HEAD OF VOYAGERS

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Summer Camp Manager
Period: End of June Staff training and **July 18-24**
Honorarium: $250 / week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks, develops and nurtures Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Head Voyageurs is responsible for the overall leadership, planning, implementation, and supervision of Camp Kwasind's Voyageurs program, an introductory canoe tripping experience for campers ages 7–8. The program combines traditional camp activities with a three-night canoe trip on Skeleton Lake, allowing younger campers to develop confidence, independence, outdoor skills, friendships, and an appreciation for God's creation.

The Head Voyageurs will oversee the experience of both the boys' and girls' groups, providing leadership and support to the staff assigned to each group. They will ensure that all participants receive consistent, age-appropriate supervision, instruction, mentorship, and care throughout the program, including on-site activities and canoe tripping.

They will work collaboratively with the Summer Camp Manager, designated Head of Out-Tripping, and supporting Voyageurs staff to ensure the program is safe, engaging, developmentally appropriate, and memorable. They will be responsible for coordinating daily programming, supporting camper care, preparing staff, and creating a positive, Christ-centred environment where campers are encouraged to try new things and grow in their faith.

The Head Voyageurs will report directly to the Summer Camp Manager. This is a seasonal summer camp position.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct and core values of CBOQ & Camp Kwasind.
- Minimum age 21 years of age

- Demonstrated experience working with children, particularly younger campers between the ages of 7–8.
- Previous experience in camp counselling, outdoor education, canoe tripping, or wilderness camping preferred.
- Experience providing leadership, mentorship, or supervision to other staff is an asset.
- Strong leadership, interpersonal, communication, organizational, and problem-solving skills.
- Ability to provide consistent supervision, encouragement, and age-appropriate instruction to young campers.
- Demonstrated patience, maturity, responsibility, flexibility, and a positive attitude.
- Ability to support campers experiencing homesickness, anxiety, interpersonal conflict, or challenges associated with new experiences.
- Basic knowledge of canoeing, camping, outdoor safety, and wilderness skills, or a willingness to complete appropriate training.
- Ability to participate in the physical demands of canoe tripping, including paddling, carrying equipment, setting up campsites, and supervising children in outdoor environments.
- Wilderness First Aid Certification or higher is required
- Musical talents are an asset

Responsibilities:

Before program

- Attend and participate in Staff Orientation Weekend, required Staff Training, and Voyageurs-specific preparation sessions.
- Attend workshops, seminars, and training opportunities pertaining to the position as requested.
- Meet with the Summer Camp Manager, Head of Out-Trippiing, and supporting Voyageurs staff to review program goals, camper needs, schedules, and expectations.
- Develop and organize an engaging, age-appropriate program that introduces campers to canoeing, camping, outdoor exploration, teamwork, and Christian faith.
- Prepare a detailed program schedule for the group, including on-site activities, canoe trip preparation, recreational programming, devotionals, and group experiences.
- Establish clear responsibilities, supervision expectations, and daily schedules for supporting Voyageurs staff.
- Review camper information, including medical considerations, dietary needs, allergies, and relevant support requirements, in accordance with camp procedures.
- Become familiar with camper supervision expectations, behaviour management procedures, and emergency response plans.
- Prepare necessary supplies, recreational materials, and camper resources for the program.
- Work with the Head of Out-tripping to review canoe trip plans, equipment requirements, packing procedures, and safety expectations.
- Prepare age-appropriate games, devotionals, activities, and reflection opportunities for both on-site and canoe trip programming.
- Ensure camper accommodations, program materials, and assigned spaces are prepared before participant arrival.
- Participate in appropriate canoeing, water safety, campsite management, and wilderness skills training before leading campers on trip.

Staff Leadership & Coordination

- Provide direct leadership, guidance, and support to staff assigned to the boys' and girls' Voyageurs groups.
- Ensure all supporting staff understand the program's goals, expectations, schedules, and supervision responsibilities.
- Assist with training staff in camper care, age-appropriate behaviour management, homesickness support, group dynamics, and outdoor programming.
- Coordinate staff responsibilities for on-site activities, canoe trip preparation, camper routines, and daily supervision.
- Maintain regular communication with supporting staff regarding camper needs, program progress, and upcoming activities.
- Provide encouragement, coaching, and constructive feedback to supporting Voyageurs staff.
- Support staff in navigating camper behaviour concerns, interpersonal conflicts, emotional challenges, and group dynamics.
- Ensure appropriate supervision and staff coverage are maintained for both groups throughout the program.
- Foster a positive, collaborative, and Christ-centred staff team that models patience, encouragement, responsibility, and servant leadership.
- Communicate significant staffing concerns, camper care issues, or operational needs to the Summer Camp Manager.

Camper Care & Supervision

- Maintain overall responsibility for the care, supervision, safety, and well-being of all Voyageurs participants.
- Ensure both the boys' and girls' receive consistent, attentive, and age-appropriate supervision throughout the program.
- Work with supporting staff to establish clear expectations for camper behaviour, respect, kindness, responsibility, and participation.
- Create a welcoming, safe, encouraging, and inclusive environment where campers feel valued, supported, and excited to participate.
- Build positive relationships with campers, taking time to understand their individual personalities, interests, strengths, and needs.
- Support staff in caring for campers experiencing homesickness, nervousness, frustration, fatigue, or difficulty adjusting to camp and wilderness environments.
- Ensure campers receive appropriate assistance with daily routines, personal organization, hygiene, clothing choices, and preparation for activities.
- Encourage age-appropriate independence while providing the guidance and support necessary for younger campers to succeed.
- Monitor camper health, hydration, nutrition, rest, and emotional well-being throughout the program.
- Support positive group dynamics, friendship development, conflict resolution, and cooperation among campers.
- Respond appropriately to significant behavioural concerns using Camp Kwasind's established camper care and behaviour management procedures.

- Communicate significant camper concerns, incidents, or support needs promptly to the Summer Camp Manager and appropriate camp staff.
- Ensure clear camper accountability procedures are maintained during activities, transitions, free time, and overnight periods.
- Model patience, compassion, encouragement, professionalism, and Christ-like character in all interactions with campers.

On-Site Voyageurs Programming

- Oversee the planning and delivery of engaging, age-appropriate activities during the on-site portion of the Voyageurs program.
- Coordinate the introduction of foundational canoeing and camping skills in preparation for the wilderness experience.
- Ensure campers receive appropriate instruction in personal flotation device use, canoeing safety expectations, and responsible participation in water-based activities.
- Facilitate or coordinate instruction in basic outdoor skills, including packing personal belongings, setting up tents, organizing equipment, and caring for the natural environment.
- Organize games, team-building activities, outdoor exploration, and recreational experiences that encourage confidence, cooperation, and excitement for the canoe trip.
- Introduce campers to wilderness expectations, including staying with their group, listening to leaders, respecting wildlife, and following safety instructions.
- Teach age-appropriate Leave No Trace principles and encourage responsible care for God's creation.
- Prepare campers for canoe tripping routines, including shared responsibilities, outdoor meals, sleeping in tents, and using wilderness washroom facilities.
- Provide opportunities for campers to ask questions, express concerns, and develop confidence before leaving on trip.
- Ensure all activities are developmentally appropriate, properly supervised, and consistent with established camp safety procedures.

Canoe Trip Leadership & Camper Support

- Coordinate the camper care and program delivery components of the three-night Voyageurs canoe trip on Skeleton Lake.
- Work collaboratively with the designated Head of Out-Tripping and supporting Voyageurs staff to ensure the safe and successful completion of the canoe trip.
- Accompany the assigned trip group as scheduled, ensuring clear leadership and supervision arrangements are established for any group operating separately.
- Ensure both the boys' and girls' groups have appropriate staff supervision, camper care, and emergency procedures throughout their wilderness experiences.
- Follow the Head of Out-Tripping's technical direction regarding canoeing, navigation, water safety, weather conditions, campsite selection, and wilderness emergency procedures.
- Ensure campers consistently follow established safety expectations while canoeing, travelling, and participating in campsite activities.
- Support staff in monitoring camper comfort, fatigue, hydration, nutrition, clothing, and emotional well-being throughout each day.

- Provide encouragement and reassurance to campers who may feel nervous, overwhelmed, tired, or uncertain about new experiences.
- Coordinate age-appropriate campsite routines, including tent setup, personal belongings, meals, cleanup, and preparation for bedtime.
- Ensure campers are encouraged to participate in manageable campsite responsibilities while receiving appropriate support and supervision.
- Support the delivery of games, group activities, devotionals, and meaningful conversations during appropriate periods of the trip.
- Ensure camper concerns, injuries, illnesses, or significant incidents are promptly communicated to the Head of Out-Tripping and addressed according to established procedures.
- Support emergency response procedures and follow the direction of the Head of Out-Tripping in situations requiring technical wilderness safety decisions.
- Model a positive attitude, adaptability, patience, and servant-hearted leadership throughout the trip.

Spiritual Leadership & Discipleship

- Oversee the spiritual development and discipleship components of the Voyageurs program.
- Intentionally model Christian faith, character, and servant-hearted leadership throughout the Voyageurs experience.
- Plan and facilitate engaging, age-appropriate devotionals, Bible stories, prayer times, and spiritual conversations.
- Equip supporting Voyageurs staff to lead appropriate spiritual conversations, prayer, and biblical teaching with their assigned campers.
- Help campers understand that God loves them, created them with purpose, and invites them into a relationship with Him.
- Encourage campers to recognize God's creativity, goodness, and care through their experiences in nature.
- Incorporate biblical themes of courage, trust, kindness, perseverance, friendship, and gratitude into daily activities.
- Create opportunities for campers to ask questions, share their thoughts, and explore their faith in a supportive environment.
- Encourage campers to demonstrate Christ-like character through kindness, encouragement, teamwork, and care for others.
- Facilitate moments of reflection and gratitude throughout the canoe trip, helping campers connect their experiences with their faith.
- Support Camp Kwasind's broader spiritual development goals through meaningful relationships, prayer, and positive Christian role modelling.

Safety & Risk Management

- Prioritize the physical, emotional, relational, and spiritual safety of all Voyageurs participants.
- Ensure all Voyageurs programming follows Camp Kwasind's policies, camper supervision procedures, safeguarding requirements, and emergency response protocols.
- Ensure supporting staff understand and consistently follow supervision expectations, camper accountability procedures, and emergency response plans.

- Maintain appropriate staffing and supervision arrangements for the group
- Ensure campers receive clear, age-appropriate instructions regarding safety expectations before participating in activities.
- Work collaboratively with the Head of Outripping to ensure canoeing and wilderness activities are conducted according to approved safety procedures.
- Ensure campers wear properly fitted personal flotation devices during canoeing and other activities where required.
- Monitor camper well-being and communicate concerns regarding environmental conditions, fatigue, health, or safety to the Head of Out-Tripping or Summer Camp Manager.
- Identify and respond appropriately to unsafe behaviour, equipment concerns, injuries, illness, or other hazards.
- Ensure established procedures are followed for camper medications, allergies, dietary needs, and other health considerations.
- Follow camp incident reporting procedures and promptly communicate significant concerns to appropriate leadership.
- Support emergency procedures and evacuation plans as directed by qualified trip staff.
- Maintain clear communication and consistent collaboration with all Voyageurs staff to ensure camper safety.

After the Canoe Trip & Program Completion

- Ensure all Voyageurs participants return safely to Camp Kwasind and are appropriately accounted for.
- Coordinate camper transitions back into camp routines, including unpacking and organizing personal belongings.
- Ensure campers complete any required post-trip health checks with the camp nurse.
- Assist with coordinating the cleaning, drying, organization, and return of canoe trip equipment and supplies.
- Facilitate opportunities for campers to reflect on their experiences, celebrate accomplishments, and recognize their personal growth.
- Encourage supporting staff to lead age-appropriate discussions about new skills, challenges overcome, friendships, and meaningful memories.
- Communicate relevant camper care concerns, incidents, or follow-up needs to the Summer Camp Manager.
- Participate in a program debrief with the Summer Camp Manager, Head of Out-Tripping, and supporting Voyageurs staff.
- Gather feedback regarding camper experiences, program activities, supervision, group dynamics, and opportunities for improvement.
- Assist with preparing the Voyageurs program for future groups as required.
- Provide recommendations for improving the program's quality, safety, and overall camper experience.

General Camp Responsibilities

- Ensure that Camp Kwasind operates as a Christian camp and that its mission and values are reflected in all interactions.

- Help create a welcoming, inclusive, and encouraging environment for campers, staff, and families.
- Follow all Camp Kwasind policies, procedures, safety standards, and staff expectations.
- Attend applicable staff meetings, Bible studies, faith practices, and weekly chapels when on site and available.
- Demonstrate professionalism, maturity, initiative, and sound judgment in all responsibilities.
- Model Christian living through relationships, conversations, service, and leadership.
- Prioritize the safety, care, and well-being of campers throughout all assigned activities.
- Work collaboratively with the Summer Camp Manager, Head of Out-Tripping, and supporting Voyageurs staff.
- Assist with appropriate camp programming and operational responsibilities outside of assigned Voyageurs sessions as directed by the Summer Camp Manager.
- Other duties as assigned by the Summer Camp Manager.

Accountability

The Head Voyageurs is directly accountable to the Summer Camp Manager.

The Head Voyageurs provides overall leadership and coordination for both the boys' and girls' Voyageurs groups, including supervision arrangements, camper care, staff support, age-appropriate programming, and discipleship.

The designated Head of Out-Tripping maintains technical authority over canoeing, navigation, wilderness safety, and emergency response. When groups operate separately, each group must have its own designated on-trip leader and appropriately qualified staff, with clear responsibilities and emergency procedures established before departure.

Your Support

- Summer Camp Manager– They will support and mentor you during your time at Kwasind with 1 on 1’s, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.