

## Cairn Staff Job Descriptions 2017

### **Resource Staff:**

#### Assistant Director

Willing to do whatever it takes to make sure campers have a good week at camp. Assists Directors in planning and running sessions during Leadership Training. Provides daily leadership and direction to all camping programs, including program development and delivery with the Glen Mhor ProCo. Responsible for scheduling weekly activities for cabins and program staff at Glen Mhor. Oversees program staff and organizes regular check-ins with these staff members. Responsible for Glen Mhor and Iona in the absence of the Directors. Secondary application to complete; G license required; NL recommended

#### Wilderness Program Director

Willing to do whatever it takes to make sure campers have a good week at camp. Oversees the Iona and Tripping programs. Works alongside the Iona ProCo to develop schedules and themes for weekly Iona programs. Plans routes, organizes and maintains equipment, creates evacuation and safety plans, and acts as the contact person for the Tripping program. Conducts evaluations for wilderness resource staff. Secondary application to complete; NL required; G license required; WFA required; Previous tripping experience required; Swiftwater Rescue recommended

#### Glen Mhor Program Coordinator & Social Media

Willing to do whatever it takes to make sure campers have a good week at camp. Oversee the daily scheduling, weekly themes, evening programs, and special events at Glen Mhor, with the assistance of the Assistant Director. Acts as the camp's time-keeper and ensures that programming, meals and other camp activities meet scheduling expectations. Responsible for daily social media promotions, taking photos during the week, and creating the end-of-week slideshows. G license required

#### Iona Program Coordinator & Social Media

Willing to do whatever it takes to make sure campers have a good week at camp. Works alongside the Wilderness Program Director to develop schedules and themes for the weekly Iona programs. Organizes and delegates resource staff and counselling staff at Iona. NL required; Level 1 Ropes recommended

#### LIT Director

Willing to do whatever it takes to make sure campers have a good week at camp. Develop a program, and program theme, for 16-17 year-olds to learn leadership skills that can be applied to both counselling and general life leadership opportunities. Build a strong community where each LIT feels accepted, safe, and that they are able to grow. NL recommended

#### Head Counsellor

Willing to do whatever it takes to make sure campers have a good week at camp. Responsible for the well-being of the counsellors and the campers on site, and acts as a liaison between the counselling staff and resource staff. Provides check-ins and mid-summer evaluations of the counselling staff. Constantly sees the big picture of camp life and use that ability to troubleshoot problems that arise on a daily basis. NL recommended; G license required

### Integration Coordinator

Willing to do whatever it takes to make sure campers have a good week at camp. Oversees and supports the daily activities and routines of camp participants that require 1:1 support, and their support workers. Using profiles provided and through discussion with guardians prior to their arrival, prepares ways to best support the participants during their time at camp by matching them with a support worker (counsellor) who will best meet their needs, creating individualized schedules, and providing daily activities and/or responsibilities that meet the individual's abilities. G license required; NL recommended

### Administrator & Resource Programmer

Willing to do whatever it takes to make sure campers have a good week at camp. Conducts administrative duties, such as communicating with camp families via phone and email, registration, staff paperwork, mailers, and bi-weekly town runs. Plans and facilitates program sessions for campers in the areas of water, adventure, nature and the arts. G license required; NL required; Level 1 Ropes required

### Adventure Program Head

Willing to do whatever it takes to make sure campers have a good week at camp. Oversees training and operation of high ropes, zip line, climbing wall, low ropes, and initiatives programs during Leadership Training. Maintains rope, element and equipment logs, completes monthly inspections, and acts as the go-to for all adventure programs. Facilitates adventure programming sessions, and others when needed. Level 1 Ropes required; Level 2 Ropes recommended

### Music, Art, Dance, Drama Program Head

Willing to do whatever it takes to make sure campers have a good week at camp. Oversees the music, arts, dance, and drama programs. Establishes and teaches systems for maintaining cleanliness and order in Arts & Crafts and Music & Drama program areas. Acts as the go-to for all arts programming. Facilitates arts programming sessions, and others when needed. Arts experience required

### Waterfront Program Head

Willing to do whatever it takes to make sure campers have a good week at camp. Oversees the swimming, canoeing, and kayaking programs. Establishes and teaches systems for proper use and storage of watercraft and waterfront equipment and program areas. Coordinates lifeguards and conducts guard training during Leadership Training. Facilitates water programming sessions, and others when needed. NL required; Swim Instructor qualifications recommended (Bronze Cross Instructor)

### CYOB Coordinator (2 positions)

Willing to do whatever it takes to make sure campers have a good week at camp. Responsible for creating, organizing and running a day camp program that is taken to various churches all around the Synod (Central & Northeastern Ontario). Corresponds with churches prior to their session to ensure both parties have followed through on their responsibilities. Leads a team of one or two counsellors each week. Arts experience recommended

### Wilderness Programmers (3 positions)

Willing to do whatever it takes to make sure campers have a good week at camp. Responsible for leading or co-leading canoe trips, leading programming at Iona, and running Outdoor Living

Skills sessions. NL required; Tripping experience required; WFA recommended; Must be 18+ in 2017

#### Resource Programmers (3 positions)

Willing to do whatever it takes to make sure campers have a good week at camp. Plans and facilitates program sessions for campers in the areas of water, adventure, nature and the arts. Assists program heads in setup, cleanup, and other regular tasks to maintain program areas. Run at least two weeks of CYOB in a church across the Synod. NL or G license required; Level 1 Ropes, arts experience, and nature programming experience recommended

#### **Counselling Staff:**

##### Senior Counsellor

Willing to do whatever it takes to make sure campers have a good week at camp. Shares learning from previous counselling experience with Junior Counsellors during Leadership Training week. Works with one or two co-counsellors to meet all camper's needs, and to create a welcoming, enjoyable camp experience for all campers. Sleep in cabin with campers, make sure they are dressed appropriately for their day and/or activities, lead them to sessions, make sure they eat properly, engage in conversation and play, and work to create a feeling of community and "camp magic". At least one year of previous counselling experience required

##### Trip Counsellor

Willing to do whatever it takes to make sure campers have a good week at camp. Works with one or two co-counsellors to meet all camper's needs, and to create a welcoming, enjoyable camp experience for all campers. Makes sure campers are dressed appropriately for their day and/or activities, makes sure they eat properly, engage in conversation and play, and work to create a feeling of community, all while assisting in teaching tripping skills, both on and off site. At least one year of previous counselling experience required; NLS required; Trip experience recommended

##### Junior Counsellor

Willing to do whatever it takes to make sure campers have a good week at camp. Works with one or two co-counsellors to meet all camper's needs, and to create a welcoming, enjoyable camp experience for all campers. Sleep in cabin with campers, make sure they are dressed appropriately for their day and/or activities, lead them to sessions, make sure they eat properly, engage in conversation and play, and work to create a feeling of community and "camp magic".

#### **Facilities Staff:**

##### Kitchen Manager

Willing to do whatever it takes to make sure campers have a good time at camp. Oversees Glen Mhor and Iona food preparation, and responsible for providing nutritious and wholesome meals for campers and staff members. Supervises and works with two kitchen staff and kitchen counsellors. Works within a set food budget and kitchen supplies/equipment budget and oversees kitchen administrative responsibilities. Oversees preparation of meals for those with dietary restrictions and/or allergies. Provides training for Kitchen Staff during Resource and Leadership Training. Works a 10 hour day in the kitchen, with the rest of the day as their own time, to offset the demands of kitchen work. Required to perform duties of a Resource Staff

member as necessary. Secondary application to complete; Previous kitchen experience required; Food Handlers Certificate required.

#### Kitchen Staff

Willing to do whatever it takes to make sure campers have a good time at camp. Works with the Kitchen Manager to plan and prepare meals for Glen Mhor and Iona. Helps to manage, teach and delegate jobs to kitchen counsellors, and ensure that the kitchen is running efficiently and successfully. Works a 10 hour day in the kitchen, with the rest of the day as their own time to offset the demands of kitchen work. Required to perform duties of a Resource Staff member as necessary. Oversees preparation of meals for those with dietary restrictions and/or allergies and often assists with meal plans and ordering food. Previous kitchen experience required; Food Handlers Certificate recommended.

#### Site Manager

Willing to do whatever it takes to make sure campers have a good time at camp. Oversees the general maintenance and upkeep of Glen Mhor and Iona sites. Plays a variety of roles including electrician, carpenter, plumber, auto repairperson and groundskeeper, as well as overseeing daily water-testing. Acts in a teaching and supervisory role to the Head Maintenance and maintenance counsellors and must be able to see the big picture needs of camp. Previous experience in electrical, plumbing, carpentry, and building required

#### Head Maintenance

Willing to do whatever it takes to make sure campers have a good time at camp. Works under the Site Manager as a member of the maintenance team. Create daily priority lists to cover the maintenance needs of the Glen Mhor and Iona sites. Helps the Site Manager to train, teach, and supervise maintenance counsellors each week. Previous experience in electrical, plumbing, carpentry, and building recommended

### **May & June Seasonal Staff**

#### Spring Staff

Willing to do whatever it takes to make sure campers have a good summer at camp. Complete site work including cleaning, painting, and preparing program areas for spring and summer operation. Available April 30 - May 19

#### Outdoor Centre Director

Willing to do whatever it takes to make sure campers have a good time at camp. Responsible for running staff training, preparing all programme areas, coordinating the school group visits, scheduling staff for school and retreat groups, ensuring that the site is taken care of, and making sure that everyone involved stays safe and happy. Available May 15 - June 20; Secondary application to complete; NL recommended

#### Outdoor Centre Programmers

Willing to do whatever it takes to make sure campers have a good time at camp. Plan and run program sessions for school groups and retreats. Help lead a work station for Work Weekend. May be asked to work in the kitchen or take a shift of night patrol for school groups. Available May 23 - June 20; NLS Recommended