



POSITION: **Camp Counsellor**
REPORTS TO: Program Coordinator and Manager of Strategic Initiatives, Ralph Thornton Community Centre
AGENCY: Ralph Thornton Community Centre

A. GENERAL ACCOUNTABILITY

This position is directly accountable to Program Coordinator and ultimately the Supervisory Committee of RAC Camp. The counsellor is responsible for supervising a group of children in a variety of recreation activities.

B. NATURE AND SCOPE

This position is responsible for providing a safe, fun and enriched camp experience for children ages 5-12 within the stated RAC policies and procedures. In conjunction with the Coordinator of RAC and in collaboration with other counsellors and specialists, the counsellor is responsible for planning and implementing daily recreation programs. In recent years, RAC camp has been expanded to increase access to LGBTQI2S families and local residents.

C. SPECIFIC ACCOUNTABILITIES

- Plans and implements age appropriate recreation programs.
- Supervises children in program.
- Prepares regular program plan.
- Collects all camper attendance and permission records required for camp activities.
- Updates inventory reports relating to first aid and program supplies.
- Communicates to parents regarding camp activities.
- Attends training as required.
- Reports regularly to the Coordinator of RAC camp and participates in supervision sessions.
- Attends all required meetings associated with RAC.
- Assists in the evaluation of the RAC program.
- Follows camp policies and procedures.
- Performs other camp related duties as assigned by the Coordinator of RAC.

D. EXPERIENCE/QUALIFICATIONS

- 1 year previous experience working with children
- Recreational programming skills--program planning and implementation
- Effective communication skills--written and verbal
- Emergency First Aid and CPR-C
- Must be between the ages of 16 and 30 years at the start of employment
- Must have been registered as a full time student in the previous academic year and intend to return to school on a full time basis in the next academic year.
- Priority will be given to folks from LGBTQI2S backgrounds

Rate of Pay: \$14.10 (As Summer Program Staff, this position is excluded from CUPE Local 2998)
Contract: July 2, 2019 through August 23, 2019, inclusive, Mandatory training offered in May/June T.B.D
Hours: 35-40 hours/week Monday through Friday

Please send resume to glenn@ralphthornton.org with the subject heading "RAC Counsellor" by April 26, 2019.