



## **Counsellor**

As part of the summer staff, counsellors (9 - 4 male, 5 female) will be assigned a cabin of campers for whom they will be directly responsible. Counsellors will ensure their campers are actively supervised at all times and lead their cabin in programs planned or led by the program staff as well as in games and activities of the counsellors' choosing. Counsellors will work with volunteer assistant counsellors, whom they will help to mentor.

**Responsible to:** The Director

**Wage:** \$300-\$350/week (depending on experience) + \$100.00 Bonus for Training Weekend and submission of summer report

**Security Level:** High

**Duration:** June 24th - August 30th/2019

## **Qualifications**

- Must be at least 18 years of age
- Must have an interest in working with young people
- Related education or experience working with young people
- Experience living away from home, or in a communal setting would be an asset
- (National Lifeguarding Service) NLS certification is an asset

The ideal candidate for all positions will:

- Understand the purpose and philosophy of Camp Maskepetoon
- Have experience in planning and implementing programs for youth
- Possess excellent communication, organizational, and leadership skills
- Have an interest and enthusiasm for camp experiences
- Have an understanding of United Church Theology (this will be covered in training)
- Demonstrate an understanding of, and keen interest in, working with youth
- Be able to work and live closely and effectively with other staff members
- Have the emotional stability to place campers' needs before personal desires
- Be in good health and physical condition with the stamina needed to work long days
- Possess a Standard First Aid (SFA with CPR Level C) certificate or equivalent
- Obtain a satisfactory police information check with vulnerable sector search
- Be able to fulfill all responsibilities as outlined below



All members of staff will have the following responsibilities:

- Attend training sessions and planning meetings prior to camp
- Live communally, on-site, for periods of seven to ten days
- Conduct oneself at all times in a manner that is both professional and consistent with the philosophy of camp as set out by Camp Maskepetoon, the guidelines of The United Church Camping Standards manual, and the guidelines of the Alberta Camping Association (ACA)
- Act as a role model for campers, volunteers, and other staff
- Develop and implement inclusive programs that are age and time appropriate and designed with specific goals of skill acquisition relevant to the program area
- Contribute to the planning and implementation of all daily and special camp activities. Participation is required in all camp activities.
- Supervise daily skippers (chores around camp). It is ultimately the responsibility of the staff member to ensure that all jobs are completed in a timely and efficient manner
- Demonstrate a positive enthusiastic attitude and to encourage enthusiasm in campers and volunteers
- Maintain a high level of communication and develop an excellent rapport with the camp director, other staff, and volunteers
- Participate in camp set-up and end of season clean-up
- Be familiar with all emergency procedures
- Help maintain order during all camp activities
- Work with all staff to ensure the camp is kept clean and in good order
- Carry out any other duties as assigned by the camp director
- Ensure all equipment and supplies are prepared for activities and properly cleaned and stored at the conclusion of the activities or day
- Submit a camp summary report to the board of directors by the required deadline. This report will include: An inventory of program supplies and equipment; program specific comments – what worked, what didn't; and suggestions for next year
- Arrive on camp at least two hours prior to the arrival of the buses or at a time established by the director. Staff may periodically be assigned to accompany campers on the bus to or from Camp.
- Read and understand the Camp Maskepetoon Summer Policy Manual and position-specific manual

All summer staff members are ultimately accountable to the Camp Maskepetoon Board of Directors. The director is responsible for all on-site camp staff.

### **Additional Responsibilities:**

In their capacity as a counsellor, the staff member will:

- Ensure proper supervision of campers at all times (including at night)
- Ensure that campers are appropriately prepared for and participating in all activities
- Maintain a healthy, safe, and inclusive environment for campers and staff



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- Implement programs as planned by the program staff
- Organize small activities and games during transition periods and designated cabin times
- Work with and assist volunteer assistant counsellors in leadership development
- Lead campers in an overnight outback trip, as organized by program staff
- Fully and enthusiastically participate in all camp activities
- Undertake any other duties as assigned by the director
- Manage any camper challenges or concerns

## **Mentor Counsellor:**

Before the summer commences, the Hiring Committee may choose to nominate a particularly exceptional counsellor to the role of Mentor Counsellor who will have all the responsibilities of a counsellor with the additional role of working as an advisor to other counsellors on camper-related issues. They may be asked to lead or implement some counsellor-training sessions. This position will come with an additional \$25 per week.