

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Support Counsellor

REPORTS TO: Counsellor Supervisors

JOB SUMMARY

To work in conjunction with cabin counsellors to provide supervision and leadership, and ensure the physical and emotional safety of campers ages 10 to 18 years. To fill in for cabin counsellors on days off in designated cabin groups, and provide extra support to cabin groups experiencing behaviour or adjustment problems. To ensure that campers' basic needs are met on a daily basis in terms of health, hygiene and nutrition, and that campers are supported in adjusting to the daily schedule. To work with cabin counsellors and counsellor supervisors to lead the campers in recreational and skill development activities during cabin time. To assist in the design, development, and implementation of special camp-wide theme programs which encourage positive interactions among campers and staff. To adhere to, and interpret to the campers the policies, practices, and procedures of Camp Towhee, and to act as a positive role model at all time.

DUTIES AND RESPONSIBILITIES

1) Supervise and support a group of campers in conjunction with cabin counsellors by:

- ensuring the physical and emotional safety of each camper
- assisting campers in learning and adjusting to the daily routine
- assisting each camper in meeting their health, hygiene and nutritional needs
- explaining and clarifying camp guidelines and expectations
- participating with campers in ALL programs and activities
- providing fun, safe, and age appropriate activities
- learning each camper's name, and what they each want to experience at camp
- being sensitive to the individual needs and abilities of each camper
- modeling appropriate behaviour in all routines, programs, and activities
- cooperating with plans of cabin counsellors when filling in for counsellors' days off

2) Work with the Counsellor Supervisors to plan, organize, and implement cabin time activities and evening programs for campers that:

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

Support Counsellor Cont'd.

3) Assist in all activities in all camp programs by:

- checking equipment and program areas for safety and cleanliness
- reporting any unsafe conditions immediately
- providing direct leadership during activities
- encouraging and motivating campers and staff to participate in activities
- participating with campers in programs and activities
- providing extra supervision at mealtimes, bedtimes, and any unstructured or "choice" times
- taking responsibility for all campers, whether or not they are part of your cabin group

4) SUPERVISION

Receive supervision and support by:

- meeting regularly with the Counsellor Supervisor and other Counsellors for feedback
- acting on feedback received
- seeking out direction from your supervisor whenever you are unsure or unclear about anything
- assisting in the implementation of special theme days, evening programs, and other camp activities
- being an active member of the Counseling Team, giving input and suggestions and problem solving

5) Participate fully as part of the overall staff team by:

- working co-operatively with all other staff
- supporting and interpreting to other staff and campers all camp policies
- acting as a positive role model at all times
- assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned

6) DOCUMENTATION:

Ensure all forms and reports are accurately completed and within the guidelines of the camp:

- this includes incident reports, camper reports, staff evaluations, program planning forms, Interest Session ideas, program and training evaluations, and supply requisition forms.
- ensure that all program goals, objectives, outlines, and evaluations are appropriately documented and handed in to the Counsellor Supervisors in a timely manner
- 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.

7) OTHER RELATED DUTIES:

- Perform all other related duties as assigned by a Counsellor Supervisor or designate, including acting on behalf of a Counsellor Supervisor if required during her/his absence.

