



Camp Fircom Society

Of the United Church of Canada
PO Box 94027 6655 Royal Avenue
West Vancouver, BC V7W 2B8
604-662-7756 | info@fircom.ca | fircom.ca

Job Posting for Camper Support Coordinator

Employment Dates:

- July 9 - 14, 2023
- July 24 - 28, 2023
- August 7 - 11, 2023
- Up to 24 hours of prep work prior to June 22 (to be discussed with Summer Camp Director)
- *Please note that the dates between the on-site training (June 27) and the start date (July 9) are not working days*

Wage: \$150.00 per day, plus accommodation, all meals when Food Service is offered, water taxi fares, staff t-shirt

Summary of Position: The Camper Support Coordinator is responsible for assisting the Summer Camp team in meeting the social, emotional and behavioural needs of all child and youth campers so that the children and youth that attend our programs have a successful summer camp experience. This position has a variety of responsibilities, including: planning, preparing and leading a training session for staff that incorporates behaviour management strategies and how to set and consistently maintain expectations for campers' behaviour; communicating with families prior to the start of each session if they have indicated that their campers' have extra support needs related to behaviour, physical ability or their mental and emotional health, and creating Care Plans for these campers that will be shared with the campers' Cabin Counsellors, as well as the Summer Camp Director and Coordinator; creating visual supports that Camp Counsellors and other staff can use with campers that would benefit from such supports (i.e., visual schedules, First/Then charts, etc.); supporting specific Camp Counsellors with a child or children if they appear to be struggling with addressing the needs of a camper or campers, or have asked for help in supporting a camper or campers; working one-on-one with campers that are having difficulty adjusting to the routines and/or behavioural expectations of camp; and, collaborating with the Summer Camp Director and Coordinator to offer mini training sessions or feedback and strategies for Camp Counsellors who are experiencing difficulties supporting or working with a camper or campers.

This is a full-time position for every other week during the summer camp season. As such, the successful candidate is required to live on site each week they are working.

Overview of Camp Fircom: 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). 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.

The mission of Camp Fircom is to create communities of belonging and experiences to grow on. The heart of our non-profit organization is the operation of summer camp programs, which we are optimistic about running this year. We also operate a year-round retreat centre, hosting weddings, family vacations, conferences, work and wellness retreats, adult programs, and other groups.

Living Arrangements: 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. Compliance with all federal and provincial health orders related to COVID-19 will be ensured, including the ability to remain 2m apart in shared accommodations.



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Duties and Responsibilities:

Supervision & Training:

- Actively participate in 100% of all comprehensive staff training sessions, prior to the beginning of the operating season and throughout the season:
 - **6 hours of online workshops prior to June 22**
 - **On-site training: Thursday, June 22 (evening) - Tuesday, June 27 (morning)**
- Lead a staff training session that incorporates behaviour management strategies and how to set and consistently maintain expectations for campers' behaviour
- In collaboration with the Summer Camp Director and Summer Camp Coordinator, offer mini training sessions or feedback and strategies for Camp Counsellors who are experiencing difficulties supporting and working with a camper or campers

Camper Care and Support:

- Reach out to families who have indicated that their children/youth have behavioural, social, physical or emotional concerns that may require extra staffing support or need adaptations/modifications made in routines, transitions or activities
- Create comprehensive but easy to understand Care Plans for all campers who have been identified as having extra behavioural, social, physical or emotional needs, and share the Care Plans with the campers' Cabin Counsellors, as well as the Summer Camp Director and Summer Camp Coordinator
- Create Care Plans as required for campers who were not identified prior to the session as having extra support needs, but who could benefit from the use of specific strategies, modifications or adaptations, and share these with the campers' Camp Counsellors, as well as the Summer Camp Director and Summer Camp Coordinator
- Create visual supports that Camp Counsellors and other staff can use with campers that would benefit from such supports (i.e., visual schedules, First/Then charts, etc.) and teach relevant staff how to use the visual support tools
- Support Camp Counsellors with bedtime routines, and be ready to offer assistance with issues like homesickness and bed-wetting
- Support Camp Counsellors if they appear to be struggling with setting and maintaining behaviour expectations or meeting the needs of a camper or campers, or have asked for help in supporting a camper or campers
- Develop one-on-one relationships with campers that are having difficulty adjusting to the routines and/or behavioural expectations of camp, and assist their Camp Counsellors in developing relationships with them
- With the approval of the Summer Camp Director, reach out to families whose campers may be struggling to adjust to the routines, transitions and/or behavioural expectations at camp, to see if they have any suggestions for strategies or techniques that work in the home and/or school environment
- Support the Summer Camp Director, Office Administrator and Summer Camp Coordinator with the creation of cabin assignments 10-14 days prior to each camp session
- Ensure all BC Camping Association (BCCA) Accreditation Standards are met and upheld in relation to camper care and the management of inappropriate behaviours



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Programming:

- Monitor recreational activities to ensure safety, and provide camper or Camp Counsellor support when requested or required
- Support the Summer Camp Director, Summer Camp Coordinator, Program & Waterfront Director, and Program Coordinator in ensuring that all safety rules and regulations are enforced

Hospitality:

- Engage and communicate with campers, Outdoor School participants, parents/guardians, staff and volunteers in a friendly, respectful manner
- Respond to camper, staff and volunteer needs and inquiries in a timely manner
- Assist in the coordination of arrival and departure days for all campers, staff and volunteers
- Welcome campers to site, which includes off-loading from the water taxi and escorting campers 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 on departure days (i.e., helping campers pack, facilitating the loading of water taxis, etc.)

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
- Follow COVID-19 Safety Protocols at all times when cleaning and sanitizing, which includes wearing appropriate personal protective equipment (PPE)
- 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 Staff Manual and Policy and Procedure Manual
- 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 Camper Support Coordinator reports to the Summer Camp Director, who will lead a goal setting and evaluation process

Qualifications:

- Completion of an Education Assistant or equivalent program (e.g. certificate or diploma)
- Experience working with children and/or youth with diverse behavioural, physical, social and/or emotional needs and abilities in a school, camp or child care setting
- Experience with creating picture symbols or other visual supports, and successful implementing



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their use with children and/or youth

- Experience working or volunteering at Camp Fircom during a summer camp session
- Demonstrated ability to provide training for Summer Camp staff and volunteers
- Experience leading recreational activities with children, youth and families
- Experience communicating with the parents/legal guardians of children and youth in a professional capacity
- Current Criminal Record Check and Vulnerable Sector Search upon hire (requirement by age)
- Ability to work well independently and as part of a team
- Willingness to work evenings and/or weekends
- Proven leadership skills, including initiative and dependability
- Strong organizational, interpersonal, and time management skills
- Ability to work under pressure, set priorities and meet deadlines, particularly when planning for multiple camp sessions at once
- Experience in public speaking and demonstrated ability to capture the attention of large groups
- Ability to stand or walk for 1-2 hours at a time
- Willingness to comply with all Camp Fircom and COVID-related policies, procedures and protocols
- First Aid & CPR certification

Assets:

- Wilderness First Aid or OFA II or III
- Professional Development experiences or certifications related to working with children and youth with diverse needs and abilities
- Experience with cleaning and sanitizing kitchens, bathrooms, bedrooms and common areas in a commercial setting (i.e., hotels, resorts, camps, etc.)
- Fluency in a second language

Application Process: If interested in applying for this position, please email an 'Expression of Interest' Letter and Resume to Gloria Sun, Summer Camp Director (gloria@fircom.ca) **NO LATER THAN Tuesday, February 28th, 2023 at 4:00pm**. Only shortlisted candidates will be contacted. No phone calls, please. *Camp Fircom is an equity employer and we encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.*