

## Counsellor – Braeburn Camp

**Major function:** to aid in the leadership at Braeburn Camp. The counsellor will provide consistent leadership in conjunction with all other adult leaders and the Director.

**Term of Employment:** one camp season (typically July – early August)

**Reports to:** Camp Director

**Conditions of employment:**

- Be at least 16 years of age
- Provide a resume and/or application form
- Successfully interview with at least 2 members of the board and the Director or Assistant Director
- Provide contact information for at least 2 references
- If over 18, provide a Police Records check current to within the last 3 years
- Provide a copy of all certifications
- Sign a contract and code of conduct

**Responsibilities include, but are not limited to:**

1. *Aid in the implementation of the camp program*
  - Counsellors are to report to work for **Noon** on the first day of the camp. This will give them time to formulate a game plan for the week and discuss any outstanding issues.
  - Counsellors are expected to remain at the camp until **3:00 PM** on the last day of camp **or until their last camper is picked up** to ensure that all campers are taken care of. This falls under responsibility, and liability.
2. *Help create an atmosphere of co-operation and good-will that will give the campers an experience of Christian teaching and living*
  - Councilors are to provide positive role modeling to the youth they are charged with. Off handed comments, sarcasm, or swearing is NOT permitted.
  - Councilors must work as a team with their individual strengths, to make the whole job easier in the long run for everybody.
  - Councilors are to try & promote team building and Leadership within the group of youth they are assigned for the week
  - Councilors are to identify ‘trouble’ campers and keep tabs on them at all times, making sure that they do not get out of control at any time. If things escalate beyond the councilor’s control, the director should be notified IMMEDIATELY.
3. *Help maintain discipline and good order to ensure the safety of all campers*

- Enforce the policies & procedures established by the Braeburn Lake Christian Camp Association
- Enforce all established safety guidelines
- Enforce all common sense guidelines for safety
- Councilors are to set cabin rules based on what the Director has stated.  
The councilor must be aware of the location of every youth at ALL Times and will be held responsible for the actions of all youth in the cabin.
- Free time is for CAMPERS ONLY, and they must be supervised at ALL TIMES!! Especially during free time. Counsellors must remain with their group and look after the campers. The Campers are our #1 priority.
- Councilors need to plan 'free time' activities for their cabins. Offer choices & let them vote on what they would most like to do. REMEMBER they must stay WITH you and as a GROUP. Planning activities with another cabin is ok if set up before free time begins.
- NO ALL NIGHTERS !!! Campers must be rested to take part in busy day activities. All Nighters exhaust the councilors & leave the campers tired and cranky the next day. This leads to sick campers, snappy councilors and an all around bad time.
- Discipline or control within the cabin is the responsibility of the Councilors. If Campers act up beyond where the councilor can handle things, the Director must be notified immediately.
- Problems beyond a Counsellors control: this is **Director's** job. No one else. If there is a problem, the camper is to be sent to the director.

4. *Carry out duties as assigned by the director*

- Counsellors **MUST** assist in the cleaning up and packing of **each** camper's belongings. No exceptions. Make the transition to leaving smooth, and hassle free for your cabin.
- Graffiti on cabin walls can be over looked as long as there are NO swear words or blasphemous comments shown. If this does occur, the Councilor is responsible for making the cabin clean it up or cover it before the end of camp.
- Supervise daily chores
- Suggestions and comments are always welcomed and should be given to the director.

5. *Be available for pre-camp training session*

*The scope of this job is limited to the duties outlined above, unless otherwise directed by the President or designate of the Braeburn Lake Christian Camp Association.*

## Risk Assessment

The summer camp is a programme of indoor and outdoor physical activity and recreation that involves a verity of risks from activities that include swimming, canoeing, hiking, crafts, music, sports, daily devotions, nature appreciation, and campfires. These risks include, without limited the generality of the foregoing, the following:

- a) Personal injury including cuts, bruises, broken bones, strains, dislocation of joints, eye or ear injuries, concussions or head injuries, and internal injuries;
- b) Death from drowning
- c) Risk of death or injury inherent with involvement in the activities of a summer camp
- d) Loss or damage to personal belongings or equipment.
- e) Fatigue, chill, or distraction that may diminish reaction time and increase risk of an accident.

Injury or death resulting from other participants not complying with stated rules or acting in dangerous, reckless, or negligent manner