

## **Cairn Family of Camps Summer Staff Job Description Iona Program Coordinator (Tripper)**

**Positions Available:** 1

**Reports to:** Assistant Director, Program Manager

**Supports:** Counselling Staff

### **GENERAL FUNCTION**

The Iona Program Coordinator (Tripper) oversees program design, development, and implementation of the Iona out-tripping program, alongside the Program Manager. Additionally, the Iona Program Coordinator will provide support and resources for the staff with whom they work each week. The Iona Program Coordinator will work to ensure that camp is a safe inclusive environment that encourages 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:
  - Oversee and implement all preparation and leadership of Iona's tripping programs, with support from the Program Manager.
  - Develop route plans, communicate emergency plans, prepare and pack equipment, before each trip.
  - Work with the kitchen to develop menu plans and to pack food for each trip.
  - Oversee camper skill development, including canoeing and camping skills, throughout the program.
  - Manage and oversee the use and maintenance of all Iona equipment including but not limited to canoes, trip equipment, and program supplies. Ensure equipment is stored safely throughout and at the end of the season.
  - Manage inventory for program supplies and resources. Ensure supplies are stored safely throughout and at the end of the season
  - When not leading Iona programs, the Iona Program Coordinator will be placed in a position at Glen Mhor as a Program Counsellor or other role as needed.
- Camper Care Responsibilities:
  - Ensure camper safety and wellbeing is prioritized in all actions and decisions.
  - Professionally and supportively address any camper issues (emotional, disciplinary etc.) in conjunction with the 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.
- Prepare a postcard for each camper
- Ensure that photos and videos of each program are taken for the end-of-week slideshow and promotional purposes, in conjunction with the Marketing and Communications Coordinator
- Communicate with camper’s caregivers as required, which may include pre-camp contact, email updates, phone calls to new camper families, etc.
- Staff Development Responsibilities:
  - Provide clear expectations to counselling staff regarding camper supervision, program leadership, and all other relevant policies and procedures.
  - Divide daily responsibilities, ensure staff members are prepared for their responsibilities each day, and oversee their skill development.
  - Act as a resource for campers and counsellors, providing support, strategies, direction, and relief as needed.
  - Complete administrative duties related to counsellor development, including but not limited to check-ins, behaviour logs, situation of concern logs, communication logs etc.

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

- A minimum 3 years’ experience as a camp staff member or equivalent, and experience in wilderness tripping.
- Personal skills: problem-solving ability, risk management, organization, group facilitation, creativity, empathy, adaptability
- Wilderness First Aid
- National Lifeguard Certification
- River Runner 3 certification or equivalent required, and/or willingness to obtain certification prior to the summer camp season.
- Swift Water Rescue Training certification an asset
- ORCKA Instructor an asset.
- Clear Police Reference Check and Vulnerable Sector Screening
- 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 on-site through the duration of their contract.
- Preference will be given to candidates who are available to fulfill a 4-month contract (mid-May to August).

#### **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).

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*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.*