



Cairn Family of Camps Summer Staff Job Description Program Counsellor – Trip Area Head

Positions Available: 1

Reports to: Assistant Director - Program, Iona Trip Program Coordinator

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, the Trip Area Head takes a leadership role within the Iona Tripping Program, assisting the Iona Program Coordinator in the planning, packing, and implementation of canoe trips. Through camper care and program area oversight, 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.
 - 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 with communications as needed, including but not limited to pre-camp contact, phone calls to new camper families, behavioral phone calls, etc.
- Program Leadership Responsibilities:
 - Support in preparing for and implementing Iona's tripping programs.
 - With guidance from the Iona Program Coordinator, follow route plans, learn emergency plans, and prepare and pack equipment prior to each trip.



- Provide camper skill development, including canoeing and camping skills while on canoe trips.
- Assist in maintaining all Iona equipment including but not limited to canoes, trip equipment, and program supplies. Help store equipment safely throughout and at the end of the season.
- When not assisting in leading Iona tripping programs, the Trip Area Head will support the Glen Mhor programs, providing program leadership in canoeing and outdoor skills.
- Design and lead sessions outside of canoeing and outdoor skills, as requested by the Assistant Director - Program, with support from the respective Area Head for program ideas.
- 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 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 leading and facilitating programs, or equivalent experience working with children and youth.
- At least 18 years of age by June 1, 2024.
- Personal Skills: empathy, compassion, creativity, problem-solving ability, growth mindset, adaptability, collaboration.
- Standard First Aid/CPR-C
- National Lifeguard Certification required.
- Challenge Course Certifications (Level 1 Ropes) an asset, and/or sufficient experience in music, arts, dance, drama, archery, or outdoor skills program leadership.
- 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 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.