



Camp Menesetung

Job Description: Head Counsellor/Integration Coordinator

Full-Time: Residential Sunday-Friday position. A member of the Leadership Team. Salary dependent upon experience – Room & Board included.

Job Purpose and Reporting Structure

As Head Counsellor you are responsible for the complete physical, and emotional safety of all campers on-site by supporting your Cabin Counsellors. As Integration Coordinator you are responsible for providing support for our 1:1 support counsellors and campers, and acting as our liaison with 'REACH for Inclusion' to ensure a high quality of care for ALL at Menesetung. All Leadership Team members must be prepared to step in to fill other positions when needed, step up for needed tasks, and seek out opportunities to further contribute to Menesetung success. This position reports to the Summer Camp Director and Executive Director.

Essential Duties and Responsibilities

Head Counsellor

To all Cabin Counsellor/Program Leaders

- Be a leadership role model. Through your work exemplify positive professional leadership characteristics, welcome feedback, and continually seek to grow and improve your own abilities in a way that others can understand and follow.
- Be there for your Counsellors. Be their guide, be their role model, be their helper.
- Be a resource. Provide leadership strategies, advice, and problem solving throughout the summer to all cabin counsellors.
- Seek to provide support for all Cabin Counsellors, support you provide can come in the form of: Providing advice on specific camper/staff scenarios, providing in person camper behaviour support (having "a talk" with camper/cabin, relocating campers from unsafe/negative situations into alternative environments etc.), communicating/escalating their concerns to relevant members of the Leadership Team, supervision adjustment/weekly role assignment/cabin group change recommendations to the Summer Camp Director, recommending that a camper is unsafe and needs to be sent home to Summer Camp Director and any other applicable supports available within reason.
- Ensure complete, physical, and emotional safety for all campers on-site.
- Ensure that your Counsellors have the tools and supports they need to be successful, by identifying needs and communicating with the Summer Camp Director.
- Act as a liaison between Cabin Counsellors, and Leadership Team and vice/versa.
- Lead daily counsellor check-ins – providing feedback, support, and problem solving.
- Regularly communicate with all staff regarding each counsellor's work performance, strengths and areas of growth to enable you to provide informed feedback on a daily basis and during staff evaluations.
- Participate in the staff evaluation process.
- Maintain a friendly, patient, and helpful relationship with Cabin Counsellors, LITs, and CITs.

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 Summer Camp Director, and Leadership Team.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Escalate concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Summer Camp Director.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Keep campers safe from sun and insects by modelling and ensuring proper clothing is worn.
- 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.

Integration Coordinator

- Attend Reach for the Rainbow regional training and convey information back to camp during training week.
- Call each family of the camper/volunteer in the week prior to their stay to make personal connection and ensure all camper notes provided by REACH for inclusion or by internal use are accurate.

- Read information provided about each camper/volunteer and assist the summer camp director in creating counselor pairings and cabin settings accordingly.
- Be visible and available during activity times for both 1:1 support staff and other staff dealing with camper issues.
- Assist staff in structuring activities so that campers achieve success. Provide an alternative if an activity is not matching a camper's needs or abilities
- Work with staff to integrate campers/volunteers meaningfully into the camp program.
- Personally meet campers who require 1:1 support as they arrive and facilitate them meeting their 1:1 support staff member.
- Be visible and available to all staff for any camper or program issues throughout the day.
- Set boundaries and expectations for staff and campers on a case-by-case basis.
- Assist campers and parents with departure.
- Complete any site-turnaround tasks as assigned.
- Work together with 'REACH for inclusion' staff to solve any issues that arise.
- Talk with 'REACH for inclusion' staff when they come on-site for visits.
- Facilitate the completion of all required paperwork.