

Volunteer Camp Counsellor

Girl Guides of Canada, Ontario Council

Please Note: Individuals may volunteer up to two weeks and/or two weekend sessions at summer camp and time can be extended at the discretion of the Camp Director and availability of accommodation space.

Requirements of Position (must have, or be willing to obtain, to apply for position):

- Willing to:
 - Able to be a member of a dynamic staff team delivering a girl-centered, exciting camp program experience to girls. Able to adhere to camp policies which may be limiting and not necessarily reflect your way of living.
 - Able to live and work in a camp community setting with limited privacy and personal space.
 - Flexible to work long hours (with 90-minute break) with a wide variety of individuals from a wide-variety of backgrounds and circumstances.
 - Able to recognize emotional stressors and implement self-care strategies. Able to discuss emotional and social needs with supervisors if needed.
 - Participate in a few hours of pre-season in-person or on-line training prior to your first date at camp.
 - Meet with Camp Director for Emergency Response Training at camp
 - Direct any questions to other staff when unsure of procedures

Qualifications (must have, or be willing to obtain):

- Must be 18 years of age or older due to Girl Guides of Canada, Safe Guide requirements and able to provide supervision to girls under 18 years of age without assistance.
- Demonstrated experience caring for children in a recreational setting, preferably in a camp setting.
- Demonstrated ability to work in a team atmosphere and able to play active games with children.
- Able to walk throughout a camp environment, including but not limited to uneven surfaces, grass, sand and gravel roads.
- Recommended:
 - Standard First Aid & CPR C
- Required:
 - Be a Member of Girl Guides of Canada or complete and submit the Safe Guide A.7-Non-Member Volunteer Application form and IR.1-Image Release form. Note: As part of our policy, non-member volunteers will not be left with campers unsupervised during the camp program.
 - Police Records Check to comply with the requirements of Girl Guides of Canada. Girl Guides of Canada, Ontario Council will cover the cost to complete a PRC through our process only and we will provide further instruction upon receipt of the A.7 Non-Member Volunteer Application form.
 - Submit a Volunteer Camp Application and by doing so, agree to abide by the [Terms of Engagement](#) (link to the document is also found in the application).
- Knowledge of the GGC program is an asset.

Reports to:

- Overnight Camps: Camp Director or Designate with some supervision provided by the Camp Coordinators during program activity time.
- Day Camps: Camp Director with some supervision provided by the Program Director during program activity time.

Accommodation:

- Overnight Camps: Staff members in this position will have shared staff accommodation in a tent or indoors (e.g. bedroom with bunk beds). The accommodation will be on campsites or in buildings with campers.
- Day Camps: No overnight accommodation is provided except for practice overnight during staff training and/or Thursday night sleepover's during Trek week. Day camp staff must leave site each day and over every weekend.

Responsibilities (please ask other staff for clarification if need be during your time at camp):

Section One: General Responsibilities

- Actively participate as a staff member of the camp team and a role model in the implementation of the overall camp program. This includes activities, meals, hygiene, health and safety.
- Understand our organizational requirements for the implementation of responsibilities. This includes but is not limited to:
 - Girl Guides of Canada "Safe Guide" (National Risk Management Process/Document)
 - Girl Guides of Canada, Ontario Council Terms of Engagement
 - Specific summer camp program opportunities advertised through the [website](#).
- Be an effective role model to campers and colleagues. This includes but is not limited to:
 - Living the vision, mission and values of Girl Guides of Canada
 - Respectful treatment of all campers/staff
 - Compliance with all rules/regulations
 - Appropriate communication and interactions before camp, at camp and after camp has ended
 - Maintaining a clean & safe work/living environment
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Comply with & implement all established camp policies and practices that are applicable to the responsibilities being undertaken.
- Notify your Supervisor of any camper concerns as they arise.

Section Two: Responsibilities for Camper Care, Site Programming and Other Duties

Camper Care

- As a member of the site team, ensure that camper's physical, social and emotional needs of security, health and safety are met through the compliance with the age-appropriate established camp procedures.
- As a member of the site team, ensure that the hygiene and nutrition of campers and self are met.
- Follow systems to ensure that lost and found items are collected, returned and kept to a minimum each day.
- Provide direct and compassionate supervision to assigned campers.
- Ensure fair treatment to all campers with an attitude of flexibility.

Site Programming

- All campers in camp will be assigned a site or group based on a combination of their age and program. Each site has a staff team assigned to it. As a member of a site team, ensure that campers are provided with a girl-centered focus in a creative, friendly, safe and healthy manner.
- Participate in the development & implementation of the on-site program and activity schedule for campers.
- Ensure that a focus of the program development is on keeping the campers active and challenged throughout their time at camp. Exceed the expectations that campers have for their time at camp.
- Actively encourage campers to participate by role modeling participation in all aspects of full camp programming and special events.

Other Duties

- Undertake specific responsibilities within the team to ensure all components of work are implemented. This can include but is not limited to:
 - First Aid (if qualified)
 - Cleaning/Tidying
 - Organizing
 - Food Services Support
 - Supervising campers while they travel to/from camp or on excursions (this may mean extended times away from your base camp)
 - Support in other areas of camp including on other sites
 - Provide supervision on camp transportation including waiting with/for campers, parent intake, collecting forms, doing wellness checks



Section Three: Program Sessions

Program Sessions are the time spent at organized program activities specific to the camper's interest (approximately 4 x 1.5-hour time blocks each day). During these times, Camp Counsellors take on the role of Instructor. During the implementation of responsibilities related to Program Sessions, Counsellors will be supervised by the Program Coordinators if they are on our Overnight Camps Team.

Responsibilities:

- Implement the required program activity using lesson plans.
- Supervise and participate with campers in the program area in a fun, friendly and helpful manner.
- Implement required risk management and safety controls for the programs in a friendly way.
- Deliver the program in an exciting, dynamic manner to capture the attention of the camper and assist in their personal skill development.
- Facilitate campers to assist in the set up and close down of program area wherever possible and help with set up/close down with other staff if it wouldn't be suitable for a camper to assist with these activities.
- Encourage camper participation while supervising campers at all camp activities.
- Assist (and evaluate as directed) Leadership Development Participants while they are in placement in the Program Area.

Program/ Specialist Options for Camp Counsellors:

Special Needs Camper Assistance

- Provide one-on-one support for campers who require additional assistance.
- Details of the support for each camper will be provided to the staff member prior to the arrival of the camper.
- Go to the activities that the camper goes to and will be expected to fully participate in those activities with the assigned camper (e.g. if they're going swimming, you're going swimming).

Art Programs

- Includes leading crafts, visual arts, performance arts, theatre skills, and music with groups of campers.
- Preference will go to individuals who have a skill set and experience in multiple disciplines.

Land Programs

- Includes sports, games, environmental programs, nature programs, archery, geocaching, orienteering, initiative tasks and outdoor camping skills.
- Preference will go to individuals who have a skill set and experience in multiple disciplines.

Notes:

Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.

Mileage Policy: Volunteers may apply for mileage reimbursement for the **round-trip kilometers from their home address to the camp program running closest to their home** for the time that is outlined in their Volunteer Application. **This may not be the camp you are volunteering at.** Travel will be reimbursed at \$0.25 per kilometer. Expense sheets will be provided upon request. Completed forms must be provided to the Camp Director prior to the last day of volunteering so that Camp Directors can submit for payment at the end of each month.

See the Transportation section in the Terms of Engagement for more information.

