



Cairn Family of Camps Summer Staff Job Description Resource Coordinator

Positions Available: 1

Reports to: Assistant Director - Program, Assistant Director - Camper Care, Camp Director

Supports: Directors, Coordinators, Camper Care Staff, Kitchen Staff, Facilities Staff

GENERAL FUNCTION

The Resource Coordinator is responsible for providing support to and being a resource for all camp staff. As a knowledgeable, experienced camp staff member, they will help develop and support camper programs, and the operations that support Cairn's programs. The Resource Coordinator is a member of the Coordinator Team at camp. They will work with other Coordinators and the Directors to build a positive camp culture, enhance camper experience, and ensure that camp is a safe 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.
- Staff Support Responsibilities:
 - Support the Glen Mhor Program Coordinator, LIT Program Coordinator, Iona Trip Program Coordinator and Integration Program Coordinator in planning, preparing for, facilitating, and leading Cairn programs.
 - Support the Area Heads in preparing and leading camper program sessions.
 - Provide coverage for and support to Camper Care staff as needed.
 - Provide support to the Kitchen Staff and Facilities Staff as requested.
 - Provide leadership during staff Leadership Training times, and in continual training throughout the summer.
 - Ensure the ongoing wellness, morale, and development of the Staff Team.
 - Act as a resource for campers and camper care staff, providing leadership, support, strategies, direction, and relief.
- Administrative Responsibilities:
 - Complete weekly town runs and submit receipts to the Administrator.
 - Oversee and maintain the Resource Office space and supplies. Submit requests for program supplies on Town Run as required.
 - Establish and maintain storage systems for program, tuck, and camper care supplies.
 - Maintain tuck inventory and run the tuck shop on Opening and Closing Days.
 - Assist the Marketing and Communications Coordinator with projects and any regular communications.
- Camper Care Responsibilities:
 - Ensure camper safety and wellbeing is prioritized in all actions and decisions.



- Provide support to the Camper Care Staff to address camper issues professionally and with compassion.
- Work alongside the Camper Care Coordinator and Assistant Director – Camper Care to create resources and tools that will enhance the camper experience at camp.
- Program Responsibilities:
 - Facilitate at least one cabin program session per day, or as needed, in conjunction with the Cabin Counsellors and/or Program Counsellors.
 - Design and lead activities in all program areas (Adventure, Music, Arts, Dance and Drama, Waterfront, Outdoor Living Skills, Archery, etc.)
 - Design and lead 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 Camper Care staff.
 - Participate fully in daily and evening programs, special day activities, and camp-wide programs.
 - Drive campers and staff for canoe trips and other off-site activities.

JOB KNOWLEDGE & QUALIFICATIONS

- Minimum 3 years previous experience as a camp staff member with experience leading and facilitating programs, or equivalent experience working with children and youth.
- At least 18 years of age by June 1, 2024.
- Personal Skills: self-starter, flexibility, collaborative, adaptability, empathy, compassion, creativity, problem-solving ability, growth mindset.
- Standard First Aid/CPR-C
- G-class driver's license
- National Lifeguard Certification and/or Challenge Course Certifications (Level 1 Ropes) required, and/or sufficient experience in music, arts, dance, drama, archery, or outdoor skills program leadership.
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification 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
- 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.



The Cairn Family of Camps supports diversity, equity and a workplace free from harassment and discrimination. 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.