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## Bayside Camp and Retreat

# Position Description | Head Cabin Leader

### Position Purpose:

To support, lead and encourage cabin leaders in their role of caring for campers and aiding campers in their mental, spiritual and physical growth as well as basic living skills. Support to campers with physical, developmental and/or emotional/ behavioural needs. Responsible for providing a safe, fulfilling and purposeful experience to our campers of all backgrounds, genders and abilities. The Head Cabin Leader will remove program barriers and provide accommodations to encourage maximum participation of all campers.

### Essential Job Operations:

1. Assist cabin leaders and junior cabin leaders in their leadership.
  - a. Provide guidance and suggestions as to how cabin leaders can improve their cabin leading abilities.
  - b. Support Cabin Leaders through encouragement, help with devotions, Bible Study, mentorship and prayer time in accordance to Bayside Camp's Statement of Faith.
  - c. Help to develop the cabin leaders leadership ability with constructive feedback and leadership development sessions throughout the summer
  - d. Perform regular check-ins with Cabin Leaders and facilitate daily/weekly discussions and leadership training sessions
  - e. Take action to deal with incidents, emergencies and parent/caregiver, staff or camper concerns.
2. Assist in the direction, supervision and organization of campers in their cabin both at activities and the intervals between activities.
  - a. Ensure campers are properly supervised at all times.
  - b. Be aware of and implement camp safety rules.
  - c. Help campers to become integrated into all aspects of camp life and program including morning routines, cabin clean-up, meal times, program sessions and evening activities
  - d. Build positive relationships with campers
3. Help campers to become integrated into all aspects of camp life and program including morning routines, cabin clean-up, meal times, program sessions and evening activities.
  - a. Make sure all campers who present with exceptionalities are included in all camp activities, adjust to cabin life and that all campers are friendly and welcoming them.
  - b. Review participant's accommodation plan to familiarize self with participant's social history, interests, abilities, needs, etc.
  - c. Work in cooperation with camp team members to carry out daily routines of camp creating any necessary accessible adaptations
  - d. Provide guidance and help educate campers, staff, and volunteers about disabilities and promote the understanding of inclusion to ensure a positive experience for everyone involved.
4. Communicate with parents as needed.
5. Maintain high standards of health and safety in ALL activities for campers and staff.



- a. Provide the daily care of each camper within your supervision including recognition of personal health needs.
- b. Be alert to equipment and facilities to ensure utilization, proper care and maintenance is maintained; report repairs needed directly to the camp director.

## Employment Details

<b>Weeks of Work:</b>	10-14
<b>Start Date:</b>	TDB
<b>End Date:</b>	August 18, 2024
<b>Staff Training Dates:</b>	Highly recommended conference weekend: May 10-12 Mandatory staff training: May 24-26, June 7-9
<b>Gross Salary:</b>	Base Rate: \$500/week

## Requirements/Skills

- Current CPR and Standard First Aid
- Non-Violent Crisis Intervention training an asset
- Ability to work with children and youth who present with exceptionalities and their families
- Ability to communicate effectively through various modes of communication
- Strong leadership skills with younger peers and children
- Ability and experience in supervising staff, volunteers and campers
- Ability to lead programs
- Ability to work independently and manage time to complete daily tasks without direction

## Other Responsibilities

- Cooperate, communicate and work with co-head cabin leader
- Mentor Cabin Leaders in their spiritual growth through prayer and Bible study
- Help campers to improve and develop physically, socially, mentally and spiritually o Plan daily cabin devotionals with a co-cabin leader
- Care for campers through prayer, Bible studies, responsible relationships and sharing of faith
- Help campers who have made a commitment to Jesus to apply their faith in their daily lives.
- Communicate with campers, provide instruction and ensure they understand o Carry out all other duties assigned by directors

## Relationships/Accountability

Reports to: Executive and Associate Directors  
Peer Relationships: Secondary Leadership Team  
Internal Relationships: Camp staff, campers  
External Relationships: Parents, Campers