



Cairn Family of Camps Summer Staff Job Description Program Counsellor – Area Head

Positions Available: 4

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

GENERAL FUNCTION

Program Counsellor Area Heads 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. They 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. In addition to camper care responsibilities, Area Heads take a leadership role within the Glen Mhor Program in the development, implementation, training, and maintenance of their designated program area: Adventure, Waterfront, Arts, or Land Programs. They will have one day off and three nights out per week, as well as scheduled prep time and an hour off each day.

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.
 - 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 all program areas (Adventure, Music, Arts, Dance and Drama, Waterfront, Outdoor Living Skills, Archery, etc.), primarily focusing on the designated program area.



- Design and lead age-appropriate program activities for campers that are tailored to the needs, abilities, and interests of the group.
- Oversee and manage operations, safety, and in-house training for one of the four main program areas: Waterfront, Adventure, Arts, or Land Programs.
- Complete regular inspection, maintenance, and organization of designated program area, with support from the Glen Mhor Program Coordinators.
- Assist in preparing and leading staff training in designated program area.
- Develop resources and program plans to provide program leadership support to other staff.
- 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

- Minimum 2 years previous experience as a camp staff member with experience leading and facilitating programs, or equivalent experience working with children and youth.
- At least 18 years of age by June 1, 2023.
- 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, and/or sufficient experience in music, arts, dance, drama, archery, or outdoor skills program leadership.
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification prior to the summer camp season.
- 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.

APPLICATION & CONTACT INFORMATION

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 is committed to employment equity, and supports diversity, equity and a workplace free from harassment and discrimination. All qualified candidates, including candidates from diverse backgrounds, are encouraged to apply. 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.