



## Cairn Family of Camps Summer Staff Job Description Leader in Training Program Coordinator

**Positions Available:** 2

**Reports to:** Camp Director, Assistant Directors

### GENERAL FUNCTION

The Leader in Training Program Coordinators design and lead Cairn’s four-week Leader in Training program, providing leadership development opportunities for 16- and 17-year-old participants. Together the LIT Program Coordinators will teach a variety of leadership skills through theoretical and practical learning methods, and through constantly leading by example. They will ensure that camp is a safe inclusive environment and encourage self-esteem, stewardship, and servanthood.

*Note: For 2024, the LIT Program is scheduled for four weeks in July only. During August, LIT Program Coordinators will support Glen Mhor programs and marketing & communications projects by the Camp Director. LIT Program Coordinators will be hired for the full duration of the summer, or there is flexibility for this position to be a 6-week contract from June 24 to August 5, 2024.*

### KEY RESPONSIBILITIES

- All-Staff 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.
  - Practice and support the health and safety of all campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Complete a year-end report, including a season review, and offering suggestions for future camp seasons.
  - Complete additional duties as required.
- Program Development Responsibilities:
  - Develop and implement a four-week leadership program for 16- and 17-year-old participants.
  - Design, prepare, lead, and oversee sessions that develop practical skills (i.e. canoe tripping, swimming, kitchen, facilities, program development), and personal leadership skills (i.e. group dynamics, empathic listening, communication, inclusion).
  - Develop and implement themes and special events for LIT participants.
  - Develop resources and equipment for the LIT program, off-site trips, and special projects.
  - Coordinate with the Assistant Directors and Program Coordinators for special programs, cabin assignments, general scheduling, and other elements of program/staff overlap with the LIT program.
  - Manage inventory for program supplies and resources. Ensure supplies are stored safely throughout and at the end of the season
- Camper Care Responsibilities
  - Professionally and supportively address any issues in conjunction with the Assistant Directors.



- Supervise, coach, and evaluate each LIT participant.
- Oversee the development and conduct periodic check ins with each of the LIT participants.
- Assist staff members in supervising LITs by providing them with clear instructions and expectations.
- Organize and maintain the smooth running of LIT site living quarters.
- Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, creating alternative schedules etc.
- Assist the Assistant Directors with communications including but not limited to pre-camp contact, email updates, phone calls to new camper families, behavioral phone calls, etc.

### **JOB KNOWLEDGE & QUALIFICATIONS**

- Minimum 2 years' previous experience as a camp staff member, with experience leading and facilitating programs or equivalent experience working with children and youth.
- Personal skills: independence, integrity, problem-solving ability, empathy, teaching, organization, growth mindset
- Standard First Aid/CPR-C
- National Lifeguard Certification recommended.
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification prior to the summer camp season.
- Challenge Course Certification (Level 1 or 2 Ropes), and/or a G Driver's license an asset.
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- Clear Police Reference Check and Vulnerable Sector Screening
- The successful applicant is required to live onsite through the duration of their contract.

### **APPLICATION & CONTACT INFORMATION**

Please submit your application, including any supplementary documents, at <http://cairn.campbrainstaff.com>. Should you have any questions, please contact Robynne Howard, Camp Director, at [robynne@ilovecamp.org](mailto:robynne@ilovecamp.org).

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*The Cairn Family of Camps is committed to employment equity, and supports diversity, equity and a workplace free from harassment and discrimination. All qualified candidates, including candidates from diverse backgrounds, are encouraged to apply. The Cairn Family of Camps is committed to an inclusive, barrier-free recruitment and selection process and workplace. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the camp office.*