



Job Posting for CIT (Counsellor in Training) Coordinator

Employment Dates:

- Start date - Thursday, June 22 2023
- End date - Friday, August 11, 2023
- *Please note that the dates between the on-site training (June 27) and the start date (July 9) are not working days*

Wage: \$138.00 per day, plus accommodation, all meals, water taxi fares, and staff t-shirt

Summary of Position: The CIT Coordinator is responsible for assisting the Summer Camp Director with the planning, preparing and leading all of Camp Fircom's CIT sessions. As well, this position works in collaboration with the Summer Camp Director to coordinate the behind the scenes logistics that lead to a successful overall camper, volunteer and staff experience. This includes: training staff on how to appropriately utilize CITs and provide appropriate and responsive supervision and care CIT campers; organizing arrival and departure days for Summer Camp sessions, with a specific focus on the CIT campers; creating CIT schedules, participating in daily and weekly staff meetings; collaborating with Youth Coordinator, Program Coordinator and Program & Waterfront Director to plan the structure of Teens camp during Mom & Kids sessions; supervising, supporting, and giving feedback to teen camp counsellors; and, collaborating with the Program & Waterfront Director and Coordinator to plan CIT activities and programs.

This is a full-time position during the summer months (end of June through to Labour Day weekend in September). As such, the successful candidate is required to live on site during this time period. During the spring and fall months, this position will be employed on a casual part-time basis, with work hours dependent upon Outdoor School bookings and staffing needs. A schedule for each month will be provided to the successful candidate by the 15th day of the month previous (i.e., the work schedule for May will be provided by April 15th).

Overview: A short 20 minute water taxi ride from Horseshoe Bay, Camp Fircom is situated on a 120-acre waterfront property with access to ample recreational opportunities, including swimming beaches and hiking trails. *Living Arrangements:* From April – September, accommodation is provided in a shared unheated cabin without plumbing, electricity, or internet. Shared washroom facilities are available for the exclusive use of staff, and internet access is available in many community spaces throughout camp. In March and October, accommodation is provided in a heated private room in a shared cabin with all utilities. Meals are included when guests are on site and Food Service is offered.

Duties and Responsibilities:

Supervision & Training:

- Actively participate in 100% of all comprehensive staff training sessions, prior to the beginning of the Summer Camp season:
 - *6 hours of online workshops prior to June 22*
 - *On-site training: Thursday, June 22 (evening) - Tuesday, June 27 (morning)*
- Lead staff training sessions related to the CIT program.



Camp Fircom Society

Of the United Church of Canada
PO Box 94027 6655 Royal Avenue
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Administration & Human Resources:

- In collaboration with the Summer Camp Director, Summer Camp Coordinator, Program & Waterfront Director, and Program & Waterfront Coordinator, create detailed camp schedules for each session, including an overview of the week, cabin-specific CIT schedules, and individual staff schedules that outline breaks and specific responsibilities
- Ensure that camper calls are made by Teen Camp prior to each camp session
- Ensure all BC Camping Association (BCCA) Accreditation Standards are met and upheld in relation to camper care, Human Resources (staffing and supervision), and emergency policies and procedures

Programming:

- Monitor recreational activities to ensure safety, and provide CIT support when requested or required
- Be the primary guide taking campers and Outdoor School participants on 1-1.5 hour kayak / canoe sessions
- Provide safety talk and paddle instructions to campers and Outdoor School participants, and ensure group safety while paddling
- Support the Summer Camp Director, Summer Camp Coordinator, Program & Waterfront Director, and Program & Waterfront Coordinator in ensuring that all safety rules and regulations are enforced
- Support the Program & Waterfront Director and Program & Waterfront Coordinator in instructing recreational activities (i.e., arts, crafts, archery, hiking and nature-based education) for CITs, youth and/or families during Summer Camp and Outdoor School sessions

Hospitality:

- Engage and communicate with CITs, campers, Outdoor School participants, parents/guardians, staff and volunteers in a friendly, respectful manner
- Respond to CIT, camper, Outdoor School participant, staff and volunteer needs and inquiries in a timely manner
- Assist in the coordination of arrival and departure days for all Teen Camp and Polaris Adventure campers, staff and volunteers
- Prepare shared spaces for camper arrival, and assist with the preparation of accommodations when support is required
- Welcome campers and Outdoor School participants to site, which includes off-loading from the water taxi, assisting with luggage, delivering the Fircom Community Speech, and escorting guests to their accommodations
- Assist with the serving of meals during meal times, which includes bussing tables and cleaning and sanitizing surfaces after meal service
- Assist campers and Outdoor School participants on departure days (i.e., collecting luggage and bringing it to the dock, facilitating the loading of water taxis, etc.)
- Assist with the coordination of special events and weddings (i.e., ceremony and reception), including set-up and clean-up of indoor and outdoor spaces used for the special event/wedding



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Housekeeping:

- On departure days, with assistance from site staff and in collaboration with the Guest Experience staff team, assist in cleaning and sanitizing shared spaces
- Ensure appropriate cleaning supplies are used for the surfaces being cleaned
- Assist with extra cleaning and sanitizing tasks as required

General:

- Be sensitive to, and strive toward, fulfilling the mission and values of Camp Fircom
- Carry out other duties as required

Safety:

- Develop a working knowledge of Camp Fircom's Summer Camp and Outdoor School Staff Manuals and Policy and Procedure Manuals
- Learn Camp Fircom's Emergency Policies and Procedures, and be prepared to implement Emergency Procedures if the need arises
- Take ownership for the safety of campers, staff and volunteers, and actively manage risk
- Monitor camper, staff, volunteer and site safety, and report any concerns to the Executive Director

Reporting and Evaluations:

- The CIT Coordinator reports to the Program and Waterfront Director, who will lead a goal setting and evaluation process

We would like to acknowledge that Camp Fircom is located on Cha7elkwnech (Gambier Island), in the ancestral and unceded territory of Skwxwú7mesh Úxwumixw (Squamish First Nation).