



Position: JUNIOR COUNSELLOR & SENIOR COUNSELLOR

Description: Counsellors are responsible for the direct supervision of the campers in their group. Their role is to lead by example through being an active participant in all camp activities and promoting a positive healthy environment for all campers and staff. Through facilitating daily activities with their co-counsellor, they create an important balance between the arts and non-arts activities conducted at camp. The counsellor's primary responsibility is ensuring that each child's emotional and physical needs are being met. Volunteer hours are required with this position.

Reports to: Section Head / Assistant Camp Director

Staff Obligations:

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of and abide by all camp policies and procedures including those for emergencies, code of conduct, health & safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Section Head promptly and accident/behavioural reports must be filed for anything that occurs in your presence.

Responsibilities:

- To supervise a cabin group of up to 12 campers on a daily basis.
- To plan and deliver safe, fun and age appropriate activities on a daily basis with your cabin and to provide a weekly lesson plan to your Section Head the Thursday before each week begins.
- To actively assist the program staff and artistic staff in their programs through participation, camper supervision, reinforcement of instructions, or other duties as outlined by the program/artistic staff.
- To accompany and participate with your cabin group during all camp-wide activities, in-house performances, and spirit days.
- To attend all Visitors' Day Arts Showcases (one per session) and supervise your campers until they are picked up by a guardian.
- To monitor your cabin group during lunchtime and actively participate in eating a meal with them.
- To write a camper award for each child in your group that is positive and highlights the child's strengths and progress at camp.
- To write a camper evaluation for each child in your group at the end of each session reporting on their successes, challenges, and progress.
- To actively participate in pre-camp orientation, camp set-up, in-service training, staff meetings and post-camp tear-down.

- To share with the staff team the duties of ensuring the camp-site is clean, organized and safe.
- To provide support to the Camp in any other camp related duties as required.
- To complete at least 10 volunteer hours in the camp office or other camp activities.

Operational Requirements:

- Ability to work in a high energy/busy environment
- Ability to occasionally staff evening events and weekend overnight trips as required
- Current Emergency First Aid & CPR Certifications (Red Cross or St. John's Ambulance) and a clear criminal records check are required for this position

Personal Suitability:

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| • Good judgement | • Flexibility |
| • Initiative | • Nurturing |
| • Strong interpersonal skills | • Thoroughness |
| • Ability to resolve conflict | • Dependability |
| • Strong time management skills | |

Qualifications/Experience:

- Junior counsellors must be at least 16 years old by December 31, 2011
- Senior counsellors must be at least 18 years old by December 31, 2011
- Ability to work between the hours of 7:30am – 5:00pm (most work days will consist of an 8 1/2 hour day)
- Ability to work extended hours occasionally throughout the summer including weekly staff meeting days (until 6:00pm), two Visitors' Day Arts Showcases (until 9:30pm) and other special circumstances
- Should have previous experience working in a camp setting and/or working with children
- Experience working with children with behavioural challenges is an asset
- Ability to work independently and in a team setting
- Must have good organizational and leadership skills
- Must be responsible, hard working and enthusiastic
- Ability to accept feedback/constructive criticism
- Demonstrated interpersonal and effective communications skills
- Should have some knowledge/interest in the arts
- Participation in a camp leadership program is an asset

Availability:

- Applicants must be available for:
 - An initial staff meeting in May
 - Pre-Camp Training: June 25 - June 29, 2012
 - Camp Sessions: July 2 - August 17, 2012 (Monday to Friday)
 - Visitors' Day Arts Showcases: July 19 & August 16, 2012, until 9:30pm
 - Post-Camp: August 20 & 21, 2012