



## VOLUNTEER COUNSELLORS

Volunteer Counsellors at BC Easter Seals Summer Camps are responsible for providing direct care, support, supervision and assistance to campers in accordance with the Society's policies, procedures and objectives.

Duties include, but are not limited to the following:

### Camper Care

- Attend to the camper's emotional wellbeing, ensuring they feel secure, comfortable, and welcome in the camp environment.
- Attend to camper's personal and hygienic needs (washing, feeding, toileting etc.) and coordinate such activity appropriately within the camp schedule.
- Be familiar with the assigned campers' special medical conditions and/or behavioural issues and act according to care support directives provided by the Camp Coordinators, Nurse and the campers' parents/guardians.
- Monitor the assigned campers' special diets and contact with allergens.
- As much as possible, encourage each camper's independence and recognise and utilise potentials for personal growth or social development.
- Conduct one's self as an effective role model at all times.
- Assist assigned campers in selecting activities as required.
- Encourage maximum camper participation in all activities, while respecting a camper's personal choice to not participate in an activity.
- Ensure camper's belongings are well cared for throughout a camp session and are accounted for upon arrival and departure from camp. Ensure that each item is checked off the clothing list and the list returned with the belongings.
- Immediately report any concerns regarding the camper's emotional/physical wellbeing or behaviour to the Camp Coordinators and Camp Leaders.

### Safety

- Ensure that effective standards of safety are maintained at all times.
- Report all accidents, seizures or illnesses to the Health Care Team immediately.
- Follow the directions of the Health Care Team and the Camp Coordinators/Camp Leaders at all times.
- In the event of an emergency, follow the appropriate procedures reviewed during training. Complete and submit incident reports and other documentation as required.

### Program

- Assist Camp Leaders in coordinating activities outside of scheduled program periods.
- Participate in all camp activities.
- Offer feedback and input into planning programs.

## **General**

- Attend and participate in all staff meetings.
- Work night duty and rest duty as required.
- Develop an award of recognition for each camper.
- Assist Camp Leaders in completing evaluations on all campers and PSW's on the appropriate forms.
- Complete all necessary paperwork in time required.
- Fulfil duties assigned during weekly site cleanup and end of season cleanup.
- Perform various duties surrounding the camp program and camper care as required throughout the summer.
- Other duties as directed by the Camp Coordinators and Camp Leaders.
- Adhere to Society's code of conduct, privacy, IT and other related policies.