



## **Cairn Family of Camps Summer Staff Job Description Leader in Training Program Coordinator**

**Positions Available:** 2

**Reports to:** Camp Director, Assistant Director

### **GENERAL FUNCTION**

The Leader in Training Program Coordinators coordinate, design and lead Cairn's four-week Leader in Training program, providing leadership development opportunities for 16- and 17-year-old participants. Together the LIT Program Coordinators will teach a variety of leadership skills through theoretical and practical learning methods, and through constantly leading by example. They will 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 and implement a four-week leadership program for 16- and 17-year-old participants, once in July and once in August.
  - Design, prepare, lead and oversee sessions that develop practical (i.e. canoe tripping, swimming, canoeing, program development, adventure elements), and personal (i.e. group dynamics, empathic listening, communication, inclusion) leadership skills.
  - Develop and implement themes and special events for LIT participants.
  - Develop resources and equipment for the LIT program, off-site trips, and special projects.
  - Coordinate with the Counselling Manager and Program Supervisors for special programs, cabin assignments, general scheduling, and other elements of program/staff overlap with the LIT program.
  - Manage inventory for program supplies and resources. Ensure supplies are stored safely throughout and at the end of the season
- Camper Care Responsibilities
  - Professionally and supportively address any issues (emotional, disciplinary etc.) in conjunction with the Counselling Manager and Assistant Director.
  - Supervise, coach, and evaluate each LIT participant.
  - Oversee the development and conduct periodic check ins with each of the LIT participants.
  - Assist staff members in supervising LITs by providing them with clear instructions and expectations.

- Assist other staff members in motivating and utilizing LITs to enhance cabin life and work with campers during the week LITs spend in-cabin as a Counsellor in Training.
- Organize and maintain the smooth running of LIT site living quarters.
- Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, creating alternative schedules etc.
- Assist the Counselling Manager with family/parent communications including but not limited to pre-camp contact, email updates, phone calls to new camper families, behavioral phone calls, etc.

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

- Three years' experience as a camp staff member (or equivalent) recommended.
- Personal skills: independence, integrity, problem-solving ability, empathy, teaching, organization, growth mindset
- Standard First Aid/CPR-C
- National Lifeguard Certification recommended.
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification prior to the summer camp season.
- Challenge Course Certification (Level 1 or 2 Ropes), and/or a G Driver's license an asset.
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- Clear Police Reference Check and Vulnerable Sector Screening
- The successful applicant is required to live onsite through 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.

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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.*