



INTEGRATION COORDINATOR

Positions Available: 1

Reports to: Counselling Manager

Supports: Counselling Staff

GENERAL FUNCTION:

The Integration Coordinator is responsible for providing direction, support, and resources for the integration program and its counsellors. They will assist, develop and evaluate the Counselling Staff to ensure the best camper experience, and highest standards of counselling. The Integration Coordinator will work with the Counselling Manager, Counselling 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.
- Act as the primary liaison between Reach for the Rainbow and the Cairn Family of Camps. This includes overseeing participant profiles, collecting post-session paperwork from the counselling staff, etc.
- Make pre-camp phone calls to all integration participants and their families. Maintain open communication with families/parents throughout the summer.
- Complete administrative duties including but not limited to scheduling hours off/relief for integration counsellors, answering the phone, distributing and collecting co-counsellor evaluations, camper postcards & Christmas Cards, etc.
- Coordinate the Adult Volunteer program.
- Manage budget and inventory for integration supplies and resources. Ensure supplies are stored safely throughout and at the end of the season.
- 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 Counselling Coordinator to oversee the development and evaluation of the Counselling Staff.
- Work with the Counselling Manager and Counselling 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 Counselling Coordinator.
- 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
- Experience working with individuals with differing abilities and needs



- Standard First Aid/CPR-C
- 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