

## Job Posting: 3928 - Position: Counsellor Team Coordinator (CTC)

<b>Co-op Work Term Posted:</b>	Summer
<b>Application Deadline</b>	03/14 11:59 PM
<b>Application Method:</b>	Career Bridge
<b>Posting Goes Live:</b>	12/21 1:13 PM
<b>Job Posting Status:</b>	Approved

### Company Information

<b>Organization</b>	Easter Seals Camp Horizon
<b>Salutation</b>	Ms.
<b>Job Contact First Name</b>	Jane
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Manager, Resources
<b>Address Line One</b>	P.O. Box 123
<b>City</b>	Calgary
<b>Province / State</b>	Alberta
<b>Postal Code / Zip Code</b>	T1K 3M4
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Summer
<b>Job Title</b>	Counsellor Team Coordinator (CTC)
<b>Duration</b>	4 Months
<b>Job Location</b>	10 minutes West of Bragg Creek, AB
<b>Job Description</b>	

Counsellor Team Coordinators are the main support system for our counselling team and work closely with other coordinators to foster an environment of inclusion and support. CTCs are veterans of the camp community and are a tremendous resource to the summer staff.

#### Expectations:

- Supervise and support counselors.
- Provide direction to the counselor team through a positive leadership style.
- Foster a supportive and inclusive environment for campers and counsellors.
- Act as a resource for counselors in areas such as (but not limited to) personal care, behaviours, general problems.
- Create and deliver sessions for staff training.
- Create camper cabins for each week.
- Create events and encouragements to boost and maintain staff morale.
- Take part in camp programs and activities.

- Do regular individual check ins with counselors.
- Deliver formal, written performance evaluations to counselors in an unbiased, professional manner.
- Share overnight on-call duties.
- Reports to Manager of Resources.

**Job Requirements**

**Preferred Qualifications**

- Two years camp experience in a leadership role
- Extensive experience working with people with various forms of disability
- Excellent ability to organize and prioritize work
- Excellent people management skills

**Required Certifications**

- Alberta Class 4 Driver License or equivalent
- Standard First and CPR

**Provided Certifications**

- Non-Violent Crisis Intervention

**Preferred Academic Level** Undergraduate

**All Programs** Yes

**Projected Start Date** May 01 12:00 AM

**Projected End Date** August 31 12:00 AM