



## 2024 Head Counsellor Job Description

### About Us

For over 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!), be 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

The Head Counsellor (HC) role is a leadership position with a variety of responsibilities. Primarily, HC's are responsible for the following.

- Supporting their team of 4-6 camp counsellors. This includes regular check-ins, giving meaningful and structured feedback regarding their programs and delivery, and working with them to build their skills.
- Supporting high-level camper behaviours. If a camper needs more support than their camp counsellor can provide or is escalated, the HC will step in to provide 1:1 support. HC's will build



positive relationships with the campers, use de-escalation strategies, and will lead collaborative conversations regarding safety and behaviour plans with campers.

- Admin work including reviewing camper reports and awards

HC's will work collaboratively with each other and are supported by the Counsellor Coordinator to find success in the role. HC's are also responsible for leading specific components of staff training. We take the development of our camp staff seriously, through over 100 hours of paid training and industry certifications such as SIVA Training (Supporting Individuals through Valued Attachments), workshops led by seasoned industry professionals specific to working with youth with ADHD and learning disabilities, and structured supervision and mentorship plans for each staff member.

Note: For 2024 we intend to provide both overnight and day camps. 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 consistently mobile - moving for up to 4 hours at 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 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, and camp-wide games.
- 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 the 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 and in a timely manner (by the end of the 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**

This position is contingent on securing Canada Summer Jobs funding.

#### *Duration*

May 17, 2024 - August 16, 2024

No programming or training on May 24th, July 1st, or August 5, 2023

#### *Location*

Day camp program

- Foothills Academy Society  
745 37 St NW  
Calgary AB

Overnight Camp

- Location TBD
- Staff will be living at the Overnight Camp location for 5 days and 4 nights- Monday to Friday. 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](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.