



POSITION AVAILABLE

Title of Position: Camp Counsellor

Term: Approximately 2 months - end of June - August

Location: Mostly fly-in only First Nation communities in Northern Ontario

Start date: End of June, TBD

***Application Deadline: 1st deadline – 31 January 2012**

2nd deadline – 29 February 2012

*A note about the deadlines: Shortlisted candidates who submit their applications before the 31st January deadline will be offered interviews in the first phase (February onwards). Shortlisted candidates whose applications are received between the first and second deadlines will be interviewed in the second phase (March onwards). A number of job offers will be made during each phase.

Frontier College is a national, non-profit literacy organization which was founded in 1899. We work with children, teens, adults and families who need help to improve their literacy skills. We work with a variety of community-based organizations to deliver volunteer-run, community-based programs across Canada. Many of our programs are delivered through a national network of university campus-based initiatives.

We are seeking mature, responsible, committed and self-motivated individuals to fill the positions of Camp Counsellor in the Aboriginal Summer Reading Camp program. The Aboriginal Summer Reading Camps began in 2005 as an initiative of the Lieutenant Governor of Ontario. These literacy and wellness camps aim to promote a love of reading and learning, as well as increased self-confidence, amongst First Nations children and youth (between the ages of 6 and 15) living in isolated and/or fly-in only reserves in northern Ontario.

Camp counsellors will be expected to work in small, independent teams which may include local First Nations camp counsellors, to deliver a diverse array of indoor and outdoor literacy-based camp activities in safe, caring, understanding, culturally sensitive fun-filled environments. Camp counsellors must demonstrate initiative and creativity to engage the community, and involve parents, elders and other community members in the camp curriculum. As this is a total immersion program camp counsellors will remain in the communities for the entire duration of employment, including weekends and holidays. Camp counsellors must be prepared to volunteer their time to being involved in community events, and for overtime unpaid camp preparation hours. Counsellors must also be prepared to share modest accommodations which may be co-ed (up to 4 people in a small unit) and be comfortable with living in an isolated community with minimal access to the telephone and internet.

Overall Accountability

Each team will be comprised of a camp counsellor (administrator) and several other camp counsellors (programming). Together, they will work very closely as a team under the remote supervision of a Frontier College Coordinator who is in turn responsible for reporting to the Regional Manager.

Frontier College will provide successful candidates with training prior to the start of camps.

Each team will decide on an administrator upon arrival in Thunder Bay for training week.

Major Duties and Responsibilities

- Daily planning & organizing of camp activities
- Ensuring the safety and well-being of all camp participants during camp hours
- Establishing and maintaining good relationships with community members, and encouraging their participation in the camps
- Maintaining accurate camp records as required
- Submit weekly matrix reports for the Community Coordinator
- Additional responsibilities:
 - Managing and maintaining camp budget and accounts, including all financial records
 - Ensuring that all camp documentation is maintained, and reported as required
- Ensuring adherence to all program directives and guidelines
- Establish and maintain a professional relationship at all times with team members
- Other duties as assigned by Frontier College
- Note – the Camp Counsellor Administrator will be responsible for submitting all weekly paperwork throughout the summer months.

Required Skills and Attributes

- Minimum 18 years old
- A positive, friendly and approachable disposition
- Adaptable, self-motivated, responsible, enthusiastic, creative
- Superior planning, organizational and time-management skills
- Able to exercise patience and understanding when working with different personalities/working styles, even in challenging situations
- Strong situational problem-solving and conflict-resolution skills
- Strong communication skills
- Demonstrated experience working with groups of children/youth in a summer camp or literacy program setting
- Sensitivity that embraces the realities of differing culture, living environments and broader societal factors affecting Aboriginal communities

- Possess Standard/Emergency First Aid qualification which is valid for the entire duration of employment (Note: All successful candidates who do not have their First Aid qualifications at the time of application/interview must obtain certification, at their own cost, prior to the start of employment)
- Possess a current Criminal Records Check with Vulnerable Sector Screen completed by the local police department (Note: All successful candidates who do not have their Criminal Records Check with Vulnerable Sector Screen at the time of application/interview must obtain it prior to the start of employment. Frontier College will reimburse the cost IF a receipt and the original copy is submitted)

Please note that you will be required to provide a Doctor's note stating that you are mentally and physically able to fulfill the requirements of the position.

Additional Assets

- Prior experience working with First Nation, Inuit or Métis individuals/communities or knowledge/familiarity with First Nations issues in Canada/Ontario
- Prior experience living and working in isolated and/or cross-cultural community settings
- Suggested programs of study should apply: Social Work, Early Childhood Education, Child & Youth Worker, Education, Native Child & Family Services, Indigenous Studies, International Development
- Preference given to applicants who have a recent Criminal Records Check with Vulnerable Sectors already completed by the local police department.

Compensation:

- Pay will be issued bi-weekly/once every two weeks
- Frontier College will provide successful candidates with travel costs within Ontario
- Shared, assigned housing is provided

Application Procedures:

New Applicants

If you are applying to work at the camps for the first time:

1. Download and complete the following: "**General Application Form**"
2. Download and complete the following: "**Questionnaire B.**"
3. First Nations, Inuit and Métis applicants are encouraged to self-identify.

4. Send your: (1) resume, (2) cover letter, (3) a completed "General Application Form," and (4) a completed "Questionnaire B," via post, fax or email to the location listed below:

Returning Applicants

If you have previously worked for the Aboriginal Summer Camps before and are applying to work at the camps again:

1. Download and complete the following: "**General Application Form**"
2. Download and complete the following: "**Questionnaire A**"
3. Email, mail or fax your (1) resume, (2) cover letter, (3) application form & (4) questionnaire to the location listed below:

Send in all applications by mail, email or fax to:

Frontier College

RE: Summer Positions
895 Tungsten St., Suite 1
Thunder Bay, ON., P7B 6H2

Email: jbokhout@frontiercollege.ca
Fax: 807-285-3344

Only shortlisted candidates will be contacted for an interview.

For more information, visit the Frontier College website at www.frontiercollege.ca.

Frontier College is an equal opportunity employer
and is committed to diversity in the workplace.

Candidates of First Nation, Inuit or Métis ancestry are especially encouraged to apply for this position.