

# **Kiwanis Club of Windsor Sunshine Point Camp**

## **POSITION DESCRIPTION – COUNSELLOR**

Please submit your resume and cover letter to [kiwaniscamp2018@gmail.com](mailto:kiwaniscamp2018@gmail.com)

### **About Sunshine Point Camp and the Kiwanis Club of Windsor**

The Kiwanis Club of Windsor has been incorporated for close to 100 years and has been operating Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County.

Kiwanis Sunshine Point Camp is a five day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over a seven week period beginning July 8, 2018. Five weeks are reserved for boys and girls ages seven to eleven. Weeks 3 and 7 are reserved for 12 – 14 year olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins for our staff with orientation and training July 2-6. Our staff spend the weeks on site and may sleep in a campers cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff joins our campers for all meals.

### **Position Summary**

Reporting to the Assistant Director Programs and Director, the Counsellors are responsible for ensuring the safety and full participation of the campers in all aspects of Sunshine Point Camp. This will include, but not be limited to, supervision of a cabin of campers.

### **Position Requirements**

- Teamwork skills necessary
- High energy level
- Desire to work with, and teach, children
- CPR and Standard First Aid an asset
- Current Police Clearance for vulnerable sectors is required
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred
- Preference is given to those enrolled in a post secondary program and returning to school is the fall.

### **Position Responsibilities** (include but are not limited to)

- Assist in planning, implementing, and participating in all camp activities as directed
- Interaction with campers and dealing with problems as they arise
- Attendance at, and participation in, regularly scheduled staff meetings
- Positive communication with parents and guardians as required
- Maintenance of safe environment for campers and staff
- Daily maintenance and cleanliness of their cabin
- Participate in camp opening activities during orientation week.
- Assist Camp Director in ensuring camp is left clean, safe, and in good order at end of camping season
- Other duties as assigned by Camp Director or Camp Committee Chair