



# Camp Fircom Society

Of the United Church of Canada

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<b>Job Title:</b>	<i>Camp Counsellor</i>
<b>Salary Band:</b>	<i>Term Contract</i>
<b>Reports To:</b>	<i>Summer Camp &amp; Outdoor Schools Manager</i>
<b>Contract Date:</b>	<i>July 3<sup>rd</sup> – August 19th</i>
<b>Compensation:</b>	<i>\$85/day (Food, accommodation &amp; water taxi provided)</i>

## Job Purpose

Camp Fircom is more than a typical traditional summer residential camp for children, youth, and families to enjoy and visit. It is a transformative experience that is fuelled by the opportunity for campers to deepen connections with themselves, their peers, the natural world while engaging in meaningful, experiential, creative, spiritually-enriching, and fun activities. We are proud to be leaders in outdoor education, leadership development, sustainable agriculture, and responsible stewardship of our land.

We welcome campers from all faiths and backgrounds; continue to develop and enrich our summer camp sessions with unique, high quality programming; actively model respect for our earth; and, inspire campers to embrace their authentic selves while accepting challenges and exploring their interests.

## Working Scope

Reporting to Summer Camp Coordinators and the Summer Camp & Outdoor Schools Manager, Camp Counsellors represent Camp Fircom and its Mission and Goals to its clients, neighbours, and the general public. They are not only responsible for the overall care and well-being of campers assigned to their cabins, they also are in charge of planning, preparing, and implementing a variety of activities for all campers. Camp Counsellors are mature, creative, and nurturing individuals that are capable of providing each child with a safe, supportive, and memorable camping experience.

Camp Counsellors receive guidance and support from the Camp Fircom Resource Team, which includes Summer Camp Coordinators, the Spiritual Life Director, and the Summer Camp & Outdoor Schools Manager.

## **Duties and Responsibilities**

- Supervise – daily and nightly – cabin groups of 8 to 12 children, ensuring safety and well-being are a first priority
- Plan, prepare, and deliver activities and games that address multiple intelligences and the campers' expressed interests and developmental needs
- Provide positive role modeling, support, and encouragement to all campers and volunteers
- Create and manage routines and expectations that build a positive cabin community.
- Ensure campers are well-nourished, attend to hygiene, and receive medical care when required
- Assist campers in keeping their belongings together and their cabin clean
- Prepare and lead “rainy day” and “down time” activities for unstructured time
- Collaborate with – and mentor – volunteers to facilitate the development of their leadership skills
- Actively participate in all aspects of camp (i.e., leading campfire sessions, wide-games, daily reflection experiences, etc.)
- Model enthusiastic, mature leadership to campers, volunteers, and staff
- Be sensitive to, and strive toward, fulfilling the mission and goals of Camp Fircom
- Develop a working knowledge of information contained in Camp Fircom's Staff Manual and Policy and Procedure Manual
- Develop a working knowledge of all Camp Fircom Emergency Procedures and be capable of handling emergency situations should they arise
- Other duties as required

## **HUMAN RESOURCES MANAGEMENT**

- Development and supervision of human resource needs including:
  - Participating in a comprehensive staff training program prior to the beginning of camp
  - Ensure relevant documentation and certifications are in order according to Fircom policies and BCCA's standards
  - Ensuring familiarity with camp policies and procedures
  - Will be subject to check-ins and performance evaluation by Summer Camp Coordinators and/or the Summer Camp & Outdoor Schools Manager

## **INTERNAL RELATIONSHIPS**

- This position reports directly to the Summer Camp Coordinators and the Summer Camp & Outdoor Schools Manager
- Informs the Summer Camp Coordinators of issues affecting the development and delivery of programs
- Works effectively and respectfully as a member of Fircom's summer staff team.
- Represents Camp Fircom Society and United Church Camps through all programs and public appearances
- Participates in and upholds the mission, vision and values of Camp Fircom, working to ensure success of Camp Fircom's strategic plan

## Competencies

- **Commitment to Organization Mission, Vision and Values** – demonstrates and promotes an understanding of, and appreciation for the mission, vision and values of Camp Fircom Society and the United Church of Canada
- **Leadership** – Motivates and inspires others to take action and achieve desired outcomes.
- **Relationship Building and Collaboration**- Builds positive interactions internally and externally to achieve work related goals.
- **Health and Safety** – Acknowledges need for Health and Safety and understands how to manage and educate others in risk management and harm reduction.
- **Development** – Commits to continuous learning and development for self, participants, volunteer and staff.
- **Teamwork** – Actively participates to build maximum organizational effectiveness for Camp Fircom and United Church of Canada
- **Planning and Organization** – Establishes a clearly defined and effective course of action for self and others to accomplish short and long term goals.
- **Quality Focus** – Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- **Business Oriented** – Develops plans and takes actions with a view to maximizing returns.
- **Results Oriented** – Ability to achieve and exceed identified goals.
- **Decision-making** – Ability to solve problems while exhibiting judgment and a realistic understanding of issues and outcomes.

## Qualifications

### EDUCATION & SPECIALIZED KNOWLEDGE

- Must be at least 17 years of age
- Familiarity and comfort with camping and outdoor recreation
- Previous experience working with children in a recreation and programming capacity
- Strong communication skills
- Clear Criminal Record Check
- Hold valid certification for First Aid & CPR

### REQUIRED SKILLS AND ABILITIES

- Extensive knowledge of the camping, outdoor experiential education and recreation leisure industries.
- Demonstrated ability to design, develop, and support culturally competent programming.
- Strong organizational and interpersonal skills, as well as proven leadership ability to guide and motivate campers, staff and volunteers.
- Ability to work under pressure, set priorities and meet deadlines.
- Strong oral and written English communication skills.

### **ADDITIONAL SKILLS CONSIDERED AN ASSET**

- Class 4 or 5 divers license
- Second language
- Bronze Cross or NLS
- OFA III/Advanced Wilderness First Aid
- Teaching/coaching certification
- SuperHost, babysitter training or other similar certifications
- Certification in specific recreational activities (i.e. RCABC ocean canoeing, ACCT challenge course)
- Musical skills (ex. Play guitar)

<b>Working Conditions</b>
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- Contract position July 3<sup>rd</sup> – August 19<sup>th</sup>
- Requires working in an outdoor environment on Gambier Island when necessary to meet program needs.
- May occasionally travel to other locations in and around Metro Vancouver and the Lower Mainland.
- May be required to work some evenings, weekends, and statutory holidays.
- May be required to work alone on a semi-remote site.
- May be required to open up or lock up when guest groups are not on site. This might involve locking up in the dark in a semi-remote area.
- May involve working with difficult clients.

**NOTE:** Employment as a Camp Counsellor is dependent on summer camp registration.