

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Counsellor Supervisor

REPORTS TO: Camp Director or Assistant Director (as designated)

POSITIONS SUPERVISED: Cabin Counsellors and Support Counsellors

JOB SUMMARY

To provide direct supervision, leadership and support, and ensure the safety and well being of assigned campers in conjunction with Cabin Counsellors and Support Counsellors. To assist cabin counsellors in understanding and managing the behaviour of campers, and provide one on one intervention with campers as needed. To work with Cabin Counsellors and other Counsellor Supervisors to design, develop, and implement recreational and skill development programs which are sensitive to the needs, interests and abilities of campers. To supervise, evaluate and support assigned Cabin Counsellors and be part of the overall staff team by participating in the planning and implementation of camp-wide theme programs and other special activities. To adhere to, and interpret to all staff and campers the policies, practices, and procedures of Camp Towhee, and to act as a positive role model at all times.

DUTIES AND RESPONSIBILITIES

1) PROGRAM DESIGN AND DEVELOPMENT:

Work with Cabin Counsellors and other Counsellor Supervisors to plan and implement recreational and skill development cabin time and evening programs that serve to meet the needs of the section's campers. This includes:

- ensuring that programs are pre-planned, based on clearly stated goals and objectives;
- ensuring that outlines are handed in to the Camp Director for approval prior to implementation;
- ensuring that all staff are provided with support and feedback about programs;
- ensuring that adequate resources are available;

Ensure that the programs planned for campers are:

- safe (emotionally and physically)
- fun and recreational
- skill development focused wherever possible
- sensitive to the needs and abilities of campers
- varied
- provide for challenge and growth
- build self esteem and social competence
- foster positive interactions and relationships
- elicit camper's ideas, input, and leadership
- evaluated thoroughly by campers and staff before repetition
- meeting the goals and objectives of the overall program

2) STAFF SUPERVISION:

Provide supervision to Cabin Counsellors and Support Counsellors by:

- meeting daily to provide feedback and support
- evaluating them orally on a regular basis, and in writing during each session
- giving positive reinforcement, and keeping up staff morale
- listening to their concerns, following up on all requests in a timely manner, maintaining appropriate professional boundaries and providing support, crisis management and intervention where necessary
- ensuring that they abide by ALL Camp Policies and Practices
- coordinating days off, and communicating these to the Assistant Camp Director
- ensuring there is adequate supervision of the section's campers
- being a positive role model and giving proper leadership and direction to the section's staff

Counsellor Supervisor Cont'd

3) HEALTH AND SAFETY:

Work with the Camp Directors and Health Team to:

- ensure that all campers have participated in a health check upon arrival
- ensure that staff and campers thoroughly understand fire regulations and emergency procedures
- ensure all equipment, facilities and property is appropriately maintained and locked when not in use, and report immediately any damage or hazards
- ensure all staff and campers are clear about, and abide by Bolton Camp Policies as they relate to the use of alcohol, non-prescription drugs, violence and physical/verbal abuse, discrimination, and harassment

4) CAMPER SUPPORT:

Provide appropriate support to the campers by:

- establishing clear and consistent expectations from the beginning
- listening to and validating their feelings/concerns,
- following up on all requests in a timely manner,
- maintaining appropriate professional boundaries and
- providing support, crisis management and intervention where necessary.

5) DOCUMENTATION:

- ensure all forms and reports are accurately completed and within the guidelines of the camp; this includes incident reports, staff evaluations, program outlines, program planning forms and program evaluations, as well as a detailed program report and final inventory to be handed in to the Assistant Camp Director prior to the end of the summer
- ensure that the Camp Director is informed immediately of any/all necessary or potential Children's Aid Society reports.

The staff member must make the official report to CAS

6) OTHER RELATED DUTIES:

- assist in the development and implementation of special programs, including theme days, theme meals, and staff socials in conjunction with Program Staff.
- perform all other related duties as assigned by the Camp Directors