

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 as well as providing support and assistance to the Camp Nurse/medical staff and Camp Chaplain. 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 insure that camp is a safe inclusive environment that encourage self-esteem, stewardship, and servanthood.

KEY 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.
- 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 support of the Counselling Staff.
- Supervise, coach, and evaluate members of the Counselling Staff in conjunction with the Counselling Manager and Integration Coordinator.
- 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.
- Act as liaison and assistant to the Camp Nurse/medical staff. Including providing each nurse/medical staff with an orientation, assisting in logging camper Health Center visits, communicating and logging health related communications with parents/families, etc.
- The Counselling Coordinator in conjunction with the Camp Nurse/medical staff, the Camp Director(s), and Counselling Manager, will coordinate camper & staff hospital visits as necessary.
- 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.

JOB KNOWLEDGE/QUALIFICATIONS:

- Experience as a camp staff member or equivalent
- Experience working with children and youth

- Standard First Aid/CPR-C
- The successful applicant is required to live onsite for the duration of their contract
- 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

RECOMMENDED QUALIFICATIONS/CERTIFICATIONS:

- National Lifeguard Certification
- Challenge Course or Facilitation Certifications
- G driver's license (valid)
- Arts programming and nature programming experience are assets.