



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

Positions Available: 2

Reports to: Camp Director, Assistant Directors

GENERAL FUNCTION

The Leader in Training Program Coordinators 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.

Note: At this time, the LIT Program is running for four weeks in August only. During July, LIT Program Coordinators will have time to plan the LIT program in the mornings, and will be assigned other program, marketing, and communications projects by the Camp Director for the afternoons. LIT Program Coordinators will be hired for the full duration of the summer, or there is flexibility for this position to be a 6-week contract.

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.
 - Design, prepare, lead, and oversee sessions that develop practical skills (i.e. canoe tripping, swimming, kitchen, facilities, program development), and personal leadership skills (i.e. group dynamics, empathic listening, communication, inclusion).
 - 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 Assistant Directors and Program Coordinators 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 in conjunction with the Assistant Directors.
 - 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.
 - 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 Assistant Directors with communications including but not limited to pre-camp contact, email updates, phone calls to new camper families, behavioral phone calls, etc.

JOB KNOWLEDGE & QUALIFICATIONS

- Previous experience as a camp staff member with experience leading and facilitating programs, or equivalent experience working with children and youth.
- 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 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.

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.