



Cairn Family of Camps Summer Staff Job Description Program Counsellor

Positions Available: 11

Reports to: Assistant Director - Program, Assistant Director - Camper Care, Camp Director

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 will have one day off and three nights out per week, as well as scheduled prep time and an hour off each day. Program Counsellors may work in any of the following areas: Glen Mhor cabin, Iona Trip programs, or as a 1:1 support counsellor within the Integration Program.

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, etc.
 - Professionally and supportively address camper needs in conjunction with 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.
 - Assist the Camper Care Coordinator with 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 Coordinators, Assistant Director - Program, 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

- Previous experience as a camp staff member, or equivalent experience working with children and youth.
- At least 18 years of age by June 1, 2022.
- Personal Skills: empathy, compassion, creativity, problem-solving ability, growth mindset, adaptability, collaboration
- Standard First Aid/CPR-C
- National Lifeguard Certification and/or Challenge Course Certifications (Level 1 Ropes) required.
- 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 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.