



## Rovers Day Camp: Day Camp Counsellor

<b>Job Title:</b>	<i>Program Instructor</i>
<b>Job Duration:</b>	<i>June 27, 2022 to August 29, 2022</i>
<b>Job Hours:</b>	<i>Full-time / Day Camp Hours (37.95hrs / week)</i>
<b>Reports To:</b>	<i>Summer Coordinators</i>
<b>Application Deadlines</b>	<ul style="list-style-type: none"><li><i>Open Until Filled</i></li></ul>

### Job Purpose

As a summer camp, Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included in the camp culture. The supportive nature of the camp allows for campers to try new activities and develop new skills with the help of caring staff members. Sasamat's summer camp and Outdoor Centre is located in beautiful British Columbia.

Camp Counselors make up the majority of the Sasamat staff team, and are the heart of the summer camp experience for our campers. Day Camp Counsellors spend their days, Monday to Friday, with their campers, providing leadership and care in a wide variety of camp activities and skill areas. Once a week on Thursday nights all of our day camp staff stay late at camp for a camper cook out and campfire!

Skills of a strong counsellor are enthusiasm, creative programming, independence, genuine care for others and strong work ethic. All camp counselors should be prepared to support camp as a whole and be prepared to share duties of other areas of camp when needed. Day camp counselors also help provide support and supervision for buses on a rotating weekly basis.

### Rovers Day Camp Staff Details and Contract types

#### Regular Rovers Day Camp Contract:

- 37.95 hours per week with weekdays starting at 9:45am – 3:45pm (With the exception of our late night Thursdays: 9:45 am – 8:15pm)

#### Bus Duty contracts:

- As a day camp counselor you may be asked or can apply to help with our daily bus duties for the summer. This gives staff additional working hours and a free transportation option from certain locations! Start and end times for the day may vary.
- Bus support staff helps take attendance and run sign out at designated stops. They also help provide camper supervision during the bus ride to camp. Two staff are on the bus but may get on and supervise different stops during pick up and drop off.

Vancouver Bus Contract: 40 hours / week all summer with bi-weekly bus duty.

Burquitlam Bus Contract: 40 hours / week all summer with bi-weekly bus duty.

Port Moody bus Contract: 36.5 hours per week

### **Summer Camp 2022 Training**

- Summer staff training
- Policy and procedure training
- RCABC course days

### **Duties and Responsibilities**

#### **Staff Training**

- To participate in 100% of pre-season staff training at camp and online
- To read, know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply with this information could result in discipline including dismissal.)
- To submit a detailed medical, application, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than June 28.

#### **Camper Group Leadership**

- To be responsible for the safety and well-being of the children, assigned to you by the Administrative Coordinator. This includes administering first aid and completing first aid/near miss reports.
- To follow program guidelines for your group using the resources of the camp and the outdoor environment. This includes COVID-19 risk management, policies and procedures.
- To encourage the development of each camper in your group and to stimulate the campers' social development as members of a group.
- To introduce and stimulate your group's awareness of the outdoors and to encourage sound environmental practices in the use of outdoor facilities.
- To further develop each camper's skills in those areas that you are proficient and that the camp deems valuable - e.g. cooking, swimming, crafts, orienteering. Use resource staff whenever you feel necessary - e.g. waterfront activities.
- To keep the Counselor Coordinator informed as to the location and nature of your daily program.
- To be punctual and enthusiastic in carrying out the camp routines.

- To be at work on time and ready to start the work day as specified by daily or weekly schedules.
- To keep an accurate attendance record of all your campers.
- To assist with final clean up tasks after campers have gone home.

### **Other Duties**

- Day Camp Counselors may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members fulfilling objectives that may not be specific to this position.

### **Covid-19 Policies and Procedures**

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.
- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at [www.sasamat.org](http://www.sasamat.org).

### **Self-Care**

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

### **Qualifications**

#### **Specialized Knowledge and Certification**

- Current Standard First Aid and CPR-C
- Cleared Criminal Record Check
- Current RCA BC Advanced Solo/Tandem Canoe Certification

#### **Additional qualifications considered an asset**

- Bronze Cross or NLS (Pool, Waterpark or Waterfront)
- Valid Class 4 driver's license
- Wilderness First Aid
- High Five
- Food Safe

**Skills**

- Strong interpersonal and communication skills
- Ability to work independently and exercise initiative
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to observe/assess camper behaviour, enforce safety regulations & emergency procedures, & apply appropriate behaviour-management techniques

**Experience**

- A background working with children
- Participation in applicable leadership programs or related experiences
- A background working in the outdoors

**Working Conditions**

- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients
- May require some weekend work
- May require close contact with campers using appropriate PPE

**Physical Requirements**

- Physical ability to provide active care, programming and supervision of campers 5 days a week for the duration of summer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_