



## **Cairn Family of Camps Summer Staff Job Description Program Counsellor – Integration Area Head**

**Positions Available:** 2

**Reports to:** Integration Program Coordinator, Assistant Director - Program, Assistant Director - Camper Care

### **GENERAL FUNCTION**

Program Counsellor Area Heads offer leadership in camper care, program development, and program instruction while working with one or two co-Counsellors to supervise, care for, and lead a cabin of campers. They apply their previous experience in child and youth leadership to promote the physical, mental, emotional, and spiritual growth of each child as a friend, mentor, and role-model. In addition to camper care responsibilities, Integration Area Heads take a leadership role within the in-cabin and Adult Volunteer Integration Programs in the development, training, and daily support of the Integration Programs. They will work as an Integration Support Counsellor for half of the weeks of camp, and work with a camper cabin the other weeks. Through camper care and Integration Program support, they ensure that camp offers a safe inclusive environment that encourages self-esteem, stewardship, and servanthood.

### **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 additional duties as required.
- Camper Care Responsibilities:
  - Ensure camper safety and wellbeing is prioritized in all actions and decisions.
  - Provide attention to all campers both individually and within groups, showing compassion, understanding, and modeling positive behavior.
  - Work as Support Counsellor with an Integration Program participant for half of the weeks of camp.
  - Promote and advocate for inclusion and integration with all campers.
  - Ensure that at least one staff person is always with campers.
  - Work co-operatively with co-Counsellor(s) to ensure that campers are safe, maintain adequate personal health and hygiene, arrive at scheduled activities on time, participate fully in the camp program, and follow all camp rules.
  - Professionally and supportively address camper needs in conjunction with the Camper Care Coordinator and Assistant Directors.
  - Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, etc.
  - Prepare a postcard for each camper, and any other individualized communications as requested.



- Assist the Camper Care Coordinator and Integration Program Coordinator with communications as needed, including but not limited to pre-camp contact, phone calls to new camper families, behavioral phone calls, etc.
- Integration & Program Leadership Responsibilities:
  - Support the Integration Program Coordinator in preparing for and implementing In-cabin and Adult Volunteer Integration programs.
  - In collaboration with the Integration Program Coordinator, plan and facilitate daily activities that are tailored to the needs of the participants within the Integration Program.
  - Support co-counsellors in providing strategies and solving problems unique to the Integration Program to promote positive participant experience.
  - Work with co-counsellors and the Integration Program Coordinator to create opportunities for participant integration within the greater camp community.
  - Develop resources and program plans to provide Integration Program leadership support to other staff.
  - Assist in preparing and leading pre-camp and ongoing staff training for the Integration Program.
  - Design and lead activities in all program areas (Adventure, Music, Arts, Dance and Drama, Waterfront, Outdoor Living Skills, Archery, etc.), developing age-appropriate program activities for campers that are tailored to the needs, abilities, and interests of the group.
  - Coordinate with the Glen Mhor Program Coordinators, Assistant Director - Program, and other staff regarding scheduling and special events.
  - Work collaboratively with other staff to ensure campers are engaged and supported throughout each activity.
  - Prepare and lead activities for camper-choice sessions as assigned.
  - Ensure all rules and processes are followed for each program area.
  - Prepare and lead creative and theme-based programs for campers in activity times, in conjunction with co-counsellor(s).
  - Participate fully in daily and evening programs, special day activities, and camp-wide programs.

#### **JOB KNOWLEDGE & QUALIFICATIONS**

- Minimum 2 years previous experience as a camp staff member, with experience working with participants who have a variety of social, physical, behavioural, cognitive, communication, and medical needs.
- Experience in leading and facilitating programs, or equivalent experience working with children and youth.
- Personal Skills: empathy, patience, compassion, creativity, problem-solving ability, growth mindset, adaptability, collaboration.
- Standard First Aid/CPR-C
- National Lifeguard Certification, Challenge Course Certifications (Level 1 Ropes), and/or sufficient experience in music, arts, dance, drama, archery, or outdoor skills program leadership an asset.
- 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
- 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).

---

*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.*