



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Inclusion 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 Inclusion Coordinator your responsibilities fall into two categories: our integration coordinator and the more general work of ensuring that Camp Menesetung is a safe(r) and celebratory space for those who have been historically (and currently) excluded from participation at camp. In the area of camper integration you are responsible for providing support for our 1:1 support staff and campers, and acting as our liaison between the camper's caregivers and the camp to ensure a high quality of care for ALL at Menesetung. In the area of inclusion you are responsible for planning and leadership for our 2SLGBTQIA+ retreat in June, inviting inclusion concerns and questions from staff and campers, mediation and escalation of inclusion concerns, and assisting in program development so that Menesetung programs are culturally relevant and accessible. 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

Pre-Season Integration Program Duties

- Review the 1:1 support application form and ensure that all information that is required for a basic understanding of the camper's needs is asked for
- Meet with the 1:1 support staff and to learn what kind of support they are comfortable providing, what they have experience with, what their strengths are, and where they could use more training or do not feel able to assist
- Read all 1:1 support applications and contact caregivers/agencies for more information if necessary
- Decide which campers we will be able to offer support to this summer season and which week(s) they will be able to sign-up for
- Contact the caregivers/agencies with campers who will receive support and inform them of our decision, send them detailed camper profile document to fill out and the profile of the staff member they will be working with
- Review detailed camper profile document and add/remove questions as necessary



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- Share with the Camp Director reasons for not accepting certain applications so that Camp Director can contact these caregivers/agencies
- Begin organizing camper profiles into binders for the 1:1 support staff and set up Zoom meetings/telephone calls/ visits that can take place before the camper arrives at Camp with the you, the Camp Director and the 1:1 support staff
- Develop and implement a camper specific training plan to orient 1:1 support staff.
- Develop and implement general training to all staff on the 1:1 support program and how to create accessible activities

Inclusion Pre-Season Duties

- Assist the Camp Director in planning and preparation for the I AM AWESOME 2SLGBTQIA+ retreat through decorating the site, planning programs, setting the schedule etc.
- Ensuring that all invited speakers/presenters at the I AM AWESOME retreat are comfortable and have everything that they require for their programs
- Advise the Directors and The Leadership Team on ways that Staff Training can be more inclusive, accessible and celebratory of differences
- Develop a strong relationship with staff during staff training so that they feel they can approach you with concerns that may require sensitivity and vulnerability
- Develop with the Directors and Leadership Team ways that we can make inclusion concerns easier to report and share with staff during staff training how to report these concerns

During Camp Duties for the Integration Program

- Connect with each caregiver/agency of the camper/volunteer prior to the camper's stay to make a personal connection and develop a detailed profile for each camper ensuring all camper notes are detailed and accurate.
- Collaborate with the Camp Director in creating staff pairings and cabin settings.
- Be visible and available during activity times for both 1:1 support staff and other staff dealing with camper issues.
- Assist staff in structuring activities so that campers achieve success. Provide an alternative if an activity is not matching a camper's needs or abilities
- Work with staff to integrate campers/volunteers meaningfully into the camp program.
- Personally meet campers who require 1:1 support as they arrive and facilitate them meeting their 1:1 support staff member.
- Be visible and available to all staff for any camper or program issues throughout the day.
- Set boundaries and expectations for staff and campers on a case-by-case basis.
- Assist campers and caregivers with departure.
- Occasionally cover breaks for 1:1 support staff and recommend specific staff members who have the capacity to do so
- Connect with 1:1 support staff individually each week as a formal check-in
- Provide support for your 1:1 support staff, support can look like:



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- o Contacting the caregiver/supporting agency for additional information about a camper in the case of specific questions
- o Finding or creating assistive devices like: cards, fidget toys, sensory activities, schedules, fine motor assistance etc.
- o Leading problem-solving reflection & advice on specific camper/staff scenarios
- 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 collaborating with the Frontline Staff Coordinator to modify the schedule for coverage for a 1:1 support staff member when they require an unforeseen break or are off sick
- o Other applicable supports available within reason.
- Collaborate with the Camp Director on mid-summer evaluations for 1:1 support staff
- Maintain a file for each camper who visits, including an end-of-week report and care recommendations to be referenced in future years.

Inclusion During Camp Duties

- Invite, receive and report concerns around inclusion and escalate/delegate to the Director or relevant Leadership Team member as needed
- Be present with staff members who may need extra support to resolve a conflict with another staff member
- Be present with staff members who may need extra support to report a concern to the Leadership Team and/or Directors
- Brainstorm with staff members about ways to create programs that are more responsive to cultural differences and adaptable to a variety of physical and cognitive needs
- Take a proactive approach and address barriers to inclusion before a camper or staff person shares a need or concern (ie. ensure that garbage cans are located in all bathrooms for menstrual products not just "women's/girls" bathrooms, flip through donated colouring books and remove pages with racist depictions of people of colour)
- Be a calm and grounded presence in moments that can be highly emotional and seek to understand a wide variety of perspectives while ensuring that those most harmed are believed and cared for by the appropriate people

To all Fellow Staff

- Communicate! Communicate your ideas, 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 Camp Director
- Work collaboratively with the Leadership Team to support all other staff.



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- 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 & 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

- Ensure physical, and emotional safety for all campers on-site.
- 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, follow and enforce 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, cabin and staff talk reflects 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 any relevant concerns. Escalate when needed to the Camp Director.
- 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
- Keep campers safe from sun and insects by modeling and ensuring activity appropriate clothing is worn.
- Keep track of all supplies and inform the Camp Director of any losses, damages, or shortages.



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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 in writing all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menešetung to all campers, families, guardians, teachers, etc. always, including when not actively working, and on social media platforms.
- At the end of the summer write a report that details highlights, lowlights, and future recommendations for the 1:1 program and inclusive practices with comments on specific staff performance due at the end of August
- At the end of the week ensure that any assistive & sensory equipment are clean and ready to be used for the next week.
- Performs all other duties designated by the Camp Director or Executive Director.



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