

Camp Towhee

SUMMER STAFF JOB DESCRIPTION

Position: EXCEL Program Leader

Reports to: EXCEL Supervisor

JOB SUMMARY

Work in conjunction with the EXCEL Supervisor and other EXCEL Program Leaders to plan, coordinate and facilitate Adventure Based/Experiential learning programs for groups of campers. Ensure the delivery of safe, effective, high quality programs utilizing appropriately sequenced adventure activities and designed to meet specific learning objectives and skill development themes. Participate in the development and facilitation of staff training and team building programs utilizing adventure based/ experiential learning activities. Assist in other areas of the camp by providing direct support and supervision of campers during meal times, evening programs, bedtime routines and night supervision. Work as part of the overall staff team by participating in the planning and implementation of special, camp-wide theme programs and activities. Adhere to and interpret to other staff the policies, practices and procedures of Camp Towhee and to act as a positive role model at all times.

DUTIES AND RESPONSIBILITIES

Program Design and Development

Work in conjunction with the EXCEL Supervisor and other EXCEL Program Leaders to plan, organize and facilitate programs for campers that are:

- safe (emotionally and physically)
- fun and varied
- skill development focused
- age and developmental stage appropriate
- sensitive to the needs and abilities of campers
- evaluated thoroughly by campers and staff before repetition
- appropriately documented on camp forms and Red Cross/Royal Lifesaving Society forms as required

Ensure that all programs in which campers are participating:

- meet the goals and objectives of the overall program
- provide for challenge and growth
- build self-esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas, input and leadership

Program Organization, Facilitation and Safety

- Act as a resource and support for campers, and be open and sensitive to campers who wish to discuss their feelings/concerns, while maintaining appropriate professional boundaries
- Ensure all programs are pre-planned, based on clearly articulated and realistic objectives
- Ensure all program goals, objectives, outlines, and evaluations are appropriately documented and handed in to the EXCEL Supervisor in a timely manner for review and approval
- Ensure that all campers and staff are aware of and abide by EXCEL Program guidelines and policies
- Check equipment for safety and cleanliness
- Provide direct leadership during EXCEL activities
- Encourage and motivate campers to participate in lessons and activities that are creative and age appropriate
- Use all low and high ropes course equipment and activities under the guidance and supervision of a trained and experienced Ropes Course Manager as designated by the Camp Director.

Supervision and Teamwork

- Receive supervision and support by meeting regularly with the EXCEL Supervisor for feedback and to review daily program plans
- Act on feedback received in a timely and professional way
- Seek out direction from your supervisor whenever you are unsure or unclear about anything
- Participate actively on the EXCEL Program Team, giving input and suggestions and problem solving

Participation

- Assist and support in other areas of the camp as required including supervision of campers during meal times, evening programs, bedtime routines and night supervision
- Adhere to and interpret to other staff all camp policies acting as a positive role model at all times
- Assisting in the overall camp program by sharing ideas, giving leadership when required, and completing all duties as assigned
- Assist in developing and implementing special camp-wide programs, including theme days, theme meals and staff socials as required

Documentation and Other Duties

- Complete all forms and reports accurately, and within the guidelines of the camp. This includes Daily Activity Logs, Ropes Course Equipment Usage Logs, Risk Management Check Lists, incident reports, staff evaluations, and program evaluations, as well as contributing to a detailed program report to be completed by the EXCEL Supervisor, and handed in to the Camp Director prior to the end of the summer
- Work in conjunction with the EXCEL Team and the Camp Directors to facilitate Adventure Based/Experiential staff training and team building sessions before pre-camp, during pre-camp, and throughout the summer as required
- Ensure that the EXCEL Supervisor is informed immediately of any/all necessary or potential Children's Aid Society reports. The Staff Member must make the official report to CAS.
- Perform all other related duties as assigned by the Camp Directors