

Cairn Staff Job Descriptions 2018

Resource Staff:

Members of the resource staff team fill leadership roles within the Cairn Staff. Resource Staff members are expected to run specific areas of the camp-wide program, as described in the individual job descriptions, and are also expected to support and contribute to all other facets of camp life. They are expected to role model the 4 S's (safety, servanthood, stewardship and self-esteem) for campers and fellow staff, make decisions based on the 4 S's in everything they do, and encourage others to do the same.

Assistant Director (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Works with the Directors to plan and run all camp seasons, and is a leader and resource for all staff. Assumes the role of Outdoor Centre Director for May and June. Plans and runs Outdoor Ed staff training, prepares all program areas, coordinates school group visits, schedules staff for school and retreat groups, and represents Cairn as the primary liaison between camp and clients. Assists Directors in planning the schedule and running sessions for Leadership Training. Provides daily leadership and direction to all camping programs. Oversees all Glen Mhor and Iona program weekly schedules, assisting the Glen Mhor and Iona Program Coordinators in scheduling weekly activities for cabins and program staff. Oversees program staff and organizes regular check-ins with these staff members. Responsible for managing Glen Mhor and Iona programs and staff in the absence of the Directors. Secondary application to complete. Standard First Aid required. Previous leadership experience at Cairn required. G-class license required. NLS an asset. Level 1 Ropes an asset.

Head Tripper (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Oversees the Tripping Program. Plans routes, organizes and maintains equipment, creates evacuation and safety plans, and acts as the contact person for the Tripping program. Assists in the planning and implementation of Trip Training for trip counsellors and wilderness programmers during Leadership Training. Standard First Aid required. NLS required. WFA required. Previous tripping experience required. Swiftwater Rescue or R3 required. G-class license an asset.

Glen Mhor Program Coordinator (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Oversees the daily scheduling, weekly themes, evening programs, and special events at Glen Mhor. Acts as the camp's time-keeper and ensures that programming, meals and other camp activities meet scheduling expectations. Provides information about the schedule and special activities at the Opening Day full-staff and resource staff meetings. Delivers announcements and reminders to the whole camp at the end of each meal. Creates the weekly activities schedule for cabin groups, and assigns resource programmers to each session. Standard First Aid required. NLS an asset. Level 1 Ropes an asset. G-class license an asset.

Iona Program Coordinator (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Oversees the daily scheduling, weekly themes, evening programs, and special events at Iona. Provides information about the schedule and special activities to the Iona staff on Opening Day, and to the resource staff at the Opening Day resource staff meeting. Creates the weekly activities schedule for Iona campers. Organizes resource and counselling staff at Iona, assigning staff to lead sessions and complete any necessary planning or preparatory work. Standard First Aid required. NLS an asset. Level 1 Ropes an asset. G-class license an asset.

Leader In Training Director (2 positions)

Shares God's love with everyone who participates in Cairn's camp programs. Along with a co-LIT Director, develops a month-long program for up to sixteen 16-year-olds to learn leadership skills that can be applied to working with children, working at camp, and general life leadership opportunities. Builds a strong community where each LIT feels accepted, safe, and that they are able to grow. Standard First Aid required. Experience with group facilitation, program planning, and leadership development an asset. G-class license an asset. NLS an asset. Level 1 Ropes an asset.

Head Counsellor (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Responsible for overseeing the well-being of the counsellors and the campers on site. Acts as a liaison between the counselling staff and resource staff. Provides check-ins and mid-summer evaluations for the counselling staff, and is available to them to discuss challenges and celebrate successes. Constantly sees the big picture of camp life and uses that to troubleshoot problems that arise on a daily basis. Standard First Aid required. Experience with group facilitation and managing others an asset. G-class license an asset. NLS an asset. Level 1 Ropes an asset.

Integration Coordinator (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. 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. Standard First Aid required. G-class license an asset. NLS an asset. Level 1 Ropes an asset.

Social Media Coordinator & Resource Programmer (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Responsible for daily social media promotions via at minimum Cairn's Facebook, Instagram and blog posts. Acts as camp photographer during the week, and creating the end-of-week slideshows. Coordinates with Glen Mhor and Iona Program Coordinators to ensure both camps are represented on Cairn social media. When not attending to Social Media duties, assumes the role of a Resource Programmer. Assists in other areas of camp, as required. Standard First Aid required. G-class license or NLS required. Level 1 Ropes required.

Assistant Administrator & Resource Programmer (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Conducts administrative duties, such as communicating with camp families via phone and email, registration, staff paperwork, mailers, and bi-weekly town runs. When not attending to Administrative duties, assumes the role of a Resource Programmer. Assists in other areas of camp, as required. Standard First Aid required. G-class license required. NLS an asset. Level 1 Ropes required.

Adventure Program Head (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. 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, and completes monthly inspections. Acts as the leader and a resource for all adventure programming activities. Is member of the resource program team, and assumes the role of a Resource Programmer during regular camp sessions. Assists in other areas of camp, as required. Standard First Aid required. Level 1 Ropes required. Level 2 Ropes an asset. G-class license an asset.

Music, Art, Dance, Drama Program Head (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. 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 leader and a resource for all arts programming activities. Is member of the resource program team, and assumes the role of a Resource Programmer during regular camp sessions. Assists in other areas of camp, as required. Standard First Aid required. Previous experience in the arts (music, visual art, dance, drama) required. G-class license an asset.

Waterfront Program Head (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. 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. Acts as the leader and a resource for all waterfront programming activities. Is member of the resource program team, and assumes the role of a Resource Programmer during regular camp sessions. Assists in other areas of camp, as required. Standard First Aid required. NLS required. Swim Instructor qualifications an asset (Bronze Cross Instructor). G-class license an asset.

CYOB Coordinator (1 position)

Shares God's love with everyone who participates in Cairn's camp programs. Responsible for creating, organizing and running Cairn's travelling day camp program in various churches across the Synod (Central & Northeastern Ontario). Corresponds with churches prior to their session to ensure both parties have followed through on their responsibilities. Responsible for planning and implementing CYOB training during Leadership Training, and setting up other Resource Programmers to lead CYOB. When other Resource Staff are leading CYOB, assumes the role of a Resource Programmer. Assists in other areas of camp, as required. Standard First Aid required. Arts experience an asset. Group facilitation experience an asset. G-class license an asset. NLS an asset.

Wilderness Programmers (2 positions)

Shares God's love with everyone who participates in Cairn's camp programs. Responsible for leading or co-leading canoe trips, leading programming at Iona's wilderness program. Assists Head Tripper and Iona Program Coordinator in pre-season program planning. Assists in other areas of camp, as required. Standard First Aid required. NLS required. Tripping experience required. WFA required. Must be at least 18 years of age in 2018. G-class license an asset.

Resource Programmers (2 positions)

Shares God's love with everyone who participates in Cairn's camp programs. 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. Leads at least one week of CYOB in a church across the Synod. Assists in other areas of camp, as required. Standard First Aid required. NLS or G license required. Level 1 Ropes, arts experience, and nature programming experience an asset.

Counselling Staff

Trip Counsellor (3 positions)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. Works with one or two co-counsellors to meet all camper's needs, and to create a welcoming, enjoyable camp experience for all campers. Supervises and is responsible for camper well-being while they are at camp, including: ensure they are dressed appropriately for their day and activities; lead them to sessions; ensure they eat properly; engage in conversation and play; and work to create a feeling of community and belonging. Assists the Trip Lead in teaching tripping skills, both on and off site when on trip. When not on trip, trip counsellors fill the same role as the rest of the counselling staff team.

Experience, Qualifications and Requirements:

Standard First Aid required. At least one year of previous counselling experience required. Must be 18 years old by December 31, 2018. NLS required. Trip experience an asset. Wilderness First Aid an asset.

Counsellor (30 positions)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. Works with one or two co-counsellors to meet all camper's needs, and to create a welcoming, enjoyable camp experience for all campers. Supervises and is responsible for camper well-being while they are at camp, including: ensure they are dressed appropriately for their day and activities; lead them to sessions; ensure they eat properly; engage in conversation and play; and work to create a feeling of community and belonging. Has the opportunity to work in any of the following capacities: with a Glen Mhor cabin; with an Iona unit; as a 1:1 support counsellor for our adult volunteers or campers in-cabin; in the kitchen; on maintenance; assisting in running Camp in Your Own Backyard, our travelling day camp program; and/or as a lifeguard at Presbyterian Music Camp.

Experience, Qualifications and Requirements:

Standard First Aid required. Previous experience working with children an asset. Must be 17 years old by December 31, 2018. NLS an asset.

Facilities Staff

Our facilities staff ensure the smooth functioning of our day-to-day camp operations. They too come to camp to serve, provide for campers and staff, build relationships, and share God's love. Opportunities are provided to our facilities staff to interact with campers and be part of camp activities, offering a unique combination of behind-the-scenes work and immersion in daily camp life.

Kitchen Manager (1 position)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. Oversees Glen Mhor and Iona meal planning, food ordering, and meal preparation. Responsible for providing nutritious and wholesome meals and snacks 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. Required to perform duties of a Resource Staff member as necessary. Secondary application to complete.

Experience, Qualifications and Requirements:

Standard First Aid required. Food Handlers Certificate required. Previous kitchen experience required.

Kitchen Staff (2 positions)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. 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. Assists in the preparation of meals for those with dietary restrictions and/or allergies, and often assists with meal plans and ordering food. Required to perform duties of a Resource Staff member as necessary.

Experience, Qualifications and Requirements:

Standard First Aid required. Food Handlers Certificate required. Previous kitchen experience required.

Head Maintenance (1 position)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. 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.

Experience, Qualifications and Requirements:

Standard First Aid required. Creative thinking and problem solving skills required. Previous experience in electrical, plumbing, carpentry, and building an asset.

May & June Seasonal Staff

Spring Staff (8 positions)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. Completes site work including cleaning, painting, and preparing program areas for spring and summer operation.

Experience, Qualifications and Requirements:

Standard First Aid required. Must be available April 29 - May 18.

Spring Cook (1 position)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. Oversees meal planning, food ordering, and meal preparation for our spring staff from April 29 to May 21, and for our outdoor education and rental groups from May 22 to June 24. Responsible for providing nutritious and wholesome meals and snacks for campers and staff members. Supervises and works with kitchen assistants. Works within a set food budget. Oversees preparation of meals for those with dietary restrictions and/or allergies.

Experience, Qualifications and Requirements:

Standard First Aid required. Food Handlers Certificate required. Previous kitchen experience an asset. Must be available April 29 - June 24.

Outdoor Centre Programmers (14 positions)

Job Description:

Shares God's love with everyone who participates in Cairn's camp programs. Plans and runs a variety of program activities for school groups and retreat groups. Supports the facilities staff by attending to small site maintenance and cleaning tasks. May be asked to assist in the kitchen or on "Night Patrol" for overnight supervision.

Experience, Qualifications and Requirements:

Must be available May 22 - June 24. Level 1 an asset. NLS an asset.