

Counsellor Job Description

Revised March 2012

1. Job Requirements

- a. Possess the ability to work well alongside other people
- b. Solid communications skills to ensure clear communication within the camp community
- c. Based upon personal experience as well as Staff Orientation, have a workable understanding of Shekinah's philosophy, aims and objectives along with a willingness to uphold Mennonite Anabaptist practices.
- d. Must be in sympathy with the faith statements as outlined in **Confession of Faith in a Mennonite Perspective** as a guide to daily living.

2. Accountability

- a. Accountable to the Summer Program Director(s) in facilitating the operation of the Summer Camp Program, overseen by the Administrator.

3. Responsibilities

a. Orientation

- i. Attend and actively participate in all scheduled events
- ii. Attempt to learn as much as possible about each activity/subject that is covered
- iii. Gain functional understanding of the daily activities, daily/weekly schedules, procedures (including emergency procedures), Mission and Vision of Shekinah Retreat Centre, and how to work well with others (Shekinah Retreat Centre staff, campers and volunteers).
- iv. Encourage coworkers to have fun!

b. Counselling:

- i. During a camp week Counsellors may be assigned to a group of campers to supervise. It is then the responsibility of the counsellor to:
 1. Keep campers informed of the schedule, prepared for the current activity and on time
 2. Teach campers the requirements of all events and activities they participate in and ensure that campers meet those requirements
 3. During scheduled times, be with said campers. An exception is allowed if the activity is such that campers are split into multiple groups; the Counsellor should know the area that the campers will be and ensure the campers know where to find them, the Counsellor.
 4. Supervise campers during free time periods (the time after breakfast and supper etc.) with a minimum of knowing where one's campers are.
 5. Deal with camper issues; inform the Director(s) who may provide advice and/or assistance for handling the situation.
 - a. Conflicts
 - b. Bedwetting, homesickness, physical sickness etc.
 - c. Injuries: scrapes, cuts, slivers, burns, bites etc.
 6. Supervise campers overnight
 7. Facilitate fun for the campers!

c. Support Staff:

- i. When a Summer Camp Counsellor is not assigned to be supervising a group of campers, that counsellor is considered to be on support staff. It is then the responsibility of the Support Staff to:

1. Assist in the operation of Shekinah Retreat Centre as determined by the Director(s). While the first priority of Support Staff is Summer Camp, a secondary priority is the operation of Shekinah Retreat Centre in its entirety
2. Ensure that the Director(s) is confident of one's whereabouts and/or task that one is doing at all times during the scheduled part of the day (as displayed in the Chalet).
3. Supervise (and PARTICIPATE in) CIT games
4. Offer, and if desired, provide assistance to other Shekinah Retreat Centre Staff in the absence of the Director(s). Should none of the other staff desire help, support staff may determine an appropriate task based on the personal knowledge and experience of Shekinah Retreat Centre Summer Camp.

4. Desired Outcomes

- a. A positive employment experience as a member of the Shekinah Summer Staff.
- b. The feedback from staff team members that this person is efficient, a positive contributor to the whole team effort, an encourager, a role model to those responsible to this positive and a definite help in the furtherance of Shekinah's mission.
- c. Affirmative comments from campers and parents
- d. Increased skill and knowledge each year as a result of participation in training courses or events.
- e. That this job comes to be viewed as a joyful opportunity
- f. A fun filled safe and spiritually enriching camping season.

5. Terms of Employment

- a. Constitutes one full time position for a seven week period
- b. Salary based on minimum wage and meets SK Labour Standards Act.