

JOB TITLE:                                   CAMP COUNSELLOR

REPORTS TO:           Camp Director/Board Designate/Chair of Personnel Committee

**REQUIREMENTS:**

1.       must be turning at least 16 years old by December 31
2.       must be interested in children
3.       must be aware of the importance of being a positive role model for children.
4.       must pass all camp training and instruction required by MacKenzie Camp.
5.       United church connection an asset
6.       must consent to a Criminal Record Check.

**JOB SUMMARY:**

The primary focus of the Camp Counsellor is the well being and safety of the campers in his/her charge. The Counsellor will use his/her areas of interest to add to the camp programs. This person will typically be assigned a Counsellor in Training to help him/her supervise a cabin of 6 -10 campers. Cabin supervision will include support and leadership in all camp activities, and the social integration of campers into the camp community. Working together with the Camp Director, the Assistant Camp Director, and the Camp Chaplain, the Counsellor is asked to focus on developing self esteem of campers, and the appreciation of the environment by following the guidelines and material provided in training.

**RESPONSIBILITIES:**

1.       Be familiar with the policies, procedures, and all information in the Camp Manual.
2.       Be aware that the Counsellor is the primary means through which the objectives, goals and philosophy of the camp are transmitted to the campers.
3.       Share the interests that are uniquely yours and thus enrich the leadership role of Counsellor, and set an example of responsibility.
4.       Be aware that if you are also a coordinator of another area (e.g. Waterfront, First Aid Attendant, Archery, Crafts, Environment ( recycling), Out trips, or Hikes), it is your responsibility to ensure that the campers in your care are being appropriately supervised by a capable leader who is at least two years older than the oldest camper in his/her care, whenever you are occupied with other duties. Campers are never left unsupervised.
5.       Treat each camper as a unique, capable individual and make an effort to get to know him/her.
6.       Be aware of campers' personal hygiene, appetite, signs of homesickness, bullying, withdrawal, and need for sufficient rest.
7.       Facilitate a respectful, healthy community in the cabin.
8.       Be open and responsive to spiritual questions from a child and if unsure of how to respond,

- ask the camper's permission to include the Camp Chaplain and/or other resource persons.
9. Provide appropriate guidelines for camper behaviour, to model positive behaviour, and to initiate appropriate consequences for negative behaviour, in accordance with Camp Policy.
  10. Always leave the cabin door open if alone with a camper. This is in the counsellor's and the camper's best interest.
  11. Model healthy self care by making wise use of time off to rest and recharge.
  12. Support the growth and skill development of Counsellors in Training.
  13. Attend all staff meetings, and participate in a professional, positive manner.

The Camper experience is about forming community. To this end, all staff will be aware that sharing of chores, from the camper to the top of the ladder is how children learn new skills, develop team work, and become willing helpers. Maintenance and cleaning is a part of this experience, and the campers learn by your example.

**NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPERS. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS, ALCOHOL, TOBACCO, OR MARIJUANA ARE ALLOWED.**

#### **WORK SCHEDULE:**

##### **May and June School Program:**

The hosting of school classes at camp is extremely important, because the program ensures work for university students, paying their wages. The staff will facilitate the activities the school has requested. The class will be accompanied by teachers and parents. If time permits, the successful applicant will work with the Camp Director and the Assistant Camp Director, to plan the summer program, and the pre-camp staff training. The United Church Standards and BCC Standards will be followed.

##### **July and August:**

This is the period when summer camp sessions are offered. The staff is challenged to work collaboratively and cooperatively to implement the curriculum/programs planned in May/June.

Counsellors will be assigned the supervision of a cabin of 6-10 campers, with the assistance of a Counsellor in Training. (Please see the job summary above.)

Time off will be assigned during the day to give some compensation for the responsibility of supervising campers at meal times and during the night.

#### **SAFETY:**

The focus of camp is to establish and maintain a safe environment for children, youth, volunteers and staff. Staff are trained in programs for climbing, canoeing and kayaking before the summer sessions. There is a First Aid Attendant on-site. First Aid kits accompany all hikes and out trips.

The registration forms of campers include pertinent information that informs the Counsellor of health conditions. The Camp Director, the Assistant Camp Director, and the First Aid Attendant are resource persons for the Counsellor. The Camp Manual of Policies and Procedures contains information to ensure the safety of campers and staff.

#### **SUPERVISION and SUPPORT:**

The direct on-site supervisor is the Camp Director. A member of the board is also available to the Counsellor as is the Chaplain should a counsellor need to speak with a trusted adult. A new Counsellor or a Counsellor in Training needs to be paired with an experienced Counsellor. Support for Counsellors can be obtained from the Camp Director and the Assistant Director and Chaplain where appropriate. Counsellors should be aware that the Camp Director writes weekly reports on each camp session and includes a comment on each staff member. A member of the Board will be on site one or more days a week to review, monitor, support and be available to staff.