



2025 POLARIS 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!), are flexible when changes happen, communicate with others clearly and honestly, and are self-starters. Amicus is not limited to folks with a 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 POLARIS Coordinator, the POLARIS Head Counsellor (HC) is responsible for assisting in the planning and implementing of our teen leadership programs for teens in grades 7 - 12. The POLARIS HC oversees a small staff team of POLARIS Counsellors and will assign tasks, oversee, and provide feedback to them throughout the summer. Additionally, this role supports the behaviour management of our teen campers. The POLARIS HC will help dysregulated campers 1 on 1 to develop strategies to handle big emotions and reintegrate back into the group. Additionally, the POLARIS HC will work with the POLARIS Coordinator to deliver certain training modules to the POLARIS Counsellors. Finally, when the POLARIS Coordinator is away or occupied, the POLARIS HC will lead staff meetings, and provide staff feedback and performance reviews. They will communicate closely with the POLARIS Coordinator about camper and staff support needs, and join conversations with families to ensure the



highest level of care for our campers. The POLARIS HC is supported by the POLARIS 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 Training (Supporting Individuals through Valued Attachments) 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 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.
- Assist in the planning and leading of front-country and backcountry hiking trips. Assist in the 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 delegate tasks to the POLARIS Counsellors as directed by the Coordinator
- Ensure the program is inclusive of participants and their skill sets, developing skills and challenges.

Supporting and Coaching Counsellors

- Meet 1:1 with POLARIS staff to provide meaningful and professional feedback on their job performance to support growth and development.
- Perform collaborative decision-making for interventions for camper behaviour 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 behaviour regulation.

Communication and Organization

- Ensure counsellors are aware of any medical concerns or special needs within their group.
- Relay any concerns of the staff, campers, and general public to the POLARIS Coordinator.
- Assist the POLARIS team in the completion of their paperwork (editing and collaborating on camper reports and awards)

Documentation

- Inform the POLARIS Coordinator of any camper issues that arise in a timely manner (within 2 hours)
- 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 POLARIS Head Counsellor 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

- Hiking and backpacking experience
- Guiding and wilderness facilitation experience
- 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
- 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 16, 2025- August 19, 2025

No programming or training on May 19, or August 4, 2025.

Location

Day camp program

- Foothills Academy Society
745 37 St NW
Calgary AB

Overnight Program

- InterVarsity Pioneer Camp Lodge
32134 Range Rd 63
Sundre AB
- Transportation is provided for staff for all overnight camps and staff training.

Compensation

\$720/week

Application Procedure

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

Interviews will begin in January 2025.

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.