Helping Kids with Physical Disabilities Succeed

EASTER SEALS ONTARIO - RECREATION DEPARTMENT
JOB DESCRIPTION

Counselling Coordinator

Number of Positions: 2
Reports To:
Preseason - Manager of Recreation
Camp Season - Recreation Supervisor (MWC), Camp Director (WEC)
Locations: Remote during preseason, Camp Woodeden (London, ON) or Camp Merrywood (Perth, ON)
Employment Dates and Compensation:
Pre-season: Jan 15, 2027 – May 17, 2027. 20hrs/week, remote, flexible. $23/hr.
Onsite: May 18, 2027 – August 31, 2027. $155/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.

During the **Pre-Season**, the Counselling Coordinator will report to the Manager of Recreation and contributes to the planning of all staff orientation and supports the hiring of summer camp staff.

During the **Camp Season**, the 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 Counselling Coordinator is responsible for overseeing all aspects of the camp delivery as it relates to the cabin counselling team and camper care. In collaboration with the Recreation Supervisor/Camp Director and the Healthcare Supervisor, the Counselling Coordinator directly supervises Cabin Leaders, Senior Counsellors, and Cabin Counsellors. The Counselling Coordinator will work closely with the Healthcare Supervisor to ensure cabin team members are supported in their roles within camper cabins and that campers are receiving timely and camp appropriate physical and emotional care.

Summary of Essential Job Functions
Pre-Season

- Assist in the recruitment and hiring of the summer camp staff.
- Assist in planning staff training and share responsibility for planning, implementing, and overseeing a camper-focused camp program and culture.

- In collaboration with the Healthcare Team, support training development for all staff regarding the provision of safe, respectful assistance with camper personal care and daily living needs such as general hygiene, dressing, feeding, toileting, and safe lifting/transferring.
- Review the camp risk management procedures and safety protocols, ensuring a thorough understanding and the ability to appropriately respond to incidents.
- Support the Camper Application review process in cooperation with the Manager of Recreation, Nursing Manager, and Recreation Supervisors.

Camp Season

- Reporting to the Recreation Supervisor/Camp Director, collaborate as an active member of the Leadership Team to support program quality, staff development, and a positive camp culture.
- In cooperation with other Leadership Team members, train all camp staff in camper care delivery, behaviour support, care logs, incident reporting, and cabin maintenance.
- Working closely with the Healthcare Supervisor and Recreation Supervisor/Camp Director, ensures that camper care is being provided in a timely and camp-appropriate manner, and that all care activities are logged.
- Meet daily with Cabin Leaders and perform check-ins at each cabin during morning and/or evening transition times to receive updates, offer feedback and support, and address any challenges or concerns.
- Oversee camper safety and well-being by supporting counselling staff with camper care, behaviour support, and positive guidance.
- Manage camper and cabin staff assignments, taking into consideration the safety and support needs of each camper cabin.
- Working with the Nursing Manager and Recreation Supervisor/Camp Director, schedule night duties and organize staff break times.
- Coordinate the Counselling staff team's arrival day activities and work with the Leadership Team to assign arrival day tasks to all staff.
- Onboard and integrate camp staff Volunteers and camper specific support providers, except those specific to healthcare.
- Provide feedback to the Cabin Leaders, Senior Counsellors, Cabin Counsellors, and Volunteers on a regular basis, both formally and informally, and provide them with written evaluations midseason and upon completion of their contract.
- Pro-actively identify and solve problems and areas of concern.
- Liaise/mediate between the cabin staff when conflicts arise.
- 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, Camper Care Manual, and Healthcare Manual. Be familiar with the OCA standards Ontario Regulations pertaining to Recreational Camps.
- Perform any other duties as assigned by the Recreation Supervisor or Manager of Recreation.

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

- 2 years senior camp experience
- 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

- Work part-time offsite from January - May and full-time onsite from May – August.
- 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.