



An Active Living Program of Easter Seals Nova Scotia



**TM Camp Tidnish**  
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[www.easterseals.ns.ca](http://www.easterseals.ns.ca)

**Job Title:** Head Counsellor  
**Reports to:** Assistant Director & Camp Director  
**Pay:** \$72 / Camp Day  
**Work Term:** May 25, 2018 – August 27, 2018

## PURPOSE

To provide supervision of their session assigned cabins, their campers and assigned counsellors, and uphold all Camp Tidnish and Easter Seals Nova Scotia Policies and Procedures. These key staff members should have strong leadership and initiative skills, be a team player and have a good sense of fun and humour. The Head Counsellors will serve as an instructor in assigned activities and serve as a role model for all counselling staff. The ability to manage stress and multiple demands is necessary.

## EDUCATION AND EXPERIENCE

- Must be a high school graduate currently pursuing secondary education at a college or university level
- Must have previous experience working in a camp environment
- Must have a valid First Aid & CPR training
- Previous supervisory experience considered an asset
- Previous experience working or volunteering with persons with disabilities considered an asset.

## QUALIFICATIONS

- Must possess strong leadership and initiative skills
- Must have qualities required to be a positive leader and a role model to other counselors
- Must have strong written and oral communication skills
- Must be a team player
- Must be willing and able to adjust and adhere to camp policies, procedures, and program requirements
- Must operate from the philosophy that “Campers Come First”

Under the direction of the Assistant Camp Director and the Camp Director, the Head Counselor will:

- Supervise the cabin assignment per session, its campers and counselors;
- Take part in all recommended training sessions;
- Oversee all counselor responsibilities, such as, but not limited to, the totality of camper care: toileting and bathing; dressing and grooming; lifting; feeding; and putting to bed and getting up; clothing lists; camper evaluations; Incident and Accident Reports; other

cabin duties as needed;

- Ensure all camp routines, policies and procedures are understood and being followed as instructed;
- Contribute to cabin assignments and schedules as needed by the Directing team;
- Facilitate daily cabin staff meetings for their assigned cabins;
- Maintain the upmost confidentiality in regards to staff issues and camper personal information;
- Take an active role in participating in camper programs;
- In coordination with the Program Director and the other Head Counsellors, plan and facilitate morning session activities;
- Interpret the Camp Tidnish rules, policies and traditions to the campers;
- Be responsible for all aspects of health, safety and welfare of campers entrusted into his or her care;
- Ensure that campers are suitably supervised during rest periods, meal times and activities;
- Ensure cabin counselors have had appropriate breaks before taking own break;
- Advise and, if necessary, appropriately use disciplinary actions if a campers exhibits a behavioural concern;
- Act as a representative for cabin counselors when ideas and/or concerns must be brought to the attention of the Camp Director;
- Report all disciplinary actions to the Camp Director;
- Ensure all Incident and Accident Reports are completed in a timely and professional manner;
- Coordinate and lead camper activities on an occasional basis;
- Oversee and participate in daily cabin cleaning;
- Participate in daily chores as well as camp wide cleanup at the end of every session as well as at the end of the camping season;
- Be fully familiarized with the contents of the Camp Tidnish Staff Policies and Procedures Manual;
- Complete other duties as requested by the Assistant Camp Director and Camp Director.
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\*Room and board included in pay.

Staff are required to live on site during camp sessions and to be on call as required to provide effective support for our campers.

Hours of work are directly related to a typical camp day plus any additional hours required fulfilling the duties associated with the position.

### **HOW TO APPLY**

Submit Cover letter and Resume: [camping@easterseals.ns.ca](mailto:camping@easterseals.ns.ca)

Or fill out the online application: <https://form.jotform.com/72953605625259>

Contact Camp Director – Steven McCluskey