



## **COUNSELLING COORDINATOR**

**Positions Available:** 1

**Reports to:** Counselling Manager

**Supports:** Counselling Staff

### **GENERAL FUNCTION:**

The Counselling Coordinator is responsible for providing support and resources for the Counselling Staff. They will assist, develop and evaluate the Counselling Staff to ensure the best camper experience, and highest standards of counselling. The Counselling Coordinator will work with the Counselling Manager, Integration Coordinator, and Counselling Team to ensure that camp is a safe inclusive environment that encourage self-esteem, stewardship, and servanthood.

### **KEY RESPONSIBILITIES:**

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- Assist the Counselling Manager in developing and leading sessions during training for the Counselling Staff.
- Assist the Counselling Manager with family/parent communications including but not limited to pre-camp contact, weekly email updates, phone calls to new camper families, behavioral phone calls, etc.
- Work with the Counselling Manager and Integration Coordinator to oversee the development and evaluation of the Counselling Staff.
- Work with the Counselling Manager and Integration Coordinator to insure the ongoing wellness, morale, development, and evaluation of the counselling staff.
- Act as a resource for campers and counselling staff providing support, strategies, direction, and relief.
- Address and act on camper and counsellor issues (emotional, disciplinary, etc.) in conjunction with the Counselling Manager and Integration Coordinator.
- Complete administrative duties including but not limited to answering the phone, distributing and collecting co-counsellor evaluations, camper postcards & Christmas Cards, etc.
- Lead program sessions as required.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- The successful applicant is required to live onsite for the duration of the summer camping season.

### **EXPERIENCE & QUALIFICATIONS:**

- A minimum of two years' experience as a camp staff member or equivalent
- Standard First Aid/CPR-C
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- National Lifeguard Certification recommended
- Level 1 Challenge Course Certification an asset
- G-class driver's license an asset
- Arts programming and nature programming experience are assets.
- 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

