



## **PROGRAM COUNSELLOR**

### **Positions Available: 6**

**Reports to:** Counselling Manager, Counselling Coordinator, Integration Coordinator, Program Manager

### **GENERAL FUNCTION:**

Program Counsellors will co-ordinate and supervise a cabin group of children in a daily program including a variety of camp activities. They will lead between 1 and 4 program sessions per day. They will act as a friend, confidant, mentor, teacher, and role-model, and seek to enhance the physical, mental, emotional and spiritual growth of each child. Program Counsellors may work in any of the following areas: Glen Mhor cabin, Iona unit, trip, 1:1 support counsellor, Camp in Your Own Backyard, kitchen, facilities staff, program area head.

### **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.
- Design and lead appropriate lessons for camp sessions considering age and gender of campers and camp themes.
- Coordinate with the Glen Mhor Program Manager, Glen Mhor Program Coordinator, and other program staff regarding scheduling and special sessions for all camps.
- Prepare and offer activities camper choice sessions as assigned.
- Ensure all rules and processes are followed for each program area.
- Work co-operatively with partner (co) counsellor ensuring that campers are safe, maintain adequate personal health and hygiene, arrive at scheduled activities on time, participate fully in the camp program and obey all camp rules.
- Prepare and conduct "Off Peg" programs for campers in activity times not given over to specialized activities.
- Ensure that at least one staff person is always with campers.
- Participate fully in daily and evening programs, special day activities, camp wide programs and serve as a resource person on a theme team.
- Provide individual and group-based attention to all campers, showing compassion, understanding and modeling positive behavior.
- Seek help with disciplinary, emotional or other difficulties from your co-counsellor, your cabin's Program Staff member "grandparent", Counselling Coordinators, Counselling Manager, the Assistant Director and the Camp Director.
- Complete weekly paperwork provided by Counselling Coordinators and Counselling Manager.
- Receive other specific direction based on the role filled each week: Glen Mhor cabin, Iona unit, trip, 1:1 support, Camp in Your Own Backyard, kitchen, maintenance
- The successful applicant is required to live onsite for the duration of the summer camping season.

### **EXPERIENCE & QUALIFICATIONS:**

- A willingness to work in a team environment
- Successful completion of a Leader-in-Training program an asset
- Experience working with children an asset
- Standard First Aid/CPR-C



- National Lifeguard Certification recommended
- Experience in music, arts, dance, drama, or outdoor programming an asset
- Level 1 Challenge Course Certification, and/or a willingness to be trained in high ropes facilitation and the ability to pass the training courses is an asset
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to take a training course prior to the summer camp season.
- 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