

# Camp Counsellor

## Girl Guides of Canada, Ontario Council

**Priority hiring for this position is given to the applicant who can complete the full contract.**

This employee position is for individuals applying to Summer Camps' Day or Overnight Programs and the person **must plan on being a student in September directly following the summer program at camp.**

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

- 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 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.
- Able to participate in all training programs required for this position. Mandatory in-person training will occur within your contracted dates. A few hours of on-line training may be required to be completed prior to the first date of your contract.
- Be available for the full duration of the camp program.
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.

### **Qualifications (must have, or be willing to obtain, to apply for position):**

- Must be 18 years of age or older. Adherence to national Girl Guides of Canada standards for risk management.
- Demonstrated experience caring for children in a recreational setting, preferably in a camp setting.
- Demonstrated ability to work in a team atmosphere.
- Current throughout employment period:
  - Standard First Aid and CPR C
  - Police Records Check to comply with the requirements of Girl Guides of Canada. If hired, Girl Guides of Canada, Ontario Council will cover the cost to complete a PRC through our process only and we will provide further instruction once hired.
- Knowledge of the Girl Guides of Canada program is an asset.

### **Reports to:**

Overnight Camps: Director Team with some supervision provided by the Camp Coordinators  
Day Camp at Woolsey: Director Team

### **Accommodation:**

Overnight Camps: Staff members in this position will have shared staff accommodation in a tent or indoor environment (e.g. bedroom) on campsites or in buildings with campers. No Staff member will be allowed or required to share their accommodation alone with a camper.

Day Camp at Woolsey: No on site accommodations provided for day camp weeks, except for scheduled overnights. Onsite accommodations provided for staff training

### **Responsibilities (training for these “responsibilities” will occur before you begin your role):**

#### 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. Be part of the camp community during transition times, full camp activities and ceremonies when in camp.
- Understand and be knowledgeable about 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, Employment Contract including the Terms of Engagement
  - Specific summer camp program opportunities as advertised on [Girl Guides of Canada, Ontario Council 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 with stakeholders 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-driven program 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/Medication dispensing
  - 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 medical checks

## Section Three: Program Sessions

Program Sessions are the time spent at organized program activities specific to the camper's program (approximately 4 x 1.5 hour time blocks each day). During these times, Camp Counsellors take on the role of instructor or lifeguard. 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.
- Assist (and evaluate as directed) Leadership Development Participants while they are in placement in the program area.
- Camp Counsellors will be assigned to work in program areas based on the following:
  - Age (preference to those 18 years of age or older)
  - Qualification (preference to those having qualifications to lead the activity)
  - Experience (as indicated on your application)
  - Specialty area/program areas' needs
  - Interest of the Camp Counsellor

### *Program/ Specialist Options for Camp Counsellors:*

Assignment for Camp Counsellors will rotate amongst the following specialty/program areas. Not all Camp Counsellors will work in all areas. Most will work in two or three areas depending on qualifications and experience, and some people may work in only one program area.

### Special Needs Camper Assistance

- Provide one-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 camper you're working with (e.g., if they're going swimming, you're going swimming).

### Water Programs

- Provide quality programming and safe supervision in the waterfront environment.
- Follow safety standards and best practices outlined by governing bodies.



- Examples of activities include: lifeguarding, swim/boat assessments, aquatic play, planning regattas (waterfront themed program day), supervising water trampoline.
- NL certification required, Lifesaving Society First Aid instructor or Bronze Medallion instructor an asset.
- At Doe Lake programs include: Canoeing, kayaking, sailing, board sailing, stand up paddle boarding and voyageur canoeing. Red Cross WSI an asset.
- At Woolsey programs include canoeing, kayaking and stand paddle boarding

**Art Programs**

- Includes leading crafts, visual arts, performance arts, theatre skills, and music with groups of campers.
- Pottery experience is an asset at Doe Lake.

**Land Programs**

- Includes sports, games, environmental programs, nature programs, archery, geocaching, orienteering, initiative tasks and outdoor camping skills.

**Ropes/Challenge Course/Climbing Wall Programs – Doe Lake**

- Low/High Ropes and Climbing Walls experience and qualifications.
- Includes facilitation of low and high ropes programs following the adventure based models

**Dates of Contracts and Required Availability (includes training):**

<b>Doe Lake</b> Huntsville, ON Summer Overnight Camp (SOC)	<b>Woolsey</b> Ottawa, ON Summer Overnight Camp (SOC) & Day Camp (SDC)
	Summer Overnight Camp positions & Summer Day Camp positions available
<ul style="list-style-type: none"> <li>• June 26-Sept 3 2020</li> </ul>	<ul style="list-style-type: none"> <li>• June 28-Aug 30 2020</li> <li>• 4 positions: June 28-Sept 3 2020</li> </ul>

**Notes:**

- Woolsey Summer Day Camp staff members will have weekends off. Weekend time off begins at 7:30pm on Friday and ends at the start of the assigned shift on Monday mornings. No work the week of Aug 3-7<sup>th</sup> 2020.
- Assignment to specific areas can be changed as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camp Director.
- Girl Guides of Canada, Ontario Council reserves the right to assign employees to assist at camps other than those for which they are hired.
- Girl Guides of Canada, Ontario Council reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description.

