

Position Opening

Counsellor Coordinator

Job Classification

Staff, Full-Time, Seasonal

Reports To

Program Director

Summary

The Counsellor Coordinators assist the leadership team in training and supporting camp counsellors. The Counsellor Coordinators are responsible for ensuring all counselling staff have the tools, skills, and support necessary to be excellent childcare professionals. This leadership position requires long days, and being on-call 24/7 while on duty. The Counsellor Coordinator lives on site at camp on an Island outside of Kenora Ontario for the duration of their employment.

Responsibilities and Duties

- Working with leadership team to develop intentional staff training workshops for counselling staff.
- Forming meaningful connections with all counselling staff and ensuring they are receiving the support they need in their positions.
- Assisting counsellors with campers who require additional support and/or supervision.
- Acting as an advocate and representative for counselling staff to rest of camp leadership team, ensuring counsellors are receiving adequate time off, filling in for counsellors when necessary.
- Assisting Program Director in creation and distribution of camp schedules and staffing.
- Holding regular debriefs with Leadership Team to ensure all campers needs are being met and staff are receiving adequate support.
- Assisting with outreach to both potential campers and staff during off season.

Knowledge Skills and Abilities

- Strong interpersonal skills with the ability to work with children in building self-esteem and self-confidence.
- Ingenuity and inventiveness, capable of thinking on one's feet and adapting to changes in scheduling.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision, while also being able to manage multiple responsibilities.
- Experience managing and supervising a team.
- Excellent decision making under pressure. Safety and risk management oriented thinking,

Skills and Qualifications

- Minimum 2 years childcare experience with preference given to those with residential summer camp experience
- Current CPR C and Standard First Aid
- Current Bronze Cross (NLS an asset)

Physical Aspects of the Position

Reasonable Accommodations may be made to individuals with disabilities to perform essential job functions.

- Work Environment: Work is performed both indoors and outdoors in all weather.
- Strength Requirements: Ability to lift and carry up to 30 pounds.
- Visual and Hearing Requirements: Volume level can range from quiet to moderately loud.
- Sufficient eye-hand coordination to operate equipment as needed.

- Communication: Ability to verbally communicate to exchange information with both English-speaking and non English-speaking contacts.
- Emotional: Ability to live in communal living spaces with coworkers.
- Mobility Parameters:
 - Ability to walk, stand and sit for up to 3 hours consecutively
 - Can climb stairs and walk on high grade and rustic terrain.
 - Lead camp activities such as hiking (up to 90 minutes), swimming (from a beach or dock), and building campfires (squatting up to 30 minutes)