



## ASSISTANT COORDINATOR-COUNSELLING COORDINATOR

At Easter Seals Summer Camps of BC, the Assistant Coordinator –Counselling Coordinator's (COCO) role is to work as an integral member of the Coordinating Team (CT). The COCO is responsible for training, supervising and evaluating the Counselling Team and ensuring that campers are safe, having fun and with their needs met. The COCO responds directly to the Camp Coordinator.

Duties include, but are not limited to the following:

### PRE-CAMP

- Work closely with CT to define yearly camp theme
- Assist with staff selection as necessary
- Ensure that all counsellor files are complete and up-to-date prior to the camping season
- Take the lead on planning and scheduling All-Staff orientation along with CT
- Attend Health Care Team Orientation
- Help define specific summer goals and objectives for the counselling team and each individual towards
- the formation of healthy support networks and lines of communication
- Work along with Camp Coordinator to implement the Risk Management Plan for the camp

### DURING CAMP

- Pro-actively identify and solve problems and areas of concern
- Remain visible and accessible by participating in camp programs
- Responsible, in conjunction with Camp Coordinator and HCT, for camper safety and issues, including camping care and behaviour support, buddy group assignments and counsellor responsibilities
- Ensure that buddy group personal programming is of a high quality, challenging, creative, and safe for
- all campers and consider their abilities, choice options and on-going evaluation
- Check in daily with Counsellors
- Conduct staff evaluations. Maintain general discipline and conduct and ensure high levels of staff morale by providing direct and indirect supervision of all summer staff on site. Monitor and support staff to ensure the Society's objectives are met
- Supervise and evaluate Counsellors, Volunteers and PSWs on a regular basis, both formally and informally based upon personal goals, and provide them with written and oral evaluations throughout
- their contract
- Liaise/mediate between counsellors when conflict arises, providing ideas for solutions and prevention
- Provide counsellors with support on a regular basis through check-ins and debriefs
- Ensure proper completion and timely submission of all Counsellor documents including: initial assessments, camper cards, camper evaluations, PSW evaluations, etc...
- Complete a Head Counsellor report to be included in the weekly Coordinator Report
- Adhere to and support all camp policies and procedures as detailed in the Policy and Procedures manual and Coordinator Duties Binder
- Liaise with Cleaning Staff to ensure sanitary living conditions
- Create Dorm Duty/Rest Break/float schedules. This should include a schedule for the CT to check in during these periods and with the staff.
- Fill in for and relieve counsellors as required
- Assume Camp Coordinator's duties/responsibilities when Camp Coordinator is off site



- Provide orientation for Volunteers and PSWs as they arrive onsite
- Meet daily with the CT to discuss and evaluate the camping program
- Share in the performance of any other duties as determined by the Camp Coordinator and CT

#### SAFETY

- Practice Risk Management and Reduction techniques
- Report all accidents/incidents to the Camp Nurse and Camp Coordinator
- Ensure the Society's Policies and Procedures are upheld at all times
- Receive WHMIS training on the safe and proper usage of cleaning chemicals.
- Assume designated role in the event of an emergency

#### POST-CAMP

- Coordinate clean up of all camper and staff dorm areas.
- Complete final evaluations for all counselling staff (and other staff as required) in conjunction with Camp Coordinator
- Submit a Final Report on the status of counselling at camp