



Camp OK

Senior Counsellor Position

**We are seeking a team of energetic leaders
for Camp OK!**

Purpose of Senior Counsellors

Senior counsellors are accountable to work with Camp OK and the OKTC administration to help evolve the mission of OKTC. They are responsible for assisting in the day to day operations of Camp OK, facilitating staff development, theatre production, and supervisory roles.

Description of Responsibilities

1. Staff Development:
 - a. Work with the Leadership Coordinator to implement leadership programming for the staff.
 - b. Work with the Administrative team to mentor junior staff members.
 - c. Assist the Administrative team in hiring junior staff members.
 - d. Work with the Administrative team to create and facilitate weekly in-service staff meetings.
 - e. Organize and participate in staff events.
 - f. Duties as assigned.
2. Theatre Production:
 - a. Assist artistic staff in the creation and editing of the production script.
 - b. Assist in the creation and implantation of a rehearsal schedule and production plan for each production at the final “Performance Day.”
 - c. Working alongside our counsellors and Artistic Staff, the Senior Counsellor will assist in staging and rehearsing the theatre piece to be performed on the final “Performance Day” of each session.
 - d. Duties as assigned.
3. Supervisory roles:
 - a. Supervise a group of 4-5 staff members per two-week session.
 - b. Supervise and manage a rotational group of 20-35 children.
 - c. Supervise and manage a small counselling group of 5-10 children.
 - d. Duties as assigned.
4. General Operations:
 - a. Assist the administrative team in the planning and operation of day to day camp operations.
 - b. Participate in daily camp activities.
 - c. Be an active member of the Emergency Response Team.
 - d. Contribute to a positive camp environment.
 - e. Duties as assigned.

Basic Qualifications

1. At least 2 Years of Camp OK Counselling staff experience.
2. Must have previous experience working with youth & children (ages 6-14) in a theatre setting.
3. Minimum 2 years of theatre experience.
4. Standard First Aid certification.
5. Police background check at the candidate’s expense.
6. Must be able to commit to **all** time commitments outlined below.
7. Expected hours may exceed commitments outlined below.

Time Commitments

Introductory Full Team Meeting: Date TBA (May 2018)
Counsellor Hiring Weekend: Dates TBA (February 2018)
First Aid and Mental Health First Aid Training Dates: TBA (May or June 2018)
Leadership Training Dates: TBA (May and June 2018)
Team Training Dates: June 28-July 1 2018
All Camp Dates: July 2-August 24 2018
Bi-Weekly Team Meetings Second Wednesday evening of each session
Camp Carnival: August 15 2018
In-services every Wednesday after camp hours

Compensation

Senior Counselling staff will be paid competitively and based on experience.

How to Apply

Please forward a resume with cover letter to Camp OK Director, Sydney Gilchrist.
Please email a PDF file to **sydney@oktc.ca**.

Application Deadline

Thursday, December 22, 2017, 5pm EST.

ABSOLUTELY NO LATE SUBMISSIONS WILL BE ACCEPTED.

Interviews will be held **December 27-29 2017**. **Please include your availability for the interview dates in your application.** We thank all applicants who apply, but only those selected for an interview will be contacted.