SECTION COORDINATOR

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Logistics
Period: Mid-June for Staff training through end of Summer Camp Weeks (exact dates set in contract)
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 develop and nurture 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 Section Coordinator roles are focused on the successful oversight, training, resourcing and support of the cabin leading staff and the camper experience. This includes providing mentoring, coaching, troubleshooting, and devotional support to cabin leaders as they invest into the lives of campers. The team includes the following roles...

- Senior Girls Section Coordinator (works with female campers ages 7-10 approx.)
- Junior Girls Section Coordinator (works with Female campers ages 11-15 approx.)
- Senior Boys Section Coordinator (works with male campers ages 7-10 approx.)
- Junior Boys Section Coordinator (works with male campers ages 11-15 approx.)

This position serves as part of the cabin staff team but does not necessarily stay in a cabin with campers unless a need arises.

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.
- Be a minimum of 20 years of age by the end of calendar year.
- Have experience working with children and young people.
- Post-Secondary Education in ECE, Teaching, etc. are assets.
- Have proven leadership ability, team player and display excellent initiative and judgment.
- Possession of a valid First Aid certificate preferred.

Pre-Camp Responsibilities:

- Attend and participate in May Staff orientation weekend, senior staff training, and all staff training at the beginning of the camping season.

- Attend workshops, seminars and training pertaining to your position as requested.
- Attend all staff meetings, trainings, and staff bible studies
- Research your age group of campers to be prepared to care for them well according to their developmental, social, and emotional needs. Prepare training courses to disseminate that information to your section of cabin staff.

Management:

- Work with the Head of Logistics to assign campers into cabin groups – cabin groups should be shared with the Cabin Leading staff on the Friday before campers arrive to give time to creatively make campers feel welcome in their cabin.
- Work with Head of Logistics to pair cabin leaders weekly.
- On the second to last night of each camp session, communicate to cabin staff which of their campers are going home on the camp bus, which are being picked up at the camp and which campers are stay-over campers.
- Provide regular one-on-one mentoring/coaching to each cabin leader.
- Communicate to all cabin leaders what cabin they will be placed in during the next camp session so that they can be prepared and move their stuff.
- Remind cabin staff to clear items from their cabin clothesline before the campers leave.
- Record all interactions of importance regarding the management of cabin staff and campers in a daily log and update the office staff on any key information that needs to be added to camper files
- Complete and ensure all incident reports are completed related to camper issues and ensure we are following our Behaviour Intervention Plan
- Manage the distribution, collection, storage, and use of cellular phones by cabin leaders.

Supervision of Cabin Staff:

- Ensure cabin staff are where they should be according to the weekly schedules.
- Ensure that there is always appropriate supervision of campers by the cabin leader staff.
- Doing “Rounds” each night (end of program until lights are out in your section) to make sure the camp is safe and quiet at night.
- Ensure that cabin staff keep their cabins safe and clean as per public health requirements.
- Conduct daily check-ins with all cabin staff to ensure that issues are known and being appropriately managed and ensure that all concerns are communicated to all other members of the camp leadership.
- Arrange for and conduct formal written end of season reviews with all cabin staff.
- Ensure that cabin staff are where they should be and are doing what they should be doing during mealtimes.
- Follow up with cabin staff who are not meeting the expectations in their positions.
- Ensure that cabin staff are aware of where their campers are during CYOA
- Ensure that cabin staff engage with the campers in a proactive manner during CYOA
- Monitoring the nighttime curfew of cabin staff.
- Monitor and promote the wearing of camp appropriate clothing by cabin staff.
- Be available to observe and provide cabin staff with constructive feedback regarding their afternoon devotions.
- Ensure that cabin staff have cleaned their cabins fully and disinfected all mattresses in their cabin before they begin their day off.

Resourcing Cabin Staff:

- Serve as a resource for cabin staff with “extra grace campers." Advise camper discipline, refer for health issues, homesickness.
- Ensure coverage of the responsibilities of cabin staff in case of staff illness or fatigue.
- Ensure that bedding is washed when campers have accidents.
- Provide assistance to cabin staff for daily cabin devotionals.
- Set up and run morning meetings with all cabin leaders to share key information for the day and encourage them as a group.

Mentoring Cabin Staff:

- Check in daily with each cabin staff member. Update and communicate this status and any concerns to the Head of Logistics. Set a weekly goal to meet one on one with each cabin staff to go over goals and performance.
- Pray for the needs of the cabin staff and campers.
- Remind and refresh training points with all cabin staff.

Other Duties:

- Ensure that camper cabins are safe and in good repair. Check and monitor them regularly. Report any deficiencies and act to correct the problem.
- Monitor campers and staff during all transition times during the day.
- Ensure that you have a personal hour off each day.
- Support the management of the lost and found items at camp.

Your Support

- The Head of Logistics– 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. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- 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.

APPENDIX:

Training Cabin Staff

Conduct or arrange for training of all cabin staff in the following areas:

- Staff vision statement and its use.
- Health and safety, work refusal, WHMIS.
- Developmental stages of children.
- Campers with Exceptionalities – what the issues are and how to manage them.
- Teaching electives, their activities and instruction.
- How to deal with a scared child.
- How to manage homesickness.
- Child abuse and disclosure.
- Understanding age / behavior patterns in campers.
- Bullying – what to do and the camp policy.
- Overseeing campers during worship, chapel, and vesper times.
- Protecting yourself from false allegations.
- How to protect against wild animals at camp.
- How to recharge and take a day off.
- Days off – notification when leaving the grounds - signing in and out.
- What are the expectations of staff conduct.
- Staff and camper dress code.
- What are you supposed to do in the dining hall - dining hall etiquette.
- Monitoring campers eating at your table in the dining hall.
- Special diets at camp.
- How do you deal with a clogged toilet without calling maintenance.
- Daily devotionals – personal quiet times.
- How to lead a devotional in your cabin.
- How to lead someone to Christ.
- How to give a testimony.
- Cabin devotionals – how to conduct them.
- How to approach vespers – expectations.
- How to conduct discipline with dignity.
- Logical and appropriate consequences for campers.
- How to get campers need to change their clothes.
- How to get campers to take a shower.
- What to do when a camper wets their bed.
- Injury / First aid / Epi pens / nurses at camp and how to utilize them.
- “Heads up” information sheets about campers.
- Lice and bed bugs.
- Leading in cabins with campers.
- Managing a cabin of campers with only one leader (during staff Bible study – cabin cleanup & cabin time).
- Listening skills – active and passive listening.
- Understanding your leadership style.
- Working with the LIT’s in your cabin.
- How to build ‘team’ in your cabin of campers from day one.
- Relational problem solving.
- Change-over day procedures.
- How to talk with parents on changeover days.
- What parents look for on drop off days.

- What parents want on pick up days.
- Orienting campers to camp – camp tours, how to operate a shower.
- Emergency procedures.
- Planning activities for cabin time.
- How to run the buddy boards.
- How to plan campfires with your cabin group.
- How to win cabin cleanup every time!
- Bus monitoring.
- Being part of the worship team at camp.
- When can campers call home?