



## CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

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**Job Description:** Day Camp/Bridge Camp Coordinator

**Full time:** Living on site: Sunday (12pm) -Friday (following closing approx. 9pm) position from June 30th to August 23rd 2024, shorter term contracts may be available with prior discussion. A member of the Leadership Team. **Salary:** Compensated according to salary grid ([link here!](#)), minimum \$455/week with room & board included.

**Part - Time:** Non-Residential, set number of hours per week in the Spring (May & June) for summer preparation. Negotiated with Directors prior to accepting the position. Paid at a percentage of the weekly summer rate.

### Job Purpose and Reporting Structure

As the Day Camp/Bridge Camp Coordinator you are responsible for overseeing the Day Camp and Bridge Camp programs throughout the summer. This includes: working with the Camp Director and Program Coordinator to plan the Day Camp and Bridge Camp Programs, supporting your team of Day Camp Staff, meeting with caregivers, and ensuring that the needs of all day camp and bridge campers are met. 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 Camp Director and Executive Director.

### Essential Duties and Responsibilities

#### To the Day Camp/Bridge Camp Program

- On Sundays prepare Day Camp/Bridge Camp program ideas & sessions for the week based on the theme
- Collaborate with the Program Coordinator and Camp Director to plan a weekly schedule that includes time spent with overnight camper and time for Day Camp specific activities
- Ensure that all campers are kept safe, physically and emotionally, for the duration of all camp activities; including reporting health & safety hazards.
- Know the exact location of all day campers at any given time throughout the week – ensuring continual active supervision.
- Ensure that daily pick up and drop off happen safely and effectively
- Keep a clear and organized record of which campers are part of which programs: before-care, after-care, bridge camp and communicate any changes (ie. an earlier pick-up) clearly to necessary staff
- Communicate with caregivers if day camper needs anything for the next day
- Keep campers safe from the sun and insects by modeling and ensuring proper activity appropriate clothing is worn.
- Advocate on behalf of the Day Camp/Bridge Camp program during policy, program, or scheduling discussions.



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- Join in with the other Day Camp staff to run programming with Day Camp throughout the camp day
- Plan and run training sessions about Day Camp and Day Camp procedures with staff during training week and again whenever overnight staff work in the Day Camp setting

### **To all Day Camp Counsellors**

- 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 the Day Camp staff. Be their guide, be their role model, be their helper.
- During staff training week lead specific training on Day Camp for the Day Camp staff
- Lead weekly planning meetings on Sundays with Day Camp staff to review the schedule, create programs, assemble supplies and plan for the week ahead.
- Be a resource. Provide leadership strategies, advice, and problem solving throughout the summer to all Day Camp staff.
- Seek to provide support for all Day Camp staff, support you provide can come in the form of:
  - o Providing problem solving reflection and advice on specific camper/staff scenarios
  - o Communicating/escalating their concerns to relevant members of the Leadership Team (if other than you) or to the Camp Director
  - o Collaborate with Leadership Team to reassign staff or change the schedule as needed to provide space for unforeseen breaks/medical issues
  - o Making weekly role assignment/ camper group change recommendations to the Camp Director
  - o Recommending that a camper is unsafe and needs to be sent home to the Camp Director
  - o Fill-in for Day Camp staff who may need an unforeseen break during the day
  - o Other applicable supports available within reason.
- Ensure that the Day Camp staff have the tools and supports they need to be successful, by identifying needs and communicating with the Camp Director.
- Act as a liaison between Day Camp staff and Leadership Team, and vice-versa.
- Once a week provide a formal feedback and check-in sessions individually with each of the Day Camp staff
- Lead daily Day Camp team check-ins to briefly get a sense of how everyone is doing
- Collaborate with the Camp Director to provide Day Camp staff with tasks and duties around Camp when day campers are not on-site, and staff are not on their breaks.
- Collaborate with the Camp Director to lead the Day Camp mid-summer staff evaluation.
- Advocate on behalf of Day Camp staff during policy, program, or scheduling decisions.



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### To all Fellow Staff

- Communicate! Communicate your decisions, 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, changes in the daily plan etc and check-in daily with the Camp Director.
- Work collaboratively with the Leadership Team to serve all other staff.
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. encourage staff and campers' participation and assist Programmers whenever possible
- Follow camp-wide rules and enforce these rules when necessary with campers and staff.
- 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 and reported immediately to the Camp Director.
- Work together to create the best possible experience for our campers.

### To Camp Menesetzung

- 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.
- Must be prepared to substitute for any frontline staff, if needed.
- Assist with arrival and departure days as needed.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Ensure activities, cabin, and staff talk reflect the overall Christian atmosphere of the Camp.
- Address concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any other relevant staff concerns and escalate them to the Camp Director when necessary.
- Keep track of all supplies and inform the Camp Director of any losses, damages, or shortages.



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- Keep campers safe from the sun and insects by modeling and ensuring activity appropriate clothing is worn.
- 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
- Write a comprehensive Day Camp report with program notes, highlights, lowlights, recommendations for the future and notes on each day camp staff person to be submitted at the end of August
- 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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