



## **2025 S.T.A.R and CIT Coordinator 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/ young adult 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 and participants 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, young adults 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 S.T.A.R. (Supporting the Transition to Adult Responsibilities and Counsellor in Training Coordinator (CIT) Coordinator is responsible for the planning and implementation of the S.T.A.R. and CIT programs. The S.T.A.R and CIT Coordinator is responsible for leading programs for our oldest participants/ campers to ensure they build independence, work skills and friendships with their peers. In addition, they are responsible for supporting and leading elements of staff training, communicating daily with the Camp Supervisor and/ or Manager about camper and staff support needs, and joining conversations with families to ensure the highest level of care for our campers. The S.T.A.R. and CIT Coordinator is directly supported by the Camp Supervisor 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

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.
- Plan and provide growth-oriented feedback for your counsellor team
- Guide 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 require additional support for their emotional and behavioural regulation.
- For STAR, plan and facilitate programs that will build participant independence and help prepare them for the responsibilities of adulthood. These may include,
  - How to cook for yourself and stay healthy
  - Workplace fundamentals and responsibilities
  - Planning, facilitating and debriefing off-site volunteering trips with the participants. This will consist of volunteering at various locations around the city to gain work experience
  - Schooling options
  - Navigating adult Relationships
  - Budgeting
  - How to rent an apartment
  - Etc
- For CIT, plan and facilitate programs to ensure campers build the skills they need to be an effective camp counsellor. These activities may include:



- Provide growth-oriented feedback for CIT participants to support the development of their current skill sets, developing skills, and challenges.
- Create and run modules on facilitation, interacting with children, back-pocket games and more to teach CIT's the skills needed to thrive as a counsellor
- Mentor and oversee campers as they spend a portion of the program shadowing camp counsellors
- Prepare them to run games and activities for younger campers.
- Etc

#### *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 Supervisor.

#### *Documentation*

- Inform the supervisor 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, behaviour support plan) are completed accurately in a timely manner (by end of day).
- Complete and update the 'bus binder' for the 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.
- 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 15, 2025- August 19, 2025

No programming or training on May 19, or August 4, 2024.

#### *Location*

Day camp program

- Foothills Academy Society  
745 37 St NW  
Calgary AB

#### *Compensation*

\$780/week

### **Application Procedure**

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