

Job Title: Counselling Director

Location: Elmwood, Ontario – Between Hanover and Durham Ontario

Dates of Employment: June 26, 2022 – August 27, 2022 (flexibility given to school end dates)

About Us:

Since 1971, Camp McGovern has been faithful to the original vision of providing underprivileged children and youth with the opportunity to go to overnight camp. At Camp McGovern we serve approximately 75 kids a week - all of whom are referred through Children's Aid, United Way Agencies or Big Brothers Big Sisters. We are situated on 120 acres located along the beautiful Saugeen River, near Hanover, Ontario.

Our team of staff and volunteers put on an array of activities throughout the week including: Arts & Crafts, Nature Programs, River Rides, High/Low Ropes, Archery, Swimming, Canoeing, Campfires, Games and more. Camp McGovern is a welcoming, safe environment where Campers and Staff come from all walks of life and experiences. We value friendships, we foster leadership and we hold a shared passion for having FUN.

If you want to make an impactful difference while utilizing your experiences, education, leadership and skills, then this may be the perfect fit for you!

Job Description:

Camp McGovern is a registered charity seeking a Counselling Director for our summer camp operations. We are looking for an enthusiastic candidate who has a big heart, a positive attitude and a desire to be a leader in the camp community.

Camp McGovern's Counselling Director is the direct supervisor for all Cabin Counsellors and 1-to-1 facilitators. They are responsible for providing training, support and counsel to frontline staff members so campers' safety and well-being is prioritized. The Counseling Director serves as part of the Leadership Team to create an environment that fosters staff confidence in supporting campers. They lead by example and are a constant resource in the formation of strong counselling skills.

Responsibilities:

- Work collaboratively in overseeing all aspects of our summer camping sessions, including pre-camp planning, registration, staff training, program implementation and camper evaluations.
- Ensure that training, support and guidance is provided to all counsellors so that the campers' safety and well-being comes first in every aspect of their work
- Provide leadership and support for the staff to ensure program goals are met.
- Ensure the health and safety of campers, staff and guests.
- Assist in effectively completing the training of summer staff so that camp policies, guidelines and all applicable legislation are complied with.
- Work with the Administrative Assistant in coordinating cabin compositions.
- Assist counsellors by providing guidance when a camper disclosure arises.
- Observe camper/counsellor interactions and provide feedback to counsellors as needed.
- Facilitate conversations between cabin counsellors, program staff and health care staff in order to fully understand each camper's needs, and how best to serve their needs during camp sessions.
- Assist in maintaining accurate program records including incident/accident reports, camp documentation and weekly attendance.
- Plan, organize, lead and participate in camp program activities which include, hiking, canoeing, swimming, games, archery, nature, and more.
- Maintain open lines of communication, and support staff and campers by fostering an atmosphere where they feel free to ask questions, bring forward concerns and seek guidance.
- Be available 24/7 to assist counselors with emergency situations involving campers.
- Oversee the camp's 'Clothespins for Cool Kids' program.
- Work with the Director in recommending and dealing with staff and camper concerns that may require dismissal.
- Design and implement training during the staff training week on camper behaviour, cleaning, hygiene, etc.
- Coordinate daily check-ins with counselling staff.
- Provide feedback to the Director to assist in staff evaluations.
- Ensure that issues regarding violence, harassment or abuse, respect, or any other serious concern, are documented and reported to the Director.
- Understand, follow and enforce all policies, procedures and protocols outlined in the Operations Manual.

- Participate in camp special events, cabin supervision, and other camp duties as required.
- Create a staffing schedule that ensures enough time off for staff while maintaining appropriate supervision and program coverage.
- Show an understanding and support for youth from all cultural and socioeconomic backgrounds, including those who have experienced unstable households, victims of abuse, or who suffer from mental health concerns.
- Achieve a healthy balance between following instructions, taking initiative, meeting personal goals and motivating others while remaining true to the mission of Camp McGovern.

Our ideal Counseling Director:

- **Fosters** self-esteem, social skills, and respect for others.
- **Uncovers** potential for personal growth in campers.
- **Nurtures** mentoring, teamwork, and leadership development.
- Is a positive and conscientious professional who, in collaboration with the rest of the camp staff, ensures a safe and fun experience for our campers.
- Possesses excellent communication skills (both oral and written) and ability to manage conflict in a calm, professional manner.
- Has strong interpersonal skills, including patience and communication .
- Is empathetic to the diverse group of campers and staff.
- Is safety driven in everything they do.
- Provides comfort and support when someone needs it.
- Communicates well and seeks help when needed.
- Is organized and keeps accurate records.
- Leads by example.
- Understands the importance of camper confidentiality, but knows when a disclosure is required (training provided).
- Is resourceful and creative when it comes to camp activities.
- Demonstrates adaptability, flexibility and creativity in dealing with numerous requests for assistance that may range from program delivery to administrative tasks.
- Has experience working with people of diverse backgrounds. We do not discriminate on the basis of race, color, origin, age, sex, sexual orientation or disability.

Job Requirements:

- At least 19 years of age
- Valid First Aid/CPR-C
- A satisfactory Police Records Check - including the Vulnerable Sector Screening (dated within 3 months of employment)
- Certifications in Lifeguarding, Challenge Courses, Canoe/Tripping, etc. are considered an asset, but not required.
- Education or experience in camp, youth programs, recreation, early childhood education, education programs working with children, support work, working with children with identified special needs, outdoor education, forest school or related fields.
- Previous work experience (ideally in a leadership role) in the summer camp industry.