



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Frontline Staff 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.

Job Purpose and Reporting Structure

As Frontline Staff Coordinator you are responsible for the physical, and emotional safety of all campers on-site by training, supporting, and problem-solving with all frontline staff, the cabin counsellors in particular. 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 all Frontline Staff

- 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 a resource. Provide leadership strategies, advice, and problem solving throughout the summer to all frontline staff.
- Be visible and easy to find. Ensure that staff know where you are and can access your support with ease.
- Seek to provide support for all frontline staff, support you provide may be:
 - o Leading problem-solving reflection & giving advice on specific camper/staff scenarios
 - o Providing active camper behaviour support (having “a talk” with camper/cabin, relocating campers from unsafe/negative situations into alternative environments etc.)
 - o Communicating/escalating staff concerns to relevant members of the Leadership Team if you are not the ideal LT member to deal with a situation or to the Camp Director if necessary
 - o Supervision adjustment/weekly role assignment/cabin group change recommendations to the Camp Director
 - o Recommending that a camper is unsafe and needs to be sent home to Camp Director
 - o Providing coverage or modifying the schedule for coverage for a frontline staff member when they require an unforeseen break or are off sick
 - o Other applicable supports available within reason



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- Ensure that necessary cabin laundry is done in a timely manner and that cabins are kept clean and hygienic providing extra support when necessary
- Ensure that the frontline staff have the tools and supports they need to be successful, by identifying needs and communicating with the Camp Director.
- Plan and lead training during staff training week on camper behaviour, cabin cleaning, setting cabin expectations etc.
- In collaboration with the Leadership Training Coordinator provide a weekly training session for staff so that they can keep growing and sharpening their skills
- Act as a liaison between the frontline staff and Leadership Team and vice/versa.
- Lead daily team check-ins to briefly get a sense of how everyone is doing
- Collaborate with Camp Director to lead the weekly staff meeting representing the Leadership Team as a whole
- Connect with frontline staff individually each week for formal feedback and check-in (or ensure that a Leadership Team member is doing so)
- Collaborate with the Camp Director to lead the mid-summer evaluation process for frontline staff
- Create staff experience events and activities that enrich the staff experience and make it more joyful (ie. a secret scavenger hunt, a special snack, an open-mic night etc.)
- Maintain a friendly, patient, and helpful relationship with frontline staff, LITs, and CITs.

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.



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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.
- 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 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.
- 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 report including highlights, lowlights, future recommendations and notes on staff performance due 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 Menesetung 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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