

## Cairn Family of Camps Summer Staff Job Description Integration Program Supervisor

**Positions Available:** 1

**Reports to:** Counselling Manager

**Supports:** Counselling Staff

### GENERAL FUNCTION

The Integration Program Supervisor oversees program design and implementation of Cairn's integration program by providing direction, support, and resources for the program, program participants, and counsellors each week. Additionally, they will serve as an advocate for the health, wellbeing, inclusion, and support of all campers. In conjunction with the Counselling Manager and other Program Supervisors, they will assist, develop and evaluate the Counselling Staff to provide the best camper experience, and ensure that camp is a safe inclusive environment and encourage self-esteem, stewardship, and servanthood.

### KEY RESPONSIBILITIES

- All-Staff Responsibilities:
  - Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps.
  - Demonstrate strong support and commitment to serving the campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Practice and support the health and safety of all campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Complete a year-end report, including a season review, and offering suggestions for future camp seasons.
  - Complete additional duties as required.
- Program Development Responsibilities:
  - Develop, schedule, and implement activities, jobs and tasks for the Adult Volunteer program, including but not limited to camp program support, administrative tasks, facilities tasks, and weekly program-specific activities.
  - Ensure that integration participants who are campers in-cabin receive any accommodations or support needed while participating in Glen Mhor programs.
  - Manage inventory for program supplies and resources. Ensure supplies are stored safely throughout and at the end of the season.
  - Facilitate cabin or camp-wide program sessions as needed.
- Staff Development Responsibilities:
  - Work with the Counselling Manager and other Program Supervisors to oversee the development and support of the Counselling Staff.
  - Supervise, coach, and evaluate members of the Counselling Staff in conjunction with the Counselling Manager and other Program Supervisors.
  - Ensure the ongoing wellness, morale, development, and evaluation of the counselling staff.
  - Act as a resource for campers and counsellors providing support, strategies, direction, and relief.
  - Professionally and supportively address any issues with or between counsellors (emotional, disciplinary, etc.) in conjunction with the Counselling Manager.
  - Complete administrative duties related to counsellor development, including but not limited to evaluations, behaviour logs, situation of concern logs, communication logs, creating schedules etc.

- Assist the Counselling Manager and Program Manager in developing and leading sessions during staff training as required.
- Camper Care Responsibilities:
  - Ensure camper safety and wellbeing is prioritized in all actions and decisions.
  - Provide support to the Counselling Staff to address camper issues professionally and with compassion.
  - Professionally and supportively address any camper issues (emotional, disciplinary etc.) in conjunction with the Counsellors and Counselling Manager.
  - Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, creating alternative schedules etc.
  - Act as liaison and assistant to the Camp Nurse/medical staff. Including providing each nurse/medical staff with an orientation, assisting in logging camper Health Center visits, communicating and logging health related communications with parents/families, etc.
  - Coordinate camper & staff hospital visits as necessary, in conjunction with the Camp Nurse/medical staff, the Camp Director(s), and Counselling Manager.
  - Assist the Counselling Manager with family/parent communications including but not limited to pre-camp contact, weekly email updates, phone calls to new camper families, behavioral phone calls, etc.
  - Act as the primary liaison between integration participants/parents & families of inclusion participants and the Cairn Family of Camps. This includes overseeing participant profiles, collecting post session paperwork from the counselling staff, etc.

#### **JOB KNOWLEDGE & QUALIFICATIONS**

- Experience working with children and youth
- Experience working with individuals with differing abilities and needs
- Experience as a camp staff member or equivalent an asset
- Personal skills: empathy, problem-solving ability, patience, organization, creativity, growth mindset, collaboration
- Standard First Aid/CPR-C
- Clear Police Reference Check and Vulnerable Sector Screening
- A minimum of one of the following qualifications: National Lifeguard Certification, Challenge Course Certifications (Level 1 Ropes), or a G Driver's license.
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification prior to the summer camp season.
- Experience in music, arts, dance, drama, sports, or outdoor skills programming an asset.
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- The successful applicant is required to live onsite for the duration of their contract

#### **COVID-19 ACKNOWLEDGEMENT**

Due to the constantly evolving nature of policies, procedures, and recommendations surrounding the COVID-19 pandemic, the Cairn Family of Camps recognizes that elements of the summer 2021 schedule and programs, and – consequently – job responsibilities may be required to adapt. Until staff are hired, any updates to this document will be available on the Cairn website at <https://ilovecamp.org>. Once staff are hired, communication will take place directly via phone or email.



## CONTACT

Please submit your application, including any supplementary documents, at <http://cairn.campbrainstaff.com>. Should you have any questions, please contact Robynne Howard, Camp Director, at [robynne@ilovecamp.org](mailto:robynne@ilovecamp.org).

---

*The Cairn Family of Camps supports diversity, equity and a workplace free from harassment and discrimination. The Cairn Family of Camps is committed to an inclusive, barrier-free recruitment and selection process and workplace. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the camp office.*