



Summer Camp Lead Counselor

Are you looking for an opportunity to spend your summer in the beautiful Glenbow Ranch Provincial Park while being an integral part of the education programming that supports Glenbow Ranch Park Foundation's mission?

The Summer Camp Lead Counselor is an integral role in the GRPF summer camps. This role provides leadership to the summer camp counselors, support to the program's coordinator, and creates inclusive environments for all campers.

Contract Term: May 6th - August 23rd, 2024

Positions available: 1

Duties & Responsibilities

- As the 1st point of contact, provide supervision, instruction, and ongoing assistance to summer camp staff, campers, and volunteers during programs.
- Assign/oversee staff tasks (set up/take down of equipment/supplies, etc.); supervise campers and implement assigned programs.
- Responsible for assessing and making recommendations to the Program & Events Coordinator as to program equipment and supply needs; monitors safety of all aspects of program and campers.
- Assist in the care, cleanliness, and security of the facility used by campers during the program.
- Communicate all pertinent issues affecting programs to Program & Events Coordinator (i.e. staff/client/ parent/transportation issues/concerns, etc.), in a timely manner.
- Participate in all required training and certifications in compliance with our standards.
- Communicate clearly, honestly, and respectfully with staff, campers, parents, and volunteers.
- Establish a good rapport with families of the program campers as well as keeping them informed about concerns affecting the campers.
- Create a nurturing, positive, and professional environment while promoting program policies and procedures amongst staff, volunteers, campers & families.
- Responsible for ensuring all camper information is collected and kept confidentially within the CRM system.
- Provide Camp staff with proper reporting each week. (I.E attendance sheets, important medical information)
- Assist in day to day running of school field trips prior to summer camp start date.
- Other duties as assigned.

What you bring

- A passion for working with children.
- At least 2 years background in natural history, environmental studies, tourism, recreation/leisure, art/drama, and /or education acquired via university, college or equivalent work experience.
- High Five Training is an asset.
- Experience working with children/youth 5-14 years old; experience in a camp setting is preferred.
- Standard First Aid with CPR C certification.
- The ability to present information about nature and nature conservation in an entertaining and educational manner.
- A background in any of the following is an additional asset: leading tours, storytelling, leading sing-a-longs, leading games and activities, art and drama including creative

design, pioneering / outdoor crafts, navigating and geocaching using maps, compass and GPS units, and/or presenting environmental outdoor education programs.

- Ability to ride a bike, and a good level of physical fitness.
- Demonstrated excellence in classroom management and student engagement.
- Familiarity with the Alberta Curriculum of Studies is an asset.
- Knowledge of the Glenbow history of Alberta is an asset.
- Demonstrable engaging oral and written communication skills.
- Demonstrable commitment to providing exceptional customer service.
- Competency in Microsoft Office Suite & CRM software

Other Requirements:

- Successful candidates must provide a Criminal Record Check with Vulnerable Persons search prior to their first day of work.
- Candidates must be legally eligible to work in Canada.
- Must be under 30 (for grant purposes)

Are you ready to join Glenbow Ranch Park Foundation? If this position suits your skills, experience and personal attributes, we want to talk to you!

Job Type: Seasonal

Contract length: 3.75 months

Salary: \$21.00 per hour

Flexible Language Requirement:

- French not required.

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- Some evening / weekend hours may be required

Ability to commute/relocate:

- Cochrane, AB: reliably commute or plan to relocate before starting work (required)

Work Location: In person

Application deadline: 2023-02-28

Expected start date: 2023-05-06.