



Cairn Family of Camps Summer Staff Job Description Program Counsellor

Positions Available: 10

Reports to: Counselling Manager, Program Manager

GENERAL FUNCTION:

Program Counsellors offer leadership in camper care, program development, and program instruction while working with one or two co-Counsellors to supervise, care for, and lead a cabin of campers. Program Counsellors apply their previous experience in child and youth leadership to promote the physical, mental, emotional, and spiritual growth of each child as a friend, mentor, and role-model. Program Counsellors may work in any of the following areas: Glen Mhor cabin, Iona Trip programs, 1:1 support counsellor, Camp in Your Own Backyard, kitchen, maintenance.

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 additional duties as required.
- Camper Care Responsibilities:
 - Ensure camper safety and wellbeing is prioritized in all actions and decisions.
 - Provide attention to all campers both individually and within groups, showing compassion, understanding, and modeling positive behavior.
 - Ensure that at least one staff person is always with campers.
 - Work co-operatively with co-Counsellor(s) to ensure that campers are safe, maintain adequate personal health and hygiene, arrive at scheduled activities on time, participate fully in the camp program, and follow all camp rules.
 - Receive other specific direction based on the role filled each week: Glen Mhor cabin, Iona out-trips, 1:1 support, Camp in Your Own Backyard, etc.
 - Professionally and supportively address camper needs (emotional, physical, behavioural etc.) in conjunction with the Program Supervisors and Counselling Manager.
 - Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, etc.
 - Prepare a postcard for each camper, and any other individualized communications as requested.
 - Assist the Counselling Manager with camper caregiver communications as needed, including but not limited to pre-camp contact, phone calls to new camper families, behavioral phone calls, etc.
- Program Leadership Responsibilities:
 - Design and lead activities in program areas including Adventure, Music, Arts, Dance and Drama, Waterfront, Outdoor Living Skills, and Land Sports.

- Design and lead age-appropriate program activities for campers that are tailored to the needs, abilities, and interests of the group.
- Coordinate with the Glen Mhor Program Manager, Glen Mhor Program Supervisors, and other staff regarding scheduling and special events.
- Work collaboratively with other staff to ensure campers are engaged and supported throughout each activity.
- Prepare and lead activities for camper-choice sessions as assigned.
- Ensure all rules and processes are followed for each program area.
- Prepare and lead creative and theme-based programs for campers in activity times, in conjunction with co-counsellor(s).
- Participate fully in daily and evening programs, special day activities, and camp-wide programs.

JOB KNOWLEDGE & QUALIFICATIONS

- Experience working with children and youth
- A minimum of two years' experience as a camp staff member, or equivalent
- Personal Skills: empathy, compassion, creativity, problem-solving ability, growth mindset, adaptability, collaboration
- Standard First Aid/CPR-C
- 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.
- 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 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.

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.



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.