Helping Kids with Physical Disabilities Succeed

EASTER SEALS ONTARIO - RECREATION DEPARTMENT
JOB DESCRIPTION

Assistant Counselling Coordinator

Number of Positions: 2
Reports To: Recreation Supervisor (MWC), Camp Director (WEC)
Locations: Camp Woodeden (London, ON) and Camp Merrywood (Perth, ON) each require 1 Asst. Counselling Coordinator.
Employment Dates and Compensation:
May 18, 2027 – August 31, 2027, full time, onsite. $150.00/day + meals and accommodation.

At Easter Seals Ontario, we provide overnight camping opportunities for kids and young adults with physical disabilities. Each summer we welcome staff from all over the world and pride ourselves on providing a comprehensive pre-camp training, so our staff are equipped with all the skills they need to give our campers a great experience. Our camps make many traditional summer camp activities accessible and inclusive, such as swimming, boating, archery, high ropes, and more! Check out our website to learn more about our locations in Perth, Ontario and London, Ontario.

The Assistant Counselling Coordinator will report to the Recreation Supervisor (MWC) or Camp Director (WEC) and collaborate as an active member of the Leadership Team to support program quality, staff development, and a positive camp culture. The Assistant Counselling Coordinator is responsible for assisting the Counselling Coordinator in all aspects of the camp program as it relates to the counselling team and camper care. The Assistant Counselling Coordinator assumes the role of Counselling Coordinator when the Counselling Coordinator is off-site.

Summary of Essential Job Functions

- Collaborate as an active member of the Leadership Team to support program quality, staff development, and a positive camp culture.
- Support the Counselling Coordinator in delivering staff training and provide on-the-ground guidance to counselling staff throughout the summer. Help reinforce training in cabins by modelling positive camper engagement and care practices.
- Support the implementation of the camp's risk management plan by monitoring cabin routines, identifying potential risks, and reporting concerns to the Counselling Coordinator or Recreation Supervisor/Camp Director.
- Support counselling staff in maintaining camper safety and well-being by assisting with personal care when needed, modelling safe practices, and helping staff respond to behaviour concerns using positive guidance strategies.
- Ensure that cabin programs (hang time, cabin choice, etc.) are of a high quality, challenging, creative, and safe programs for campers of all ages and abilities.

- Responsible for providing appropriate camper care including bathing, showering, brushing teeth, hair care, dressing, toileting (changing incontinence pads), feeding, lifting and transferring, and any other activities of daily living.
- Maintain an active presence with counselling staff by checking in informally throughout the day, offering guidance, and relaying concerns or feedback to the Counselling Coordinator.
- Support positive cabin team dynamics by encouraging open communication, addressing minor concerns when appropriate, and bringing larger conflicts to the Counselling Coordinator for resolution.
- Ensure proper completion and timely submission of session reports, logs, and inspections.
- Adhere to all camp policies, procedures, and guidelines as detailed in the Staff Resource Manual, Leadership Team Manual, and Camper Care Manual.
- The Assistant Counselling Coordinator assumes the role of Counselling Coordinator when they are off-site.
- Perform any other duties as assigned by the Counselling Coordinator or Recreation Supervisor/Camp Director.

Physical Aspects of the Position

- Ability to communicate clearly, and work with groups, and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behaviour and use appropriate behaviour support techniques, always prioritizing camper safety.
- Must be able to perform emergency and crisis response procedures (fire, evacuation, illness, or injury).
- Able to manage lifting, bending, stooping, and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Must be able to safely lift and transfer campers or equipment, often exceeding 25 kg, using proper techniques and with team support as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Minimum Requirements

Minimum Age: 18 years old

- Easter Seals Ontario camp staff experience preferred
- G Class license or willing to obtain
- Preference given to those who have studied in a child development related field.
- Standard First Aid/CPR-C certification is required prior to the start of the camping season.
- Experience providing day-to-day personal care required.
- Familiarity with Easter Seals Ontario Camper community an asset.
- Strong communication, organization, teamwork, and leadership skills.
- Comfortable working in an Office 365 (Teams, Outlook, Excel, Word)
- Must provide clear background check completed within 1 year of the start date of the contract.

Other considerations:

- Easter Seals Ontario camps are fully accessible and provide camping experiences to kids and young adults with disabilities.

- It is recommended that all staff be fully vaccinated against communicable illnesses such as Covid19 and Measles. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.
- Model active participation in camp life by engaging in activities where possible, while balancing leadership responsibilities and program oversight.
- Onsite housing provided for camping season; meals provided during camp sessions.
- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and days off between sessions.
- Required to be on-call for a minimum of two of the changeover periods during the summer.

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.