



## CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

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**Job Description:** Cabin Counsellor/Maintenance Staff

**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 Purpose and Reporting Structure

The Cabin Counsellor/Maintenance Staff is responsible for: engaging, keeping safe, and meeting the needs of the campers in their care; performing a wide range of indoor/outdoor maintenance and custodial duties to keep Camp Menesetung in prime condition for our guests, visitors, staff, and campers. Being a Cabin Counsellor/Maintenance Staff 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 maintenance responsibilities. This position reports to The Leadership Team, Property Manager, 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.
- Advocate on behalf of your campers (including LITs) during policy, program, or scheduling discussions.



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### As a Maintenance Staff

- Become familiar with the Camp Menesetung site, its buildings, program areas, utilities, equipment and their specific intended uses: cabins, offices, bathrooms, recreation halls, dining halls, kitchens, severe weather shelter, archery range, pool, climbing wall, forest trail etc.
- Communicate regularly with the Executive Director and Property Manager to ensure that they are well informed of all maintenance and repairs, to establish specific plans for larger scale maintenance/repair needs, to receive guidance on priority tasks, and to keep informed of upcoming event site requirements.
- Inspect the entire site to ensure that it has been left clean and in good-repair following every camp event/session. Completing cleaning and repairs as needed, and reporting any damages to the Camp Director or Executive Director.
- Complete routine duties on an on-going basis: pest/wasp control, tree/trail upkeep, re-stocking supplies, keeping all cabins, kitchens, bathrooms, and equipment clean and in good working order.
- Work with the Health Care Provider to address Health & Safety concerns.
- Ensure all smoke detectors & fire extinguishers on a weekly basis to ensure they are in working order.
- Regularly check-in with the Camp Director to receive updates on needed repairs etc.
- Improve the site and buildings by designing and building approved projects!

### To all Fellow Staff

- Communicate! Communicate your daily plan, 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 The Property Manager and/or Directors.
- Actively participate in all cabin activities, 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.



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### To Camp Menešetung

- 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.
- Keep track of all supplies and inform the Leadership Team of any losses, damages, or shortages.
- 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
- 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.

Performs all other duties designated by the Camp Director or Executive Director.



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