader / Instructor / Support (9 males, 9 females) |
| <input type="checkbox"/> Unit Leaders (1 male, 1 female) | <input type="checkbox"/> Out-trip Counselor (1 male, 1 female) |
| <input type="checkbox"/> Outpost Director (1) | <input type="checkbox"/> CIT/PLT Cabin Leader (1) |
| <input type="checkbox"/> CIT/PLT Coordinator (1) | <input type="checkbox"/> Lifeguard / Cabin Leader (4) |
| <input type="checkbox"/> Waterfront Coordinator (1) | |
| <input type="checkbox"/> Media Manager (1) | |
| <input type="checkbox"/> Registrar Assistant (1) | |
| <input type="checkbox"/> Maintenance Assistant (1) | |

D. WHEN ARE YOU AVAILABLE? (please put a check before the dates you are available)

1. Pre Camp Preparation

June 28 – July 3 *Note: All of staff training is mandatory for summer staff (excluding CIT's) unless your graduation or an exam runs into this week. School is priority. If you have grad or an exam during this week please let us know.*

2. Summer Camp

July 5 - 10 July 12 - 17 July 19 - 24 July 26 - 31
 Aug 4 – 7 Aug 9 - 14

E. WHAT ACTIVITIES MIGHT YOU LIKE TO TEACH?

Please mark each activity with either (1, 2, 3 or X) that describes your level of skills. Certification courses may be available during the spring (at our expense).

- 1 – for the activities you **feel qualified to organize and teach**
- 2 – for the activities you **can assist in teaching**
- 3 – for the activities you **would like to learn to teach**
- X – for the activities you **cannot do**

___ archery ___ biking ___ canoeing ___ crafts ___ drama ___ field games
___ fishing ___ kayaking ___ outdoor survival ___ trail biking ___ water games

What other skills might you like to teach at camp? _____

Would you like to be part of the: Drama Team Worship Team

State any past experience / ability in these areas (i.e. playing guitar, singing, acting): _____

F. ARE YOU READY TO COUNT THE COST?

Are you willing to work with your whole heart to bring others to better understanding of the love and grace of Jesus Christ through your words and lifestyle? Are you willing to cooperate with the leadership of Camp Nutimik and other staff members and uphold the objectives and standards of Camp Nutimik before, during, and after camp? Will you do what you can to prepare yourself spiritually for ministry at Camp Nutimik? Are you willing to come with a servant's heart and put the campers and the camp policies ahead of yourself?

I agree to this covenant and I have read the Statement of Faith, Code of Conduct, and Harassment/Abuse Policy and agree to abide by them.

Signed _____ Date _____

Please mail or fax to: Camp Nutimik, 5 Amelia Crescent, Winnipeg, MB R2K 3X8 (fax) 204-334-2070 (ph) 866-688-4645 (email) staff@campnutimik.com (website) www.campnutimik.com

For office use only:

Date Received _____

References Received: 1. ___ 2. ___

Interview Date: _____

Position Offered: _____



Reference Form

Applicant Information (please complete this section before giving the form to your reference)

_____ has submitted an application for the position of _____.
Your candid opinion and firsthand knowledge of the criteria below will help us evaluate the applicant's eligibility for employment in Christian camping ministry to children and teens.

Waiver Statement: I authorize the release of the disclosed information by the person completing this reference form, and waive any right or privilege to inspect or challenge its contents. I understand that this information will be held in strict confidence by the administrative employees of Camp Nutimik and that it will not be released to anyone without my permission, except when such disclosure is required by law.

Signed: _____ Date: _____

Signature of parent/guardian if applicant under 18 years old: _____

How long have you known the applicant? _____ In what capacity? _____

How well do you *currently* know the applicant?

- Casually (few personal contacts) Fairly well (numerous contacts) Very close relationship

Please choose the best description of the applicant's Christian commitment

- Obvious strong personal commitment to Jesus Christ Struggling commitment to their faith
 Exhibits fairly consistent desire for maturing their faith Poor example of the Christian faith

Comments: _____

What degree of interest does the applicant display in church life?

- Enthusiastically engages in church activities for his/her age group or any age
 Is cooperative and usually willing to help in the various activities of the church
 Seldom participates in church activities, although regularly attends
 Is very irregular in church attendance and shows little interest in activities
 No basis for judgment

How would you describe the applicant's ability to relate and communicate with children or youth? _____

Does the applicant have any habits or traits that you know of, that may disqualify him/her to work at a camp?

- Yes No If yes, please explain: _____

What kind of influence would the applicant have on his/her co-workers if he/she were accepted to serve here?

- Positive Negative Neutral

Would you entrust your child to the applicant's care at camp? Certainly Yes, but with apprehension No

How would you rate the applicant in the following analyses?

Spiritual Motivation

- Excellent high degree of pursuit and passion
 Good generally pursues growth with passion
 Fair responds with desire when challenged
 Poor shows no or minimal desire to grow
 NA no basis for judgment

Emotional Stability

- Excellent exceptionally stable and consistent
 Good well balanced, stable in most situations
 Fair manageable share of highs and lows
 Poor excitable depressive
 NA no basis for judgment

Peer Sociability

- Excellent thrives in all social environments
- Good succeeds in most situations
- Fair survives; depends upon the context
- Poor generally struggles relating to peers
- NA no basis for judgment

Health

- Excellent rarely ill or injured; fit and energized
- Good generally fine; decent fitness and energy
- Fair periodic illnesses or injuries, can keep up
- Poor often ill, accident prone, tires easily
- NA no basis for judgment

Maturity of Judgment

- Excellent consistently wise or fair
- Good usually makes sound decisions
- Fair inconsistent with good sense
- Poor hasty indecisive
- NA no basis for judgment

Cooperation

- Excellent works very well with others; considerate
- Good usually considerate and sensitive
- Fair cooperates when convenient
- Poor tends to be difficult with others
- NA no basis for judgment

Work Ethic

- Excellent consistently gives extra effort
- Good generally a hard, thorough worker
- Fair works enough to get by
- Poor lazy
- NA no basis for judgment

Quality Control

- Excellent very diligent and dependable
- Good generally follows through well
- Fair follows through when convenient
- Poor needs closer monitoring
- NA no basis for judgment

Integrity

- Excellent consistently trustworthy
- Good generally honest and true
- Fair may obscure the facts
- Poor questionable character
- NA no basis for judgment

Teamwork

- Excellent a joy to work with
- Good contributes positively
- Fair neutral, minimal contribution
- Poor difficult, often negative contribution
- NA no basis for judgment

Leadership

- Excellent a leader of leaders
- Good generally influential and positive
- Fair can and will lead when called upon
- Poor passive disruptive/corruptive
- NA no basis for judgment

Ability to Follow

- Excellent takes instruction and correction well
- Good generally cooperative with supervisors
- Fair will comply begrudgingly
- Poor can be disrespectful and/or disruptive
- NA no basis for judgment

Initiative

- Excellent looks for things to be done
- Good regularly does what need to be done
- Fair does the obvious, bare minimum
- Poor usually needs to be prodded
- NA no basis for judgment

Flexibility

- Excellent adapts quickly, remains positive
- Good generally open-minded and adaptable
- Fair needs some time to adjust
- Poor can get ruffled and upset w/o routine
- NA no basis for judgment

Creativity

- Excellent ingenious, spontaneously, imaginative
- Good holds many creative ideas
- Fair can do well with help from resources
- Poor struggles coming up with ideas
- NA no basis for judgment

Ability to Work Under Stress

- Excellent thrives, remains pleasant and productive
- Good usually amiable and productive
- Fair survives with moderate success
- Poor irritable panicky
- NA no basis for judgment

I would like to discuss the applicant with you further

Printed Name _____ Date _____

Signature _____

Relationship to Applicant _____

Daytime Phone _____ Best Time to Call _____

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(ph) 866-688-4645 (email) staff@campnutimik.com (website) www.campnutimik.com

CAMP NUTIMIK STATEMENT OF FAITH

We believe the Bible is God's Word given by divine inspiration, the record of God's revelation of Himself to humanity. It is trustworthy, sufficient, without error - the supreme authority and guide for all doctrine and conduct; the truth by which God brings people into a saving relationship with Him and leads them to Christian maturity.

We believe in the one living and true God, perfect in wisdom, sovereignty, holiness, justice, mercy and love. He exists eternally in three coequal persons who act together in creation, providence and redemption.

We believe God created an order of spiritual beings called angels to serve Him and do his will.

We believe God created man in His own image to have fellowship with Himself and to be stewards over His creation. As a result, each person is unique, possesses dignity and is worthy of respect. Through the temptation of Satan, Adam chose to disobey God; this brought sin and death to the human race and suffering to all creation. Therefore, everyone is born with a sinful nature and needs to be reconciled to God. Satan tempts people to rebel against God, even those who love Him. Nonetheless, everyone is personally responsible to God for thoughts, actions, and beliefs and has their right to approach Him directly through Jesus Christ, the only mediator.

We believe salvation is redemption by Christ of the whole person from sin and death. It is offered as a free gift by God to all and must be received personally through repentance and faith in Jesus Christ.

We believe the Church is the body of which Christ is the head and all who believe in Him are members. Christians are commanded to be baptized upon profession of faith and to unite with a local church for mutual encouragement and growth in discipleship through worship, nurture, service, and the proclamation of the Gospel of Jesus Christ to the world. Each church is a self-governing body with a congregational form of government under the Lordship of Christ with all members sharing responsibility. Its ordinances are baptism by immersion and the Lord's Supper.

We believe religious liberty, rooted in Scripture, is the inalienable right of all individuals to freedom of conscience with ultimate accountability to God. Church and state exist by the will of God. Each has distinctive concerns and responsibilities, free from control by the other.

We believe Christians, individually and collectively, are salt and light in society. We affirm that the family is the basic unit of society and seek to preserve its integrity and stability. We also affirm that men and women achieve their sexual fulfillment within the confines of heterosexual marriage, and that marriage is a covenant relationship between a man and a woman, to the exclusion of all other individuals.

We believe God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and the new earth. The certain hope of the Christian is that Jesus Christ will return to the earth suddenly, personally, and visibly in glory according to His promise. The dead will be raised, and Christ will judge mankind in righteousness.

Revised – February 24, 2007

CAMP NUTIMIK CODE OF CONDUCT

INTRODUCTION

As we work together to achieve the goals outlined in our Mission Statement, there is a quality of leadership to which we aspire. There is also a standard of conduct that we must maintain as missionaries of the gospel of Jesus Christ in our leadership role, in our relationship to each other as staff and our relationship to guests and campers.

EXPECTED CONDUCT

INTRODUCTION

As a member of the Camp Nutimik Staff, you will be expected to conduct yourself, both at work and away, in a manner which will in no way embarrass or discredit the Lord or the work of Camp Nutimik, but rather enhance both. It is consistent with our purpose that each staff member always be striving to live a life pleasing to Christ. Furthermore a breach of the following agreements: Code of Conduct, Statement of Faith and the Harassment/Abuse Policy is grounds for and may result in dismissal.

CONDUCT WITH OUR CAMPERS

Staff should always avoid situations with children and youth which could in any way be misconstrued as being indiscreet. Staff should generally build their closer relationships with children and teenagers of the same gender; likewise, private counseling situations with the opposite gender should generally be avoided. There is an increasing sensitivity about staff expressing concern for youth in any physical way whatsoever, and there are an increasing number of cases where such affection has been misunderstood. Therefore, indoor or out-of-sight counseling situations should be avoided whenever possible, and if deemed necessary within the discretion of the counselor, a third person, i.e. another counselor, should be invited to sit in on a session. It is best that all "counseling" sessions take place in a highly visible area, yet offering adequate privacy.

STAFF DRESS CODE

The following dress code is in effect at Camp Nutimik. Clothing with symbols and/or words that are dishonorable in the opinion of the Board of Directors or its' designates may not be worn.

Swimwear shall be worn at the beach or beach volleyball court only and not on the grounds while engaged in any activities other than returning to your cabin to change, unless deemed appropriate by the Program Director for special camp activities. Girls – Modest swimwear is required. One piece is recommended but it is realized that this is not always possible. If a one piece is not owned, at least a t-shirt and possibly shorts will be required. Guys – No bare back on the grounds except at the waterfront, volleyball court, and when authorized by the Program Director for special camp activities.

No bare feet are permitted in the dining hall. No wet footwear is permitted past the entryway. Wet footwear must be placed on the shelves, and socks or dry shoes/sandals must be worn past that point. No open-toed or water footwear may be worn when working in the kitchen.

Application of tattoos or body piercing to any part of the body while under contract is discouraged, with the exception of the ears. If a tattoo or body piercing already exists, it must be discussed with the Program Director. The number of ear piercings permitted is at the discretion of the Program Director.

All shirts must cover the midriff when the arms are raised above the head, and shorts must be of appropriate length. Shorts and pants must ride high enough to totally cover the backside. Spaghetti strap tank tops must be worn with a sports bra or another wider strap tank top underneath.

Camp Nutimik reserves the right to revise the dress code at any time without notice.

PROHIBITED CONDUCT

INTRODUCTION

Serving in ministry, places us on a greater level of responsibility than other Christians because we are accountable to a supporting Christian community for our behavior both in our private and public life. There are times when we may feel that this is unfair, but we are called upon to make extra sacrifices in exchange for the privilege of being called into full-time ministry. We are not to focus on our personal freedoms, but rather on our responsibilities to the Lord, to others, and to the ministry. As a result of the above, the following policies have been approved by the Camp Nutimik Board of Directors, on various matters of staff conduct:

ALCOHOL

Consumption of alcohol during the camp program or on Camp Nutimik property will result in immediate dismissal. Drunkenness on the part of any staff member at any time, anywhere, will also result in immediate dismissal.

SMOKING

It is Camp Nutimik's policy that all staff abstains from smoking. Smoking on Camp Nutimik property or during its summer ministry events is absolutely prohibited, and will be grounds for dismissal.

ILLEGAL DRUGS

Total abstinence while serving in the Camp Nutimik ministry is required. Use, possession, and/or trafficking in illegal drugs any time and anywhere will result in immediate dismissal.

LIVING ARRANGEMENTS

Single staff must not share over-night accommodations with others on a coed basis at anytime or anywhere while serving in the Camp Nutimik summer ministry. Our policy will also be that at no time will staff of the opposite sex be in each others rooms in pairs. Such behavior will be grounds for dismissal. Opposite sex staff may visit in each other's rooms when there are at least three people present and the door is left open.

MOVIES, MUSIC AND OTHER MEDIA

All media on Camp Nutimik property must meet with the approval of the Board of Directors or it's designates. On or off-site movies that are G or PG may be viewed without permission. PG-13 and R-rated movies must be authorized by the Program Director before viewing. Music that is played publicly must be either Christian or strictly instrumental in nature, unless it is offsite and in your car. Just be considerate and flexible of each other's genre and volume preferences. On-site secular music must only be heard in the privacy of your own ears, and may be prohibited if is deemed offensive in any way. Exceptions may be granted for special camp activities. *Note: music produced by the likes of Disney, U2, and other "neutral" or quasi-Christian bands will not be permitted for public hearing under normal circumstances.*

SEXUALITY

In accordance with our statement of faith, any sexual activity between and involving individuals outside of a heterosexual, monogamous marriage relationship is strictly prohibited and will constitute grounds for dismissal. This includes, but is not restricted to, pre-marital sex, extra-marital sex and homosexual activity.

HARASSMENT / ABUSE

Camp Nutimik is committed to a policy of providing and maintaining a positive work environment free of both sexual and general harassment and abuse. Accordingly, it has instituted a harassment / abuse policy which will be distributed to all employees.

OTHER

Camp Nutimik also prohibits – gambling, involvement in sectarian or cult groups, abortion or support of organizations promoting abortion; racist conduct or language; the use of profane or blasphemous language; and behavior contrary to the Criminal Code of Canada. Any violation of any one of the above as interpreted by the Camp Board of Directors and its' designates may result in immediate dismissal.

CONCLUSION

Where there is a breach of the Code of Conduct, whether it results in dismissal or not, the overriding goal of Camp Nutimik shall be redemptive – seeking acknowledgment of wrong doing, repentance and restoration of broken or damaged relationships.

CAMP NUTIMIK HARASSMENT/ABUSE POLICY

At Camp Nutimik, we are committed to a policy of providing and maintaining a positive work environment, free of both sexual and general harassment and abuse. Harassment and abuse are forms of employee misconduct which are demeaning to another person, which undermine the integrity of the employment relationship, and are strictly prohibited.

Pranks and practical jokes have been ruled as being "potential" harassment and so the policy at Camp Nutimik will be that they will be allowed with the following stipulations:

- they do not involve loss of sleep, damage, happen in or around staff housing and do not cause embarrassment
- they are done in a healthy spirit and only to those who share in the amusement of pranks; those who do not like them are to be avoided and are expected not to participate themselves in the implementation of a prank
- they must be cleared by the Program Director or the Executive Director

The *Human Rights Code of Manitoba* (HRCM) defines "Harassment" as follows:

1. A course of abusive and unwelcome conduct or comment based on someone's nationality, ancestry or ethnic background, religion, age, gender, sexual orientation, marital or family status, source of income, political belief, or physical or mental disability;
2. A series of objectionable and unwelcome sexual solicitations or advances; or
3. A sexual solicitation or advance made by a person who is in a position to confer upon or deny any benefit to the recipient; and
4. A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

Specifications that can be considered harassment include, but are not limited to the following:

1. Unwelcome remarks, actions, jokes, or comments relating to an individual's nationality, sex, etc.;
2. Unwelcome remarks, actions, jokes, or comments relating to an individual's body, attire, appearance or weight;
3. Verbal abuse or threats;
4. The displaying of pornographic, racist or other offensive or derogatory pictures;
5. Practical jokes which cause awkwardness or embarrassment;
6. Unwelcome sexual invitations or requests, whether indirect or explicit;
7. Intimidation;
8. Leering or other gestures;
9. Condescension or paternalism which undermines self-respect;
10. Unnecessary physical contact such as touching, patting, pinching, punching; and
11. Physical abuse or assault.

If an employee feels she or he is the subject of conduct which is harassing, she or he should clearly state to the source of the harassment that the conduct is unwelcome. While this response is recommended generally, all concerns and complaints will be dealt with regardless whether such a statement is made.

An employee who wishes to report an incident of sexual and/or general harassment or abuse should promptly report the matter to his or her immediate supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact the supervisor, the employee should immediately contact the Executive Director. Employees may raise concerns and make report without fear of reprisal, and concerns and complaints will be treated in confidence except as necessary for the purpose of investigation and subsequent remedial action. No record of having made a complaint will be entered on to the employee's personnel file, but a record will be kept in a separate confidential file.

Employees are reminded that harassment is an offense under The Human Rights Code of Manitoba, and that an employee who is the victim of harassment has the right to file a complaint with the Human Rights Commission.

Anyone who becomes aware of possible sexual and/or general harassment or abuse should promptly advise the Executive Director, who will handle the matter in a timely and strictly confidential manner. If a supervisor or manager is aware of possible harassment or abuse and does not act upon the situation accordingly, he or she will be subject to appropriate disciplinary action. Under no circumstances should a complaint be dismissed or down played or the complainant told to deal with it him or herself.

The Executive Director or a designate shall investigate any allegations of harassment or abuse and all affected employees shall be afforded a full opportunity to be heard with or without assistance from a representative of their choosing. The Executive Director or designate will attempt to resolve the matter and all affected employees will be informed of the result of the investigation.

The Executive Director shall determine the appropriate action to be taken following the investigation. Anyone engaging in sexual and/or general harassment or abuse will be subject to disciplinary action, up to and including termination of employment. This policy applies to all employees of Camp Nutimik, including management personnel.

As stated above, Camp Nutimik is committed to a policy of providing and maintaining a positive work environment and anyone having questions with respect to this policy is invited to contact the Executive Director for further information.

Revised – February 24, 2007