



# Camp Menesetung

## Job Description: 1:1 Support Counsellor

**Full-Time:** Residential Sunday-Friday position. Salary dependent upon experience – Room & Board included.

## Job Purpose and Reporting Structure

All Cabin Counsellors are responsible for engaging, keeping safe, and meeting the needs of the campers in their care throughout the week. Being a 1:1 Support Counsellor is about being an amazing positive role model who knows how to have fun, how to listen, and how to help. 1:1 Support Counsellors represent Camp Menesetung and have the capacity to change the lives of the camper in their care. This position reports to the Integration Coordinator, Summer Camp Director, and Executive Director.

## Essential Duties and Responsibilities

### To your Camper

- Familiarize yourself with the needs of your camper before the week begins by reading their camper profile, highlighting any questions or concerns.
- Make contact with the camper's family via phone call before the week begins to introduce yourself and address any questions or concerns.
- Check in with the Health Care Provider to ensure that the camp has the appropriate supplies to support your work with the Camper.
- Equip yourself with the tools and resources needed to make your camper's week an amazing one.
- Be there for your camper. Be their guide, be their role model, be their helper.
- Create opportunities for fun, learning, growth, and an amazing camp experience!
- Spark the imagination of your camper.
- Ensure that your camper is kept completely safe, physically and emotionally, for the duration of **all** camp activities; including reporting health & safety hazards.
- Know the exact location the camper in your care at any given time throughout the week – ensuring continual active supervision.
- Keep campers safe from the sun and insects by modelling and ensuring proper clothing is worn.
- Know when to step back and give your camper the opportunity to engage with other campers without any interference.
- Advocate on behalf of your campers during policy, program, or scheduling discussions.

### To all Fellow Staff

- Provide your break counsellor and Health Care Provider with any relevant information about your camper that they could benefit from knowing as soon as you become aware of it.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Are punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.

- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Summer Camp Director.
- Work together to create the best possible experience for our campers.

### **To Camp Menesetzung**

- Communicate daily and when necessary with the Head Counsellor, Health Care Provider, and Summer Camp Director.
- Complete REACH documentation debriefing the Camper's week and keeping their profile up to date.
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Ensure activities and cabin talk reflects the overall Christian atmosphere of the Camp.
- Escalate concerns regarding camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Leadership Team.
- Keep track of all supplies and inform the Summer Camp Director of any losses, damages, or shortages.
- Work with any visiting guests and parents who have come on-site to lead programming or to a meeting, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menesetzung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.
- Performs all other duties designated by the Summer Camp Director, or Executive Director.