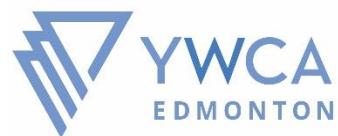




**YWCA Edmonton
Job Description**



Department: Camp Yowochas	Date Written: January, 2001
Title: Activity Specialist and CIT Counsellor	Last Revised: March, 2022
Reports to: Director	Revised By: Terry Konyi, Director

Qualifications Required:

- 18 years of age by commencement of camp program
- Ability to mentor youth between 16-17 years old
- Current Standard First Aid & CPR
- National Lifeguard Service certification, Pleasure Craft Operators Card and Canoe Instructor certification is an asset
- Program delivery in a summer camp setting
- Challenge course instructor training/experience facilitating challenge course programs
- Comfortable working on all aspects of a high challenge course
- Certification and/or experience leading beginner level out trips
- On site residence is a requirement of this position
- Evening and weekend work is a requirement
- Hours of work are usually 7:30am to 10:00pm
- A clear Criminal Record Check
- A clear Intervention Record Check through Alberta Children's Services

Major Responsibilities:

The Activity Specialist and CIT Counsellor is a combination role that will have the individuals hired for this role work as an Activity Specialist for the first five weeks of summer camp. The final three weeks of camp will be spent delivering the Camp Yowochas Counsellor in Training (CIT) program to youth who are 16-17 years old.

The Activity is responsible for assisting in the planning, coordinating and delivering all base camp programs. The Activity Specialist will lead rotations for cabin groups during discoverer rotations and cabin rotations. They will also work collaboratively with the Challenge Course and Waterfront Specialists to run all camp programs including campfires, wide games and special theme events.

The CIT Counsellor is responsible for planning and delivering the CIT program and act as a mentor for their campers.

Activity Specialist

- Plan and deliver all camp programs, recruiting other staff to help as necessary (e.g. cabin activities, Discoverers rotations, etc.)
- Plan and deliver the on-arrival games and orientation session

- Ensure the quality, continuity and flow of the Explorer and Discoverer Programs
- Ensure that campers are in the right place, at the right time doing the right activity
- Ensure campers are supervised during all times
- Assist the Waterfront Specialist and Challenge Course Specialist in the delivery of waterfront and challenge course programs as needed
- Assist with staff skill development through hands on training
- Ensure campers who are driven to/picked up from camp are supervised and engaged

CIT Counsellor

- Assist in pre-camp set-up and post-camp clean-up
- Help campers to keep their area in a clean and orderly manner
- Assist campers in carrying out sparkle time duties as assigned
- Complete reports as required (incident, behavioral, et cetera)
- Complete an end of camp report prior to the last week of camp
- Complete performance evaluations for each LIT and CIT participant

Plan and deliver the Counsellor-In-Training (CIT) program, conforming to program guidelines

- Plan and lead experiential sessions included in the CIT curriculums (i.e. leadership, camper care, counselling skills, etc) as directed
- Assist campers in gaining skills necessary to obtain first aid certification
- Debrief sessions and experiences with CITs to further learning and reflection
- Supervise CITs while they are shadowing staff members
- Prepare, lead and debrief a off site trip

Human Resources

- Be a member of the staff training team
- Coach, mentor and discipline staff members, as required, with assistance from the Camp Yowochas Management Team

Administrative Duties

- Assist in administration and maintenance duties as assigned
- Complete set-up and clean-up tasks before and after groups
- Write a report on summer camp programs to be completed prior to the last week of camp
- Perform in other positions as required

All other duties as assigned