



Ministry Position: Tutus Tuus Camp Volunteer

Date Last Reviewed: July 2019

◆ Position Overview

The Totus Tuus Camp Volunteer assists the parish priests, Coordinator(s) and Missionaries to provide a faith-filled, safe, and fun camp experience for children from grades 1-12.

◆ Activities/Responsibilities

- Assist the priests, Totus Tuus Coordinator(s) and Missionaries as required
- Responsible for supervising and interacting with campers, assuring their safety, health, and well-being to the best of his or her ability
- Participate in Mass activities by singing, responding, etc., to help children worship, learn, and have fun
- Fulfill assigned duties and seeking clarification and/or assistance as needed.
- Know the location of emergency exits, first aid kits, fire extinguishers. In case of an emergency, will follow established protocols
- Model respectful and appropriate behaviour at all times, particularly in regards to worship, language, and modest attire
- Refrain from the use of cell phones (calls, texts, social media, “surfing”, etc.) during the day when in the presence of campers, unless given specific permission by the Coordinator(s)
- Assist in the physical set-up and take-down of chairs, tables, etc.
- Cleans up and returns materials to their proper storage area after each session
- Attend the Totus Tuus commissioning Mass, orientation, training, camp, and potluck

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:
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◆ Skills, Experience and Qualifications

- Active participate in parish worship
- Recognized within the parish community as a person of good reputation



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- Can relate effectively and communicate clearly with others, especially children, youth and their families
- Previous experience working with children or in a camp environment is preferable

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, trustworthy and enthusiastic
- Able to communicate and work well with others
- Has the ability to work independently or as part of a team
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity.
- Comfortable working with all children

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

◆ **Participant Group**

Totus Tuus Camp attendees, Totus Tuus Missionaries

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team, with the Totus Tuus Coordinator(s), are the first level of support, supervision and evaluation



◆ **Length of Ministry Appointment**

One or two-week term with the ability to renew annually.

◆ **Benefits and Working Conditions**

- Will directly contribute to the spiritual and social well-being of the parish community.
- Will further develop relational skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours during camp week(s).
- Volunteers must sign in at the camp by 8:30am and be present for the daily post-camp meetings

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Totus Tuus Camp Volunteer** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

Parish Volunteer Screening Coordinator's Signature

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department