



## COUNSELLING MANAGER

**Positions Available:** 1

**Reports to:** Camp Director, Assistant Director

**Supports:** Counselling Coordinator, Integration Coordinator, Counselling Staff

### GENERAL FUNCTION:

The Counselling Manager is responsible for providing leadership support for the Counselling Coordinator, Integration Coordinator, and Counselling Staff. They will assist, develop and evaluate those staff to ensure the best camper experience, and highest standards of counselling. The Counselling Managers will work 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.
- Develop and lead sessions during training for the Counselling Staff.
- Coordinate external client communications in consultation with the Camp Director including but not limited to pre-camp contact, weekly email updates, post session emails, phone calls to new camper families, etc.
- Manage all incident reporting in consultation with the Directors.
- Oversee the development and evaluation of Counselling Coordinator, Integration Coordinator, and Counsellors.
- Assign daily/weekly/seasonal roles, responsibilities, and tasks to the Counselling Coordinator and Integration Coordinator.
- Work with the Counselling Coordinator and Integration Coordinator to insure the ongoing wellness, morale, development, and evaluation of the counselling staff.
- Work with the Assistant Director in assigning counsellors to weekly roles.
- Manage budget and inventory for counselling supplies and resources. Ensure supplies are stored safely throughout and at the end of the season.
- Act as a resource for campers and counselling staff.
- Address and act on escalated camper and counsellor issues with the Assistant Director and Camp Director.
- Complete administrative duties including but not limited to answering the phone, collecting and distributing camper paperwork, and assigning campers to cabins.
- Work with the Program Manager and Directing Team to coordinate and oversee pick-up and drop-off days.
- 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 three years' experience as a camp staff member or equivalent
- Standard First Aid/CPR-C
- National Lifeguard Certification recommended
- G-class driver's license recommended



- Level 1 Challenge Course Certification 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
- Preference will be given to candidates who are available for a 4-month contract (May to August).