



**Position Purpose:** To support, lead and encourage cabin leaders in their role of caring for campers and aiding campers in their mental, spiritual and physical growth as well as basic living skills. Support to campers with physical, developmental and/or emotional/behavioural needs. Responsible for providing a safe, fulfilling and purposeful experience to our campers of all backgrounds, genders and abilities. The Head Cabin Leader will remove program barriers and provide accommodations to encourage maximum participation of all campers.

**Essential Job Functions:**

- 1) Assist cabin leaders and junior cabin leaders in their leadership.
  - a. Provide guidance and suggestions as to how cabin leaders can improve their cabin leading abilities
  - b. Support Cabin Leaders through encouragement, help with devotions, Bible Study, mentorship, and prayer time in accordance to Kingswood Camp's Statement of Faith
  - c. Help to develop the cabin leaders leadership ability with constructive feedback, and leadership development sessions throughout the summer
  - d. Perform regular check-ins with Cabin Leaders and facilitate daily/weekly discussions and leadership training sessions
  - e. Take action to deal with incidents, emergencies; and parent/caregiver, staff, or camper concerns.
- 2) Assist in the direction, supervision, and organization of campers in their cabin both at activities and the intervals between activities.
  - a. Ensure campers are properly supervised at all times.
  - b. Be aware of and implement camp safety rules.
  - c. Help campers to become integrated into all aspects of camp life and program including morning routines, cabin clean-up, meal times, program sessions and evening activities
  - d. Build positive relationships with campers
- 3) Help campers to become integrated into all aspects of camp life and program including morning routines, cabin clean-up, meal times, program sessions and evening activities.
  - a. Make sure all campers who present with exceptionalities are included in all camp activities, adjust to cabin life and that all campers are friendly and welcoming them.
  - b. Review participant's accommodation plan to familiarize self with participant's social history, interests, abilities, needs, etc.
  - c. Work in cooperation with camp team members to carry out daily routines of camp creating any necessary accessible adaptations



- d. Provide guidance and help educate campers, staff, and volunteers about disabilities and promote the understanding of inclusion to ensure a positive experience for everyone involved.
- 4) Participate in the development and implementation of programs for campers.
  - a. Write names and addresses of campers on all yearly correspondence. Ensure that yearly paperwork has been filled out properly (message on postcards are appropriate and written in a legible manner).
  - b. Responsible for leading and assisting with the camp activities.
  - c. Assist in program areas such as but not limited to waterfront, crafts, zipline, archery, etc.
  - d. Phone parents with 48-hour updates, for those that request it
- 5) Maintain high standards of health and safety in ALL activities for campers and staff.
  - a. Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - b. Be alert to equipment and facilities to ensure utilization, proper care and maintenance is maintained; report repairs needed directly to the camp director.

**Employment Details**

Weeks of Work	14	9
Start Date:	May 15, 2024	June 25, 2024
End Date:	August 27, 2024	August 27, 2024
Extra Days:	May 24 - 25 - Weekend staff training May 28 - Zoom staff training (evening) June 7 - 8 - Weekend staff training June 11 - Zoom staff training (evening)	
Gross Salary	With experience: \$465/week Base Rate: \$450/week	

**Requirements/Skills**

- Current CPR and Standard First Aid
- Non-Violent Crisis Intervention training an asset
- Ability to work with children and youth who present with exceptionalities and their families
- Ability to communicate effectively through various modes of communication
- Strong leadership skills with younger peers and children
- Ability and experience in supervising staff, volunteers and campers
- Ability to lead programs

**Kingswood Camp** is an evangelical Christian camp situated on Lake George, Kings County, Nova Scotia, owned and operated by the Eastern Valley Baptist Association and run in cooperation with the Annapolis-Digby Baptist Association. We seek to honour God by providing an atmosphere where campers encounter Jesus Christ and grow as His disciples through wholesome relationships with dedicated Christian leaders, in an inviting outdoor setting, while participating in safe programs and activities relevant to their physical, emotional, social and spiritual development.



- Ability to work independently and manage time to complete daily tasks without direction
- Administrative skills an asset

## Other Responsibilities

- Cooperate, communicate and work with co-Head Cabin Leader
- Mentor Cabin Leaders in their spiritual growth through prayer and Bible study
- Help campers to improve and develop physically, socially, mentally and spiritually
- Plan daily cabin devotionals with a co-cabin leader
- Care for campers through prayer, Bible studies, responsible relationships and sharing of faith
- Help campers who have made a commitment to Jesus to apply their faith in their daily lives. Report camper commitments to Directors
- Maintain shared office hours with director team and co-Head Cabin Leader
- Communicate with campers, provide instruction and ensure they understand
- Carry out all other duties assigned by directors

## Relationships/Accountability

<i>Reports to:</i>	SLT, Directors
<i>Peer Relationships:</i>	All Kingswood Camp staff
<i>Internal Relationships:</i>	Camp staff, campers
<i>External Relationships:</i>	Parents, outside organizations, visitors