



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Leadership Training 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 Leadership Training Coordinator you are responsible for providing support, training, and growth opportunities for Leaders-In-Training (LIT) and Counsellors-In-Training (CIT) through an LIT training week and follow-up support and training throughout the summer. You will also oversee continued growth and reflection opportunities for all staff throughout the summer season. 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 your Counsellors In Training (CITs)

- Plan and run sessions during staff training week for the CITs specific to their role
- Be there for your CITs. Be their guide, be their role model, be their helper.
- Seek out ways to provide additional support for CITs based on their specific areas of need. Checking-in with them throughout their day and as-needed.
- Connect with each CIT individually once a week for a formal check-in and feedback session
- Support you provide can come in the form of:
 - o Providing advice on specific camper/staff scenarios
 - o Offering to co-counsel with them for a period of time
 - o Supervision/responsibility adjustment in collaboration with Frontline Staff Coordinator
 - o Weekly role assignment/cabin group change recommendations to the Camp Director
 - o Stepping into their role to provide time for an extra break or to make-up a break as needed
 - o Mediating and problem solving in the case of CIT/staff conflict
 - o Any other applicable supports available within reason.
- Provide one refresher training session a week based on areas of need throughout the summer.



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- Lead a weekly debrief session for all CITs
- Collaborate with the Camp Director to provide mid-summer evaluations for the CITs
- Advocate on behalf of CITs during policy, program, or scheduling decisions.

To your Leaders In Training (LITs)

- Be there for your LITs. Be their guide, be their role model, be their helper.
- Create opportunities for fun, learning, and leadership growth by creating and delivering engaging leadership training sessions during LIT training week following the six pillars of leadership as outlined in the LIT/CIT staff program requirements
- Lead daily group debrief sessions with the LITs and address concerns as required
- Once a week review individual LIT goals and create or modify plans to achieve them with the LIT's leadership
- Supervise LIT breaks
- Collaborate with the Out Trip leader and Camp Director to plan a two-night LIT out trip that includes leadership training, outdoor living skills training and fun
- Seek out ways to continue to improve the LIT program.
- Advocate on behalf of LITs during policy, program, or scheduling decisions.
- Communicate and provide training to Counsellors on how to work with, and contribute to the growth of an LIT.
- Organize a "graduation" for the LITs at the end of the summer in which their completion of the LIT program is recognized and celebrated
- Seek to inspire your LITs to fall in love with Menesetzung.

To 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 on issues pertaining to LITs and CITs
- By supporting staff ensure physical and emotional safety for all campers on-site.
- Participate in the staff evaluation process through feedback regarding LIT/CIT interactions
- Plan and lead staff training sessions on how to build an appropriate relationship with LIT/CITs and how to be an excellent role model and teacher when being shadowed by an LIT/CIT
- Collaborate with the Frontline Staff Coordinator on staff training sessions throughout the summer to keep staff skills sharp and maintain a growth-focused environment
- Maintain a friendly, patient, and helpful relationship with all staff
- Provide Leadership Team support during teen week on the out trip and use that time to connect with possible future LIT/CITs and begin to develop their understanding of Menesetzung leadership



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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 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 the Camp.
- Work with the Leadership Team to address concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or



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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 with notes on each LIT and CIT to track their progress over the program, with training session notes and reflections on the program that will be ready for 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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