

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 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.
- Develop and lead sessions during training for the Counselling Staff.
- Coordinate external client communications in consultation with the Camp Director and Marketing & Communications Coordinator including but not limited to pre-camp contact, weekly email updates, post session emails, phone calls to new camper families, etc.
- Oversee the development and support of Counselling Coordinator, Integration Coordinator, and Counselling staff.
- Supervise, coach, and evaluate members of the Counselling Staff in conjunction with the Counselling Coordinator and Integration Coordinator.
- Assign daily/weekly/seasonal roles, responsibilities, and tasks to the Counselling & Integration Coordinators.
- Work with the Counselling & Integration Coordinators 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, counsellor, and parent/family issues in with the Assistant Director, Camp Director, and Executive Director.
- Complete administrative duties including but not limited to answering the phone, registration, assigning campers to cabins, etc.
- Oversee camper and counsellor paperwork including but not limited to evaluations, camper postcards, camper Christmas cards, camper information forms, etc.
- 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.

JOB KNOWLEDGE/QUALIFICATIONS:

- A minimum 3 years 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)