

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

**Positions Available:** 1

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

**Supports:** Counselling Staff

### GENERAL FUNCTION

The Integration Program Coordinator oversees program design and implementation of Cairn's integration programs 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 Assistant Director - Camper Care and the Camper Care Coordinator, they will assist the Counselling Staff in providing 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:
  - Oversee and implement all preparation and leadership of the Integration Program, with support from the Camp Director and Assistant Directors.
  - 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.
- 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 in conjunction with the Counsellors and Assistant Directors.
  - Develop and maintain participant profiles for internal records and communication.
  - Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, creating alternative schedules etc.

- Communicate with camper families including but not limited to pre-camp contact, in-session email updates, phone calls to new camper families, behavioral phone calls, etc., with support from the Assistant Director - Camper Care.
- 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**

- Previous experience as a camp staff member with experience working with individuals with disabilities and/or leading and facilitating programs, or equivalent experience working with children and youth.
- 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
- National Lifeguard Certification or Challenge Course Certifications (Level 1 Ropes) an asset, and/or willingness to obtain certification prior to the summer camp season.
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification prior to the summer camp season.
- 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 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](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.*

