



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Cabin Counsellor/Program Leader - Canoe Program

Full time: Living on site: Sunday (12pm) -Friday (following closing approx. 9pm) position from June 30th to August 23rd 2024, shorter term contracts are available with prior discussion. A member of the Frontline Staff. **Salary:** Compensated according to salary grid ([link here!](#)), minimum \$405/week with room & board included.

Job Requirement: Bronze Cross certification is a strong asset & strong canoe competency is required. ORCKA canoeing basic level 3 (or higher) an asset. Camp Menesetung will be offering an ORCKA canoeing course in May if you would like to certify at that time.

Job Purpose and Reporting Structure

All Cabin Counsellor/Programmers are responsible for: engaging, keeping safe, and meeting the needs of the campers in their care; and creating and delivering engaging, age-appropriate, inclusive, themed, FUN for campers throughout their week. Being a Cabin Counsellor/Programmer 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. This specific Programmer position is responsible for the program, safety and maintenance of the Canoe Program. This position reports to the Leadership Team, 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.
- Lead a cabin chat at the beginning of each week to clearly communicate behaviour expectations with campers and how to access help when needed
- Ensure that all campers are kept safe, physically and emotionally, for the duration of all camp activities; including reporting health & safety hazards.
- Ensure that campers feel safe by creating an environment where authentic self expression (being 100% who they are) is encouraged and celebrated
- 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.
- Intervene in camper/camper conflict with an open mind and good resolution strategies
- Keep campers safe from the sun and insects by modeling and ensuring activity appropriate clothing is worn.
- Maintain a friendly, patient, and helpful relationship with your LIT or CIT who will receive much of their training from you.



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- Advocate on behalf of your campers (including LITs) during policy, program, or scheduling discussions.

To your Program (General)

- During staff training weekends brainstorm a list of possible programming for campers 5-16 related to your program area for each week with some general points on materials & space needed. Submit this to the Program Coordinator.
- Ensure that your programs fit the theme of the week
- Ensure that each week of programming is unique to accommodate the returning campers
- During most weeks you will be in charge of: Two to three sessions per week that are 45 minutes long catered to specific age groups and one session per week that campers can drop in and out of, or stay for the whole time that is 3 hours long for ages 10+
- During Specialty week you may be in charge of additional sessions for a specific group of "specialty" campers who are concentrating on a special interest area of camp
- Be ready with rainy day programs that you can use at any point should you need them
- 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 Coordinator prior to departure of programming successes, opportunities & challenges and anything unexpected including supplies that you did not expect to need
- Keep track of all supplies and inform the Leadership Team of any losses, damages, or shortages.
- Ensure that the program area you used is kept clean, including daily sweeping (as applicable) and storage of supplies.
- Embody the spirit of your program area, taking on any program specific responsibilities and safety considerations communicated by the Program Coordinator or Camp Director.

To Your Program - Canoe Specific

- Assess the safety of the water and determine if canoe programming can be run each day with the support of the Outdoor Adventure Program Lead and/or Outtrip Coordinator
- Equip canoers with the necessary basic canoeing skills before going out on the water
- Ensure that all canoers know the safety procedures for canoe in case of emergency
- Ensure that canoers are well matched ie. weaker canoers paired with stronger canoers
- Ensure that all canoers are wearing a well fitting life jacket before going out on the water



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- After each session store equipment securely, at the end of each day put equipment away properly

To all Fellow Staff

- Communicate! Communicate your program and cabin needs, where you'll be, if you're having a rough time and need support, if you are having a great time and can be a support etc. Check-in daily with Program Coordinator and/or Camp Director
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. encourage campers' participation and assist Programmers whenever possible
- 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 amongst staff are deescalated (within your capacity) and reported immediately to the Camp Director.
- Work together to create the best possible experience for our campers.

To Camp Menesetung

- Uphold the Camp mission at all times but especially when making decisions: "To lead the way in creating inclusive, healthy, and sustainable community through the Spirit of outdoor adventure."
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Take an active role in daily camp maintenance through setting/serving/cleaning in the dining hall, cleaning program spaces & cabins, cleaning staff only spaces, refilling bathroom supplies etc.
- 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 program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns to the Leadership Team.
- Seek to always be growing and learning, by asking good questions, making use of resources provided to you, and actively participating in weekly check-ins & debriefs, mid-summer evaluations and end-of-summer evaluations



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- Show enthusiasm and excitement for camp with all those visiting the site especially caregivers who are dropping off or picking-up their campers for a week of camp
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Camp Director if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability in writing a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menešetung to all campers, caregivers, teachers, etc. always, including when not actively working, and on social media platforms.
- At the end of the week ensures that all Canoe equipment is properly cleaned and closed.
- Performs all other duties designated by the Camp Director or Executive Director.



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