



Camp Menesetung

Job Description: Cabin Counsellor/Program Leader

Full-Time: Residential Sunday (1pm) – Friday (following closing, approx. 8pm) position. Salary dependent upon experience – Room & Board included.

Job Purpose and Reporting Structure

All Cabin Counsellor/Program Leaders are responsible for: engaging, keeping safe, and meeting the needs of the campers in their care; and creating and delivering engaging, age-appropriate, program-specific, skill-based, themed, FUN for campers throughout their week. Being a Cabin Counsellor/Program Leader is about being an amazing positive role model who knows how to have fun, how to listen, and how to help. This position is a dual role, balancing counsellor care responsibilities with program delivery responsibilities in a given program area of strength. Cabin Counsellor/Program Leaders represent Camp Menesetung and change the lives of their campers. This position reports to the Head Counsellor, Program Director, Summer Camp Director, and Executive Director.

Essential Duties and Responsibilities

To your Campers

- Be there for your campers. 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 campers.
- Ensure that all campers are kept completely safe, physically and emotionally, for the duration of **all** camp activities; including reporting health & safety hazards.
- Know the exact location of all campers in your care at any given time throughout the week – ensuring continual active supervision, including sleeping in-cabin with campers.
- Keep campers safe from the sun and insects by modelling and ensuring proper clothing is worn.
- Maintain a friendly, patient, and helpful relationship with your L.I.T. or C.I.T. who will receive much of their training from you.
- Advocate on behalf of your campers and L.I.T. or C.I.T. during policy, program, or scheduling discussions.

To your Program

- Prepare a list of program ideas for camper's ages 5-16 prior to camp, for the approval of the Program Director in pre-camp. In accordance with camp themes and suggestions from the Program Director/Summer Camp Director. This may include a list of supplies or guest leaders, which must be submitted to the Summer Camp Director for approval.
- Ensure that each week of programming is unique to accommodate returning campers, and keep it fun for the L.I.T.'s and C.I.T.'s.
- Specific Planning Responsibilities:
 - o Classic Camp Week: Plan for three unique, themed, program sessions catered to the age group of the campers present + an adapted program catered to Day Campers (ages 5-10) + a rain day plan (if applicable).

- A Specialty Week: Communicate with the Program Director & Summer Camp Director to determine the specialty focus for a given week based on the week theme. Plan for specialty campers to spend approximately half of their weekly sessions in your specialty area + two sessions for other campers not in your specialty area + an adapted program catered to Day campers (ages 5-10) + a rain day plan (if applicable). More details will be communicated.
- Prepare miniature activities for campers who work faster than others (as applicable).
- Ensure activities and cabin talk reflects the overall Christian atmosphere of the Camp.
- Submit a brief weekly report to the Program Director prior to departure, of all program activities and supplies that were required for each activity at the end of each week.
- Keep track of all supplies and informs the Summer Camp Director of any losses, damages, or shortages.
- Ensure that program area is kept clean, including daily sweeping (as applicable) and storage of supplies.
- Complete an inventory list at the very end of the summer, prior to departure.
- Embody the spirit of your program area, taking on any program specific responsibilities and safety considerations communicated by the Program Director or Summer Camp Director.

To all Fellow Staff

- Communicate!
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. by assisting the Program Director, and encouraging campers.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Be 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, Program Director, and Summer Camp Director.
- 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 reflect 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 Summer Camp Director 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 Menesetung 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.