

## **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 counsellors assigned to it. 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 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.
- Act as the primary liaison between integration participants/parents & families of inclusion participants 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.
- Work with the Counselling Manager and Counselling 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 Counselling Coordinator.
- Work with the Counselling Manager and Counselling Coordinator to insure the ongoing wellness, morale, development, and evaluation of the counselling staff.
- Manage budget and inventory for integration 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 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 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.
- 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
- Experience working with individuals with differing abilities/needs
- 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.