



Camp Menesetung

Job Description: Day Camp/Bridge Camp Counsellor

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

Job Purpose and Reporting Structure

All Day Camp/Bridge Camp Counsellors are responsible for: engaging, keeping safe, and meeting the needs of the campers in their care. Being a Day Camp Counsellor is about being an amazing positive role model who knows how to have fun, how to listen, and how to help. This position differs from the Cabin Counsellor/Program Leader position, as more responsibility is placed on travelling and continually engaging/supporting your day campers, with less program delivery responsibility. Day Camp Counsellors represent Camp Menesetung and change the lives of their campers. This position reports to the Day Camp/Bridge Camp Director, Head Counsellor, 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 your campers during Thursday sleepovers and bridge camp overnights.
- 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 all Fellow Staff

- Communicate!
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. by assisting Program Leaders, 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 Day Camp Director, Head Counsellor, and Summer Camp Director.
- During all times when your campers are not on-site and you are not on your break, contribute to the camp by completing the tasks from the Day Camp Counsellor Task-list, by actively participating in camp activities, and by supporting assigned staff.
- 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 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.