



Cairn Family of Camps Summer Staff Job Description Cabin Counsellor

Positions Available: 15

Reports to: Cabin Care Coordinator, Assistant Directors

GENERAL FUNCTION

Cabin Counsellors ensure campers are provided with a safe, enjoyable, and memorable camp experience, working collaboratively with their co-counsellor(s) to supervise, care for, and lead a cabin of campers. They act as a friend, confidant, mentor, and role-model, and promote the physical, mental, emotional, and spiritual growth of each child. Counsellors will have one day off and two nights out per week, and an hour off each day. Counsellors may work in any of the following areas: Glen Mhor cabin, 1:1 support counsellor, kitchen, or facilities.

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, 1:1 support, etc.
 - Address camper's physical and social-emotional needs collaboratively with co-counsellor(s), with support from the Camper Care Coordinator and Assistant Directors.
 - 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.
- Program Leadership Responsibilities:
 - Work collaboratively with other staff to ensure campers are engaged and supported throughout each activity.
 - Assist co-Counsellor(s) to prepare and lead creative and theme-based programs for campers in activity times.
 - Participate fully in daily and evening programs, special day activities, and camp-wide programs.

JOB KNOWLEDGE & QUALIFICATIONS

- An interest in developing skills in child and youth care and development. Previous experience working with children and youth is an asset, but not required.
- Experience in a Leadership program or Counsellor-In-Training program an asset.
- Personal Skills: empathy, compassion, creativity, problem-solving ability, growth mindset, adaptability, collaboration
- Standard First Aid/CPR-C
- National Lifeguard Certification or ability to obtain certification prior to the summer camp season 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

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 2022 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.