



## 2023 POLARIS Coordinator 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 the Camp Manager, the POLARIS Coordinator is responsible for the planning and implementation of our teen leadership programs for teens in grades 7 - 12. The POLARIS Coordinator is the direct supervisor of a small staff team and assigns tasks within that team appropriately. Additionally, this role supports the highest levels of behavior management for our teen campers, and leads the decision-making process around interventions for our campers to ensure their needs are met and they are able to grow effectively in our program. Additionally, the POLARIS Coordinator is responsible for supporting staff training through the leading of specific components of staff training. Finally, POLARIS Coordinator acts as the 'voice of camp' by leading staff meetings, providing the second level of staff feedback and performance reviews, communicating daily with the Camp Manager about camper and staff support needs, and joining conversations with families to ensure the highest level of



care for our campers. The POLARIS Coordinator is supported by the Camp Manager 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.

### **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 8 hours a time over rough terrain - backcountry hiking trips.

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 and 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.

#### *Program Planning and Leadership*

- Review and expand current program sessions and offerings.
- Plan and lead front country and backcountry hiking trips and skill development programs for those trips with campers and staff - i.e., practice hikes, meal planning, route planning, leave no trace, etc.
- Lead non-hiking programming, and appropriately assign programming to POLARIS staff to lead throughout the program.
- Ensure the program is inclusive of participants and their skill sets, developing skills and challenges.

#### *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 POLARIS staff to provide meaningful and professional feedback on their job performance to support growth and development.



- Guide decision-making for interventions for camper 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 behavior regulation.

#### *Communication and Organization*

- ensure counsellors are aware of any medical concerns or special needs within their group.
- lead daily staff meetings to ensure counsellors are aware of emerging support plans and challenges for our campers.
- relay any concerns of the staff, campers, and general public to the Camp Manager.
- work collaboratively with the camp manager in scheduling and executing staff program and break schedules.
- create camper groups and staff teams in collaboration with the Camp Manager.

#### *Documentation*

- inform supervisor (camp manager) of any camper issues that arise in a timely manner (within 2 hours)
- complete sessional camper reports to a high level - well-edited, coherent, 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 POLARIS 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 6 days/5 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).
- Wilderness First aid or equivalent certification
- Hiking and backpacking experience
- Excellent verbal and written communication skills, basic accounting, and proven organizational abilities.

### **Position Details**

#### *Duration*

May 8 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*

\$760/week

### **Application Procedure**

Please submit a resume and cover letter to [amicus\\_employment@foothillsacademy.org](mailto: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.