EASTER SEALS ONTARIO - RECREATION DEPARTMENT
JOB DESCRIPTION

Cabin Leader

Number of positions: 10
Reports to: Counselling Coordinator
Locations: Camp Merrywood (Perth, ON); Camp Woodeden (London, ON)
Employment Dates and Compensation:
May 30, 2027 – August 30, 2027. $145.00/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 an awesome 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.

Reporting to the Counselling Coordinator, Cabin Leaders provide guidance to a small team of Cabin Counsellors and Senior Counsellors by leading camper care, navigating camp activities, and managing regular duties and reports in their assigned cabin. This role provides ongoing feedback to Cabin Team and submits regular reports to provide the Counselling Coordinator with an overview of relevant information happening within the cabin group. This role is responsible for time management, timely reporting of camper care and cabin activities, and for fostering a positive camp culture in their cabin. Cabin Leaders work within their cabin teams to ensure every camper enjoys an outstanding camp experience. This includes actively participating in camp activities, fostering a positive and inclusive camp culture, and delivering compassionate, camper-centered care.

Summary of Essential Job Functions

- Oversee the daily operations of the cabin by leading and supporting the cabin team, organizing staff schedules and responsibilities, ensuring camper documentation is completed accurately and on time, and facilitating daily team check-ins.
- Ensure the delivery of safe, respectful, and individualized camper care by modeling best practices and guiding cabin staff in daily living support. This includes assistance with personal hygiene (such as bathing, showering, tooth and hair care), toileting (including changing incontinence pads), dressing, feeding, and safe lifting and transferring. *Personal care training will be provided during orientation
- Document care as it is provided and report on both upcoming scheduled care and any observed changes that may require follow up or assessment.

- Serve as the primary point of contact for cabin-related matters and actively participate in Cabin Leader meetings to communicate updates and advocate for cabin needs.
- Ensure cabin responsibilities are carried out effectively and consistently and are documented.
- Oversee daily cabin routines and ensure schedules are followed smoothly, including wakeups, hygiene routines including toileting and bathing, transitions to activities, and bedtime.
- Lead daily check-ins with cabin staff to review camper needs, assign responsibilities, and discuss any updates or challenges.
- Serve as the primary point of contact for cabin related communication, sharing updates with the Counselling Coordinator, Healthcare team, and Leadership as needed.
- Monitor and support the emotional well-being of campers, offering guidance to staff on strategies for handling homesickness, anxiety, and social challenges.
- Ensure personal care supplies, adaptive equipment, and camper belongings are stored safely, organized, and easily accessible within the cabin.
- Support camper engagement and inclusion by coordinating staff presence during programs, ensuring proper camper-to-staff ratios, and encouraging participation.
- Facilitate smooth transitions between cabin routines and program areas ensuring campers are prepared and supported at every stage.
- Lead or assist in family communication during arrival and departure days, gathering essential information, and providing updates on camper experience and care.
- Complete documentation requirements, including care charts, daily notes, communication forms, and incident reports, ensuring they are accurate and submitted on time.
- Promote and maintain a positive cabin culture by encouraging teamwork, inclusivity, and a supportive environment for both staff and campers.
- Respond to cabin-related incidents or emergencies, coordinating support and following established protocols in collaboration with Leadership and Healthcare.
- Provide feedback and observations to the Counselling Coordinator for staff evaluations, highlighting areas of strength, growth, and professional development opportunities.
- Be a visible and supportive presence in the cabin, ensuring staff feel equipped and confident to deliver the highest level of care and support.
- Ensure the cabin environment remains safe, organized, and sanitary by overseeing daily cleaning routines, delegating tasks to cabin staff, and monitoring health and safety standards.
- Proactively identify maintenance or safety concerns and report them promptly to the Site Manager or Recreation Supervisor to ensure timely resolution.
- In coordination with the Counselling Coordinator, complete assessments of the Cabin and Senior Counsellors working within the cabin.
- Adhere to and support all camp policies, procedures and guidelines as detailed in the Camp Resource Manual.
- Perform any other duties as assigned by the Counselling Coordinator or Recreation Supervisor.

Physical Aspects of the Job

- Ability to communicate and work as a team leader.
- Ability to observe camper behaviour and apply appropriate behaviour-management techniques, enforce appropriate safety regulations and emergency procedures.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

- Able to manage lifting, some 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.

Minimum Requirements

Minimum age: 18 years old

- Previous camp experience, preferably in a leadership or mentor role.
- Experience organizing tasks, schedules, and submitting standardized documentation.
- Ability to provide direction, instruction, and support in an effective manner.
- Strong leadership, communication, and organizational skills.
- Standard First Aid/CPR-C certification is preferred prior to the start of the camping season.
- 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.
- Onsite housing provided for camping season and meals provided on camp session days.
- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and a minimum of 3 days off between sessions.

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.