



2023 Head Counsellor Job Description

About Us

For 40 years, Camp Amicus has provided impactful and life-changing camp experiences for children, teens, and youth with Learning Disabilities, ADHD, and related diagnoses. It is a place where participants are seen and understood for who they are, with individual supports in place for each camper to find understanding, build confidence and maximize their potential. All programs at Amicus are based on current evidence-based and peer-reviewed models and interventions.

About You

Camp Amicus is not only a place for our campers to grow but for our staff to grow too! We are passionate about helping staff develop new skills and find their passions within their role at Camp Amicus. Amicus staff are defined by their desire to grow, take responsibility for any missteps (we all make mistakes!), are flexible when changes happen, communicate with others clearly and honestly, and are self-starters. Amicus is not limited to folks with a set background in working with children, or camp/recreation programs. We appreciate having staff with little or no experience joining our team who want to learn as they often provide new perspectives on our programs, policies, and how Amicus can be successful.

Position Summary

Working collaboratively with other Head Counsellors (HC's), Amicus HC's support a team of 4-6 frontline Camp Counsellors in developing their skill set to implement meaningful and impactful programs for our campers. Head Counsellors step in to support counsellors with meaningful and structured feedback on their programs, delivery of the programs, and the adaptation of the programs. Additionally, Head Counsellors give support to counsellors during escalating camper behaviors through supporting the camper, the staff or joining the counsellors group to support the other campers. Finally, Head Counsellors are responsible for supporting staff and leading specific components of staff training. Head Counsellors are supported by their Counsellor Coordinator to find success in their role at camp. We take



the development of our camp staff seriously, through over 100 hours of paid training and industry certifications such as SIVA (Supporting Individuals through Valued Attachments) Training and structured supervision and mentorship plans for each staff member.

Note: For 2023 we are intending to provide both overnight and day camp programming. Staff hired may give their preference as to which program they prefer to work. While we try our best to accommodate staff's program of choice, there is no guarantee that is where they will be placed.

Physical/Social Demands of the Role

Candidates must be able to see and respond to campers and other staff consistently.

Candidates must be able to work in a consistently mobile fashion - moving for up to 4 hours a time.

Candidates must be able to sustain attention to the program participants without significant impairment.

Candidates will not have access to their cell phones during work hours, except during special circumstances or emergencies.

Key Position Responsibilities

In accordance with our mandate of creating a caring and safe environment for children and their families, we require an up to date (within 6 months of start) Police records with Vulnerable Sector Screening and eligibility to work in Canada.

Supporting and Coaching Counsellors

- prepare and deliver meaningful staff training modules that relate to our mission, values, and outcomes - assigned by the camp manager
- meet 1:1 with counsellors on your team to provide meaningful and professional feedback on their programming and job performance to support growth and development
- provide additional supervision during peak times - free time, meal times, bedtimes, choice programs, camp-wide game.
- support and implement behavior support plans and safe person/safe place plans with counsellors and campers to ensure correct supports are put in place.
- work 1:1 with campers who are in need of additional support for their emotional and behavioral regulation.



- provide coverage for staff during their breaks and administrative time blocks.

Supporting Programs

- provide additional support to program areas for campers who are in need of 1:1 support for their emotional and behavioral regulation.
- participate actively in programs with campers and staff to ensure high levels of safety and engagement.
- provide feedback and adaptations for programs to ensure they align with current evidence-based practices and the values and mission of Camp Amicus.

Documentation and Communication

- inform supervisor (counsellor coordinator) of any camper issues that arise in a timely manner (within 2 hours).
- edit camper reports for your counsellor team to ensure they are grammatically correct, coherent and include appropriate strategies for families.
- ensure all forms (safe person/safe place plan, accident/incident report, behavior support plan) are completed accurately in a timely manner (by end of day).
- complete and update the 'bus binder' for the counsellor coordinator role.

Other Duties as Assigned

Qualifications

Required Criteria

- Current Standard First Aid and CPR Level-C Certification.
- Be between the ages of 18 and 30 by the start date of your contract.
- A positive attitude and desire to work collaboratively with the Camp Amicus team, giving and receiving feedback professionally.
- Ability to live on-site at our overnight camp for 5 days/4 nights per week for training and overnight camp dates.
- Excellent verbal and written communication skills, and proven organizational abilities.
- Mature, flexible, and well-organized with the ability to work well with other staff, supervisors, and management as a member of a multidisciplinary team



Advantageous Criteria

- Ability to work beyond the summer program in our year-round recreation and respite programs.
- National Lifeguard Service certification (current or ability to recertify).
- Excellent verbal and written communication skills, basic accounting, and proven organizational abilities.

Position Details

Duration

May 18, 2023 - August 31, 2023

No programming or training on May 19, July 3, or August 1, 2023.

Location

Day camp program

- Foothills Academy Society
745 37 Ave NW
Calgary AB

Overnight Program

- Goldeye Centre
Nordegg, AB T0M 2H0
- For overnight camp, staff begin work Sundays at 7:00 AM and finish Fridays at 1:30pm.
Transportation is provided for staff for all overnight camps and staff training.

Compensation

\$700/week

Application Procedure

Please submit a resume and cover letter to amicus_employment@foothillsacademy.org

Camp Amicus is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with



disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace that is free from discrimination and harassment. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada. Accommodations are available on request for candidates taking part in all aspects of the selection process.