



## HEAD COUNSELLOR

Position Title: Head Counsellor  
Status: Seasonal position  
Reports To: Senior Coordinator Recreation  
Department: Recreation, Sport and Fitness Services

### **Purpose:**

Head Counsellors are responsible for delivering a fun, safe, inclusive and memorable experience for campers and their families.

### **Duties & Responsibilities:**

Head Counsellors are responsible to guide a team of camp counsellors, assist Program Supervisors, facilitate age-appropriate activities and provide support to daily camp operations. The duties of this position include:

- Aid in the facilitation of Staff Orientation
- Cover Counsellor positions when needed to maintain ratio
- Assume Administrator duties from Camp Office on rotation
- Usher campers to and from Camp Office and designated camp
- Tend to campers needing a quiet break or unwell
- Help organize and execute large camp wide activities
- Provide feedback regarding Staff & CIT performance evaluations
- Maintain order in equipment storage facilities
- Work with children ranging from 4-13 years old in a camp setting
- Provide high-quality, fun and enjoyable experiences for camp participants
- Have a positive attitude, be enthusiastic and actively engage in every aspect of the programs
- Share the workload equally with co-counsellors when leading various small and large group activities
- Be proficient in a variety of the following recreational domains: arts and crafts, sports, dramatic arts, and camp style games
- Model good behaviour for campers as it relates to sportsmanship and respectfulness
- Encourage campers' participation and involvement in activities at every opportunity
- Adhere to the established daily schedule and communicate efficiently with their Program Supervisors any changes or scheduling conflicts
- Recognize when there is a need to pivot and be able to run impromptu games to fill gaps in programming, or when an activity is not running smoothly adapt to better suit camper's needs and interest
- Actively participate in the water and engage with campers during the daily recreational open swim
- Supervise and safeguard assigned campers at all times ensuring all safety protocols are followed
- Return all supplies and equipment utilized in designated location and respect RA property

- Understand all emergency procedures associated with the camp program and RA operations
- Be aware and monitor campers with dietary restrictions, allergies, no photo privileges and any disclosed special needs. Safeguard campers medical equipment (ie EpiPen)
- Administer first aid according to RA protocol including documenting in a professional manner all incidents immediately following the occurrence and notifying their Program Supervisor
- Be comfortable speaking with guardians regarding campers' experience including sensitive topics around behaviour or an injuries
- Assist in maintaining accurate program records, including incident reports and electronic sign in and out documentation
- Speak professionally with parents at drop off & pick up times and record daily attendance electronically with a customer service-oriented mindset
- Utilize appropriate behaviour management techniques outlined during pre camp training
- Foster an inclusive camp environment and work with the inclusion team when experiencing challenging behaviours
- Provide leadership and guidance by mentoring Counsellor-in-training Volunteers ensuring a cooperative working environment and meaningful program experience
- Support and direct Counsellor-in-training Volunteers on a daily basis through evaluation and continuous constructive feedback
- Attend mandatory pre-camp training session and weekly staff meetings
- Work cooperatively with RA employees and all members of the Summer Program Team
- Perform other duties as assigned by Senior Camp Coordinator

### **Skills / Qualifications / Prerequisites:**

- Post-secondary student or a Grade 12 secondary school student
- Valid Standard First Aid & CPR B or C Certified
- Vulnerable Sector Police Records Check (valid within 2 years)
- Available the entire period of the RA Summer Camps season (8 weeks)
- Previous experience working with children in a school, sport, or childcare setting
- Must be a mature, caring, patient, responsible, energetic and positive person who genuinely enjoys working with children and being active
- Strong communication, leadership and organizational skills
- Thrive in a team environment
- Comfortable participating in the chlorinated outdoor pool on a daily basis
- Bilingualism is an asset
- Be able to navigate a vast facility, engage in physical activities such as running after children (as necessary), demonstrate mobility through bending, squatting, kneeling and rotating, lift objects weighing up to 25 lbs/11kgs, be at ease with exposure to both indoor and outdoors environments and be comfortable in a simulating, loud setting daily for extended periods of time.