

Job Descriptions

The jobs available in 2026 are as below and descriptions are posted individually. Roles can be full and part time as seen suitable by the personnel committee.

- Health & Wellness Coordinator x 1
- Outdoor Living and Environmental Stewardship Program Director x 1
- Craft & Drama Program Director x 1
- Waterfront Program Directors x 2
- *Counsellor Position:* Counsellor in Training Program Lead x 2
- *Counsellor Position:* Faith Formation Program Lead x 1
- Counsellor x 9 (Full time and Part time)

MANAGEMENT TEAM

- The Summer Camp Director (SCD) primarily supports the Management Team through a **lens of program and management**. They work with the Leadership & Wellness Director and Healthcare Director. Their role primarily is day-to-day scheduling, staff management, programming support and development. Staff typically go to the SCD asking for advice or support.
- The Assistant Director primarily supports the Management Team through a **lens of support and coordination**. They lead the CIT program logistics and support the CIT Program Directors, advise on changes that would support camper and staff wellness,

ASSISTANT DIRECTOR (Job Description) - 1 Position

Job Description – Assistant Director (1 Position)

Highlight:

This position was previously known as the Leadership & Wellness Director but has been updated to Assistant Director for the 2025 summer season. This change better suits the evolving needs of our camp and will align with the operational structure of the 2025 summer. The Assistant Director plays a vital role in supporting camp programming, staff development, and overall camp operations, while ensuring that the camp environment remains safe, inclusive, and aligned with Sherbrooke Lake Camp's mission and values.

Overview

Accountable to and supported by the Executive Director, the Assistant Director provides leadership, mentorship, and guidance to all campers and staff. This role focuses on supporting mental wellness, regulation, and leadership across the camp, ensuring that all programs reflect the values and standards of Sherbrooke Lake Camp, CANSPEI, and The United Church of Canada. The Assistant Director works closely with the Management Team and is integral to the smooth operation of the camp, helping to foster a safe and supportive environment for all.

Requirements and Qualifications

- Minimum 21 years of age.
- Minimum 2 years of camp-related experience or administration/programming/other similar experience.
- Current Certification in Standard First Aid and CPR Level C (completed by June 15th of the hiring year).
- Experience working with children.
- Must have Mental Health First Aid certification or willingness to obtain it.
- Experience in a supervisory capacity.
- Other certifications such as WHMIS, Food Safety, Cultural Awareness, Program Trainings, etc. are considered assets.
- Completion of a college/university program is considered an asset.

Specifications

- Term of employment: 8 weeks full-time in Summer Season, plus an additional 2 weeks of part-time hours in Spring Season.
- Weekly salary, paid biweekly. Room and board provided; live-in position (Sunday morning to Friday afternoon) during the Summer Season.
- Attendance at all required staff trainings.

Job Responsibilities

Spring Season:

- Attend The United Church of Canada's Outdoor Recreation Ministries 'Director's Training' and 'Camp Stuff' Staff Training.
- Participate in the staff interviewing and hiring process.
- Collaborate with the Management Team and Personnel Committee to facilitate the application and hiring process for the Counsellor in Training (CIT) Program.
- Work with the Executive Director and Summer Camp Director to develop and implement a Staff Training and Development program focused on camper care, leadership skills, and program skills. This includes Pre-Camp Staff Training (July) and Mid-Summer Staff Training (August).
- Assist in planning and organizing the CIT training portion of staff training to ensure CITs are well-prepared for their roles.
- Be available to field inquiries from staff prior to the summer season.
- Provide leadership and guidance to program staff as they complete training, develop program plans, and prepare for the summer.
- Work with the Summer Camp Director and program staff to create and finalize daily camp schedules for the summer season.

Summer Season:

General Responsibilities:

- Collaborate with the Summer Camp Director and Program Leads to provide effective leadership to all staff and campers.
- Represent Sherbrooke Lake Camp positively to campers, parents, community members, and staff both at camp and in the community.
- Ensure the safety and well-being of all campers and staff in partnership with the Health & Wellness Coordinator.
- Work with the Health & Wellness Coordinator to ensure that safety procedures, documents, and emergency drills are in place, as per CANSPEI guidelines.
- Be prepared to assist with other roles across the camp, including program, administration, and kitchen, as needed.
- Support the inclusion of diverse campers and ensure all programs align with Sherbrooke Lake Camp's diversity and inclusion policies.
- Work with Program Directors to ensure that all programming has a daily/weekly theme, with backup plans in case of adverse weather.
- Provide constructive feedback to Program Directors and staff on programming effectiveness and camper engagement.
- Oversee registration and pickup processes each week, in coordination with the Health & Wellness Coordinator.
- Participate in and support meal times and other daily programming sessions.

- Support the Summer Camp Director in creating and implementing a schedule for senior staff duties and nightly rounds.

Staff Development:

- Provide ongoing mentorship, guidance, and skill development to all staff members, promoting their spiritual, emotional, mental, and physical well-being.
- Assist staff with managing campers with behavioral and mental health needs within camp policy limits.
- Oversee the CIT program, providing support to the CIT Program Directors, organizing feedback sessions, and helping ensure effective programming.
- Collaborate with the Summer Camp Director to conduct staff meetings at least three times per session (first day, mid-session, final day).
- Assist with staffing schedules to ensure adequate breaks and coverage across all areas of the camp.
- Work with the Executive Director on any gross disciplinary issues with staff.

Camper Care:

- Promote the spiritual, emotional, mental, and physical well-being of campers.
- Communicate with parents/guardians regarding camper progress, concerns, or incidents, maintaining detailed records in CampBrain and incident reports.
- Work with the Management Team to handle any issues with campers that require parental contact or early departure.
- Assist counselors in improving the camp's program areas and in ensuring a safe, engaging experience for campers.

Administrative:

- Work with the Summer Camp Director to adjust and finalize daily camp schedules for each session.
- Maintain a working knowledge of the CampBrain platform and adjust camper assignments as needed.
- Assist the Health & Wellness Coordinator in ensuring that counselors have necessary medical information about campers and ensure that food-related medical information is provided to the Head Cook.
- Keep the Executive Director updated on all camp activities and provide timely reports for incidents, camper or staff departures, or other critical situations.
- Complete and submit required forms and documentation to the Executive Director each week.

End-of-Summer Responsibilities:

- Coordinate and facilitate post-camp activities, including clean-up, inventory, and staff debriefing.
- Prepare and submit a year-end report and turnover document.
- Be available for an in-person or virtual Exit Interview.

Risk Assessment of Position:

- Sole supervision of children: Yes
- Supervision of high-risk activities: Yes
- Position of authority over campers: Yes

- Requires physical contact with campers: Yes
- Position of authority over team members: Yes
- Requires special qualifications or training: Yes

Level of Screening:

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

This position is critical in ensuring the overall success and safety of Sherbrooke Lake Camp, supporting the leadership, well-being, and growth of campers and staff alike. The Assistant Director will help foster an inclusive, supportive, and effective camp environment.

-

Kitchen Team Roles and Responsibilities

Our 2025 Kitchen Team is composed of two roles: Head Cook and Assistant Cook. Below is a comparison of their responsibilities:

Head Cook Responsibilities	Assistant Cook Responsibilities
Menu and snack planning	Menu support
Time management and meal/snack preparation	Ingredient preparation and inventory support
Organization and inventory management	Meal support for campers, volunteers, and staff
Purchasing and ordering	Supporting dietary requirements and allergies

Leadership and management in the kitchen	Kitchen dishwashing and cleaning
--	----------------------------------

Job Description – Head Cook

Overview The Head Cook is responsible for the overall operation of Sherbrooke Lake Camp’s kitchen, which prepares three nutritious meals and three snacks a day for 75–110 people of all ages. This includes menu planning, purchasing, use and care of kitchen equipment, meal preparation, serving, clean-up, and oversight of food safety protocols.

This is a challenging and rewarding position requiring strong culinary skills, excellent organization, planning, problem-solving, and time management abilities. It also requires the ability to lead a small team and work collaboratively within a diverse community. This position offers a unique opportunity to be part of a vibrant, caring team and live in close connection with nature.

Requirements and Qualifications

- Current Food Hygiene (Handling) Course certification.
- Current WHMIS certification.
- Experience with menu planning and meal preparation for large groups.
- Formal culinary training is considered an asset.
- A high degree of maturity and professionalism.
- Excellent flexibility, judgment, problem-solving, and organizational skills.
- Ability to work with a diverse, youthful, and energetic team.
- Demonstrated ability to lead a small team to success.
- Demonstrated ability to accept and provide feedback constructively.

Specifications

- **Term of employment:** 8 weeks full-time during the summer season (July - August).
- **Compensation:** Weekly salary, paid biweekly. Room and board provided; live-in position (Sunday morning to Friday afternoon).

Job Responsibilities

General Duties:

- Adhere to all Sherbrooke Lake Camp policies and procedures.
- Represent Sherbrooke Lake Camp positively to campers, parents, community members, and staff.
- Foster the spiritual, emotional, mental, and physical well-being of campers and staff.
- Participate in orientation, staff training, and post-camp events.
- Attend staff meetings as required.
- Practice effective shared leadership and communication with team members.
- Assist with daily and weekly cleaning procedures.

- Report to the Summer Director or Executive Director any matters requiring assistance.
- Report incidents to the Summer Director as per Policy 3.11 and complete incident reports.
- Be open to learning, sharing ideas, and accepting feedback constructively.
- Care for and respect camp property, including the natural environment, buildings, and equipment.
- Complete mid-term and final evaluations during the summer season and submit a Year-End Report to the Executive Director.

Kitchen-Specific Duties:

- Collaborate with the Executive Director to review weekly menus. Submit purchase lists for industrial supplies by Monday at 8:00 AM and specialty item lists by Wednesday at 8:00 AM.
- Prepare daily meals and snacks with the support of kitchen staff.
- Oversee dietary requirements and ensure allergy accommodations.
- Monitor on-site supplies and coordinate purchasing with the Executive Director.
- Supervise kitchen operations and delegate tasks as required.
- Maintain hygienic food storage and preparation areas.
- Conduct weekly health and safety audits of the kitchen with the Healthcare Director.
- Meet weekly with the Summer Director and Executive Director to review and adjust menus and kitchen procedures.
- Perform other duties as assigned by the Summer Director or Executive Director.

Risk Assessment of Position:

- Sole supervision of children: **No**
- Supervision of high-risk activities: **Yes**
- Position of authority over campers: **Yes**
- Requires physical contact with campers: **No**
- Position of authority over team members: **Yes**
- Requires special qualifications or training: **Yes**
- Responsible for safe management of kitchen and food: **Yes**

Level of Screening:

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Up-to-date certifications

Overview Accountable to and supported by the Head Cook, the Assistant Cook is responsible for assisting with the overall operation of Sherbrooke Lake Camp's kitchen, which prepares three nutritious meals and three snacks a day for 75–110 people of all ages. This includes meal preparation, serving, clean-up, and adherence to food safety protocols.

Requirements and Qualifications

- Minimum 16 years of age.
- Current Food Hygiene (Handling) Course certification or willingness to obtain.
- Current WHMIS certification or willingness to obtain.
- Previous experience in a kitchen or catering is considered an asset.

Specifications

- **Term of employment:** 8 weeks full-time during the summer season (July - August).
- **Compensation:** Weekly salary, paid biweekly. Room and board provided; live-in position (Sunday morning to Friday afternoon).

Job Responsibilities

General Duties:

- Adhere to all Sherbrooke Lake Camp policies and procedures.
- Represent Sherbrooke Lake Camp positively to campers, parents, community members, and staff.
- Foster the spiritual, emotional, mental, and physical well-being of campers and staff.
- Participate in orientation, staff training, and post-camp events.
- Attend staff meetings as required.
- Practice effective shared leadership and communication with team members.
- Assist with daily and weekly cleaning procedures.
- Report to the Head Cook or Summer Director any matters requiring assistance.
- Report incidents to the Summer Director as per Policy 3.11 and complete incident reports.
- Be open to learning, sharing ideas, and accepting feedback constructively.
- Care for and respect camp property, including the natural environment, buildings, and equipment.
- Complete mid-term and final evaluations during the summer season and submit a Year-End Report to the Executive Director.

Kitchen-Specific Duties:

- Work collaboratively with the kitchen team to prepare daily meals and snacks.
- Assist in ingredient preparation and serving meals to campers, ensuring dietary needs and allergy accommodations are met under the Head Cook's guidance.
- Provide table-specific support during meals, including alternative meals and seconds.
- Complete daily cleaning tasks, including dishwashing and sanitizing kitchen equipment and spaces.
- Support the Head Cook in monitoring supplies and sorting/storing food deliveries.

- Maintain hygienic food storage and preparation areas.
- Perform other duties as assigned by the Head Cook or Summer Director.

Risk Assessment of Position:

- Sole supervision of children: **No**
- Supervision of high-risk activities: **No**
- Position of authority over campers: **Yes**
- Requires physical contact with campers: **No**
- Position of authority over team members: **No**
- Requires special qualifications or training: **Yes**
- Responsible for safe food handling: **Yes**

Level of Screening:

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Up-to-date certifications

LEADERSHIP TEAM

Our Leadership Team at Sherbrooke Lake Camp is composed of our Management Team and our Program Directors.

Overview

Accountable to and supported by the Management Team, the Leadership Team positions have unique individual roles to make camp programming happen safely for all. In addition to this, Program Directors in our leadership team are also role models for our CITs, Counsellors and each other.

Job Responsibilities

General

- Adhere to all Sherbrooke Lake Camp policies and procedures.

- Represent Sherbrooke Lake Camp in a positive way to campers, parents, community members, and staff.
 - At camp, in the community and online
- Foster and encourage the spiritual, emotional, mental, and physical well-being and growth of campers and staff colleagues.
- Participate in all orientation, staff training, and post-camp events.
- Attend all staff meetings as required.
- Practice positive and effective shared leadership and communication with all other staff members.
- Assist with daily and weekly cleaning procedures.
- Report to the Head Cook or Summer Director any matters that you need assistance handling.
- As per Policy 3.11, report any incidents to the Summer Director and complete an incident report at the office.
- Be willing to learn, share ideas, and accept constructive feedback from team members.
- Care for and respect all camp property, including but not limited to: the natural environment, buildings/structures, and items assigned to you.
- Complete mid-term and final evaluations during the summer season. Submit Year end Report to Executive Director prior to the end of the summer season.

Health & Wellness Coordinator - Job Description (1 Position)

Highlight:

This position was previously known as the Healthcare Director but has been updated to better suit the needs of the 2025 summer season. The Health & Wellness Coordinator was previously part of the Management Team but will now be integrated into the Program Directors team for the 2025 season. This shift allows for more focused support on the overall health and wellness of both campers and staff, while ensuring the continued high standards of care and safety at Sherbrooke Lake Camp.

Overview

The Health & Wellness Coordinator is accountable to and supported by the Summer Director. This role is responsible for overseeing all aspects of health care at Sherbrooke Lake Camp, including providing first aid care to campers and staff, maintaining supplies, managing the first aid room, incident reporting, and administering daily medications. Additionally, the Health & Wellness Coordinator fosters the spiritual, emotional, mental, and physical well-being of both staff and campers and provides ongoing skill development, mentorship, and support. This position plays a crucial role in ensuring a safe, healthy, and positive camp environment for all participants.

Requirements and Qualifications

- Minimum 18 years of age.
- Minimum of 2 years of camp-related experience or relevant programming experience.
- Current Certification in Standard First Aid and CPR Level C.
- Experience working with children, including experience in a supervisory capacity.
- Additional certifications such as WHMIS, Food Safety, Cultural Awareness, Wilderness and Remote First Aid, etc., are considered assets.

- Experience/education in a first aid-related field (e.g., nursing, ECE, etc.) is considered an asset.

Specifications

- Term of employment: 8 weeks full-time during the Summer Season.
- Weekly salary, paid biweekly. Room and board provided; live-in position (Sunday morning to Friday afternoon).
- Attendance at all required staff training sessions.

Job Responsibilities

General Responsibilities:

- Adhere to all Sherbrooke Lake Camp policies and procedures.
- Represent Sherbrooke Lake Camp in a positive way to campers, parents, community members, and staff.
- Foster and encourage the spiritual, emotional, mental, and physical well-being and growth of campers and staff colleagues.
- Participate in all orientation, staff training, and post-camp events.
- Attend all staff meetings and actively engage in daily activities and programs.
- Provide positive leadership, mentorship, and effective communication with all staff members.
- Assist with daily and weekly cleaning tasks.
- Report any concerns to the Summer Director and complete incident reports as required.
- Care for and respect all camp property and the natural environment.
- Perform other duties as assigned by the Summer Director.
- Complete mid-term and final evaluations and be available for an in-person or virtual Exit Interview.

First Aid Responsibilities:

- Understand and implement Sherbrooke's First Aid and Emergency policies and procedures.
- Provide timely basic first aid care to campers and staff, consistent with First Aid training.
- Determine when, with the assistance of the Management Team, further off-site medical assistance is needed.
- Ensure the cleanliness and organization of the First Aid room.
- Maintain an inventory of first aid supplies and ensure proper storage (medications locked, refrigerated, etc.).
- Prepare and regularly check First Aid kits for the camping season.
- Oversee Sherbrooke's medication administration, including reviewing medical forms, managing medications at check-in, administering medications on time, and securely storing medical records.
- Support the Outdoor Living and Environmental Stewardship Program Director in preparing First Aid kits and medications for out-trips.
- Record all medical incidents and keep the Summer Director informed.
- Submit camper medical logs and forms into CampBrain.

Administrative Responsibilities:

- Ensure safety procedures and documents are ready each week, including on-site roster and emergency contacts.

- Oversee weekly emergency drills, biweekly waterfront drills, and secondary emergency drills as per CANSPEI guidelines.
- Prepare registration documents as directed by the Executive Director and clarify any registration needs.
- Provide counselors with necessary medical information for their campers and communicate food-related medical information to the Head Cook.
- Organize camper sign-in/sign-out on opening and closing days in coordination with the Summer Camp Director and other volunteers.
- Keep the Executive Director updated on camp activities and incidents and notify them of any critical situations.
- Complete required forms and submit them weekly to the Executive Director.

End-of-Summer Responsibilities:

- Coordinate and facilitate Post-Camp activities, including clean-up, inventory, and staff debriefing.
- Prepare and submit a year-end report, inventory, and turnover documents in the provided format.
- Be available for an in-person or virtual Exit Interview.

Risk Assessment of Position:

- Sole supervision of children: Yes
- Supervision of high-risk activities: No
- Position of authority over campers: Yes
- Requires physical contact with campers: Yes
- Position of authority over team members: No
- Requires special qualifications or training: Yes

Level of Screening:

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

This position is critical to ensuring the health, safety, and well-being of both campers and staff at Sherbrooke Lake Camp. The Health & Wellness Coordinator provides positive leadership, mentorship, and care, while maintaining a safe and supportive environment aligned with the camp's mission and values.

Waterfront Program Director (Lifeguard and Canoe) - 2 Positions

Position Overview: The Waterfront Program Directors are responsible for developing and implementing all program activities in their assigned areas, ensuring safety, providing leadership to staff and campers, and completing all associated administrative duties. This includes overseeing the waterfront activities and the canoe program, ensuring compliance with Sherbrooke Lake Camp's policies, and fostering a positive camp environment.

Requirements and Qualifications:

- Minimum age: 16 years; preference given to applicants 17 and older due to age restrictions.
- Minimum 1 year of camp-related or similar experience.
- Current National Lifeguard Certification.
- Current Certification in Standard First Aid and CPR Level C.
- Paddle Canada Canoe Instructor Certification or willingness to obtain.
- Waterfront Certification is considered an asset.
- Experience working with children.
- Other certifications such as WHMIS, Food Safety, Cultural Competency, and Mental Health First Aid are assets.

Specifications:

- Term of employment: 8 weeks, full-time in the Summer Season (July - August).
- Weekly salary, paid biweekly; room and board provided.
- Live-in position (Sunday morning to Friday afternoon).
- Attendance at all staff training required.

Job Responsibilities:

Waterfront-Specific Responsibilities:

- Ensure the safety of all who use the waterfront and follow established policies and procedures.
- Meet with the Executive Director & Summer Camp Director to review safety regulations during pre-camp training.
- Conduct biweekly waterfront emergency drills in consultation with the Healthcare Director.
- Wake campers and staff each morning, conduct daily hygiene checks, and monitor weather for safety risks.
- Ensure the safety of all during swim times and explain the "Buddy Board" and all waterfront rules to campers.
- Inspect and maintain the first aid kit, AED, spinal board, and other safety equipment.

- Lead morning dips, free swims, and canoe rotations, ensuring safety and engaging activities.
- Inspect canoes, paddles, and other equipment, ensuring safety kits are compliant with Transport Canada.
- Ensure cleanliness of the canoe boathouse and beach.
- Oversee all waterfront activities, including swim times, canoe trips, and planned programming.
- Collaborate with other program directors to plan and implement waterfront activities.

Canoe Program Responsibilities:

- Develop a canoe program consistent with Paddle Canada, CANSPEI, and Sherbrooke Lake Camp guidelines.
- Lead staff training for canoe activities, ensuring safety expectations are set.
- Provide canoe instruction to campers and staff, ensuring safe and effective participation.
- Inspect and maintain canoes daily, ensuring compliance with safety standards.
- Submit daily and weekly reports, an inventory of equipment, and a year-end report detailing successes and challenges.

Administrative Duties:

- Complete weekly safety forms/checklists and submit incident reports as required.
- Prepare and submit a year-end report, including inventory and turnover documents.

End-of-Summer Responsibilities:

- Submit a comprehensive year-end report, detailing successes, challenges, and recommendations.
- Prepare and submit updated inventory and turnover documents in the required format.

Risk Assessment of Position:

- Sole supervision of children: Yes
- Supervision of high-risk activities: Yes
- Position of authority over campers: Yes
- Requires physical contact with campers: Yes
- Position of leadership over team members: Yes
- Requires special qualifications or training: Yes

Level of Screening:

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application and interview
- Previous experience working with children
- Up-to-date certifications

This position requires a dedicated individual with strong leadership skills, a commitment to safety, and the ability to engage children and staff in a meaningful, fun, and educational camp experience.

CRAFT AND DRAMA PROGRAM DIRECTOR (Job Description)

Job Description – Craft and Drama Program Director (1 Position)

Overview

The Craft and Drama Program Director, reporting to and supported by the Summer Director, is responsible for planning, coordinating, and delivering creative programming that enhances the camp experience for all participants. This includes preparing craft and drama activities, maintaining supplies, supporting inclusive camp programming, and fostering a positive, engaging, and safe environment for campers.

Requirements and Qualifications

- Minimum age: 17; preference is given to those with at least 1 year of counselor or other camp/recreational experience.
- Current Standard First Aid and CPR C certification.
- Other certifications (e.g., WHMIS, Mental Health First Aid, Food Safety) are considered assets.

Specifications

- Term of employment: 8 weeks, full-time during the Summer Season (July - August).
- Weekly salary, paid biweekly; room and board provided; live-in position (Sunday morning to Friday afternoon).
- Attendance at all required staff training sessions is mandatory.

Job Responsibilities

Craft/Drama-Specific Responsibilities:

- In coordination with the Summer Director and other Program Directors, prepare weekly craft and drama programs, including themed activities, games, and rain-day backups.
- Ensure programming reflects camp diversity and inclusion policies.
- Work with other Program Directors to deliver daily activity periods for camp-wide activities and rotations, in consultation with the Management Team and weekly schedule.
- Organize daily rotation schedules for campers, ensuring a minimum of two cycles of rotation each week.

- Maintain cleanliness and organization of the Recreation Centre, including mopping and cleaning window sills bi-weekly. Ensure the Rec Centre is prepped for Sunday registration as required.
- Keep the Craft Room clean and tidy, ensuring proper storage of supplies.
- Maintain an inventory of all craft supplies and sports equipment.
- Consult with the Executive Director for the purchase of new or replacement supplies as needed.
- Create and implement a meaningful Craft Rotation that aligns with the camp's program goals.
- Complete maintenance tasks around camp as assigned.
- Other duties as assigned.

Administrative Responsibilities:

- Complete required weekly safety forms and checklists, in accordance with Sherbrooke and CANSPEI standards, and submit these to the Healthcare Director.
- Complete and file incident reports as needed, following camp policies.

End-of-Summer Responsibilities:

- Submit a year-end report, detailing successes, challenges, and recommendations for future improvements.
- Prepare and submit an updated inventory and turnover documents in the provided format.

Risk Assessment of Position

- Sole supervision of children: Yes
- Supervision of high-risk activities: Yes
- Position of authority over campers: Yes
- Requires physical contact with campers: Yes
- Position of leadership over team members: No
- Requires special qualifications or training: Yes

Level of Screening:

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

The Craft and Drama Program Director plays a vital role in delivering creative, inclusive programming that enriches the camp experience. This individual must be organized, proactive, and able to collaborate effectively with other team members to ensure that all campers have a fulfilling and safe experience at camp.

OUTDOOR LIVING & ENVIRONMENTAL STEWARDSHIP PROGRAM DIRECTOR (Job Description) - 1 Position

Overview

The Outdoor Living and Environmental Stewardship (OLES) Program Director, reporting to and supported by the Summer Director, is responsible for coordinating and delivering all outdoor activities, including day trips and overnight excursions, that enhance the camp experience for all participants. This role includes preparing the OLES program, maintaining outdoor living equipment, ensuring safety, and fostering an inclusive, educational, and sustainable environment.

Requirements and Qualifications

- Minimum age: 17; preference is given to those with at least 1 year of counselor or other camp/recreational experience.
- Current Standard First Aid and CPR C certification.
- Other certifications (e.g., WHMIS, Mental Health First Aid, Food Safety) are considered assets.

Specifications

- Term of employment: 8 weeks, full-time during the Summer Season (July - August).
- Weekly salary, paid biweekly; room and board provided; live-in position (Sunday morning to Friday afternoon).
- Attendance at all required staff training sessions is mandatory.

OLES-Specific Responsibilities:

- In coordination with the Summer Director and other Program Directors, prepare a weekly OLES program with themes, activities, and games for campers. Include rain-day backups and alternatives to meet campers' needs.
- Ensure programming reflects camp diversity and inclusion policies.
- Collaborate with other Program Directors to deliver daily activity periods for camp-wide activities and rotations, in consultation with the Management Team and weekly schedule.
- With the assistance of other Program Directors, organize daily rotation schedules for campers, ensuring a minimum of two cycles per week.
- Maintain the cleanliness and organization of the Recreation Centre, ensuring it is cleaned and prepped for Sunday registration, including mopping and window sill cleaning every two weeks.
- Keep the OLES supplies storage area clean and organized weekly.
- Maintain an inventory of all outdoor living and sports equipment.
- Consult with the Executive Director for the purchase of new or replacement supplies as needed.
- Create and implement a meaningful OLES Rotation for campers that aligns with program

- goals and policies.
- Organize and lead day trips or overnight excursions as scheduled by the Summer Camp Director.
- Monitor weather conditions and safety hazards that could impact trips.
- Communicate with counselors, the Leadership Team, and the Management Team regarding cabin/group assignments and transportation needs.
- Coordinate with the Summer Camp Director and Head Cook for meal requirements for groups during trips.
- Complete maintenance tasks around camp as assigned.
- Other duties as assigned.

Administrative Responsibilities:

- Complete required weekly safety forms and checklists (as per Sherbrooke and CANSPEI requirements) and submit to the Healthcare Director.
- Complete out-trip reports as per CANSPEI requirements.
- Complete incident reports as required, in accordance with camp policies.

End-of-Summer Responsibilities:

- Prepare and submit a year-end report, detailing successes, challenges, and recommendations for future improvements.
- Prepare and submit an updated inventory and turnover documents in the required format.

Risk Assessment of Position

- Sole supervision of children: Yes
- Supervision of high-risk activities: Yes
- Position of authority over campers: Yes
- Requires physical contact with campers: Yes
- Position of leadership over team members: No
- Requires special qualifications or training: Yes

Level of Screening:

- Criminal Record Check with Vulnerable Sector Check
- Child Abuse Registry Check
- Two reference checks
- Completed staff application
- Completed interview
- Previous experience working with children
- Up-to-date certifications

The OLES Program Director is a key position that ensures the safety and enjoyment of campers during outdoor activities. This role requires an individual who is organized, safety-conscious, and able to deliver fun, educational outdoor experiences while maintaining a high standard of environmental stewardship.

COUNSELLORS

Overview

Accountable to and supported by the Summer Camp Director, Counsellors are responsible for the supervision, safety, and well-being of campers while fostering their personal growth and camp experience. Counsellors act as role models and leaders, engaging campers in activities and upholding the values and policies of Sherbrooke Lake Camp.

Requirements and Qualifications

- Minimum 16 years of age.
- Current First Aid/CPR certification required or willingness to obtain.
- Previous experience working with children or in a camp environment is an asset.

Specifications

- **Term of employment:** 8 weeks full-time in Summer Season (July-August).
- **Weekly salary:** Paid biweekly. Room and board provided; live-in position (Sunday morning to Friday afternoon) in Summer Season.

Job Responsibilities

General

- Adhere to all Sherbrooke Lake Camp policies and procedures.
- Represent Sherbrooke Lake Camp positively to campers, parents, community members, and staff, both at camp and online.
- Foster and encourage the spiritual, emotional, mental, and physical well-being of campers and staff.
- Participate in orientation, staff training, and post-camp events.
- Attend all staff meetings as required.

- Practice positive and effective shared leadership and communication with other staff members.
- Assist with daily and weekly cleaning tasks around camp.
- Report to the Summer Camp Director any matters requiring additional support.
- Follow incident reporting procedures, including completing an incident report at the office as per Policy 3.11.
- Be open to learning, sharing ideas, and accepting constructive feedback from team members.
- Respect and care for all camp property, including the natural environment, buildings/structures, and any assigned items.
- Complete mid-term and final evaluations during the summer season. Submit a year-end report to the Executive Director prior to the end of the summer.

Camper Supervision and Leadership

- Be responsible for the supervision, safety, and well-being of campers at all times.
- Provide a safe, welcoming, and inclusive space for all campers.
- Actively participate in and lead daily activities, including rotations, games, crafts, meals, vespers, campfires, out trips, and free swim.
- Serve as a mentor and role model to campers and CITs (Counsellors-in-Training).
- Support and guide campers in their personal growth, self-confidence, participation, and social interactions.
- Greet and assist campers and families on welcome and departure days.

Communication and Risk Management

- Maintain open communication with the first aider and Summer Camp Director regarding incidents, injuries, or concerns.
- Follow and enforce camp policies and procedures to ensure camper safety and well-being.

Maintenance and Additional Duties

- Assist with maintenance tasks around camp as assigned.
- Perform other duties as directed by the Summer Camp Director or their representative.

End-of-Summer Responsibilities:

- Submit a comprehensive year-end report, detailing successes, challenges, and recommendations.
- Prepare and submit updated inventory and turnover documents in the required format.

Risk Assessment of Position

Sole supervision of children	Yes	Supervision of high-risk activities	No
Position of authority over campers	Yes	Requires physical contact with campers	Yes

Position of authority over team members	CITS	Requires special qualifications or training	Yes
Other: Responsible for safe food handling	No		

Level of Screening: High

- Criminal Record Check with Vulnerable Sector Check.
- Child Abuse Registry Check.
- Two reference checks.
- Completed staff application.
- Completed interview.
- Up-to-date certifications.

FAITH FORMATION PROGRAM DIRECTOR (Job Description)

Duties and Responsibilities - Faith Formation Program Lead (Job Description)

The duties and responsibilities described below provide a general outline of the position. The Employee's duties and responsibilities may change from time to time as directed by the Employer.

The Faith Formation Program Lead reports to the Employer through the Summer Camp Director or another representative designated by the Employer.

As a key member of the camp's summer staff, the Faith Formation Program Lead shall have general responsibilities, including:

- Demonstrating leadership at camp by upholding camp values, following policies and procedures, and actively participating in camp activities and meals.
- Acting as a Senior Counsellor when required and providing supervision for Counsellors and campers assigned to them.
- Mentoring and serving as a role model for Counsellors and CITs (Counsellors-in-Training).
- Performing additional responsibilities as assigned by the Employer, ensuring they align with the position's purpose and scope.

Specific Faith Formation Program Lead Responsibilities:

- Planning and providing meaningful and intentional faith formation programming during camp sessions, aligned with the values and teachings of the United Church Camp of Canada.
- Planning and providing, or delegating, morning watch sessions for campers in consultation with the Summer Camp Director. These may include object lessons, prayers, reflections, or stories.

- Meeting with the Executive Director and Summer Camp Director during pre-camp training to discuss how Faith Formation can be supported at camp.
- Supporting staff with faith-related questions from campers and colleagues.
- Assisting staff, volunteers, and campers in facilitating Vespers during camp sessions.
- Managing the camp library at the beginning and end of each summer.

****Refer to the Counsellor Job Description Duties & Responsibilities section for comprehensive details on this role.**

CIT PROGRAM DIRECTOR (Job Description)

Duties and Responsibilities - Counsellor in Training (CIT) Program Lead (Job Description)

The duties and responsibilities described below provide a general outline of the position. The Employee's duties and responsibilities may change from time to time as directed by the Employer.

The Counsellor in Training (CIT) Program Lead reports to the Employer through the Summer Camp Director or another representative designated by the Employer.

As a key member of the camp's summer staff, the CIT Program Lead shall have general responsibilities, including:

- Demonstrating leadership at camp by upholding camp values, following policies and procedures, and actively participating in camp activities and meals.
- Acting as a Senior Counsellor when required and providing supervision for Counsellors and campers assigned to them.
- Mentoring and serving as a role model for Counsellors and CITs (Counsellors-in-Training).
- Performing additional responsibilities as assigned by the Employer, ensuring they align with the position's purpose and scope.

Specific CIT Program Lead Responsibilities:

- Planning and delivering a meaningful and intentional CIT program weekly at the camp. Each CIT Program Lead is responsible for one (1) hour-long session for CITs each week, with scheduling determined in collaboration with the CIT Programmers and the Assistant Director.
- Collaborating with the Assistant Director to encourage mental wellness and promote positive coping strategies within the CIT program.
- Meeting with the Assistant Director during pre-camp training to discuss how the CIT program can be effectively supported at camp.
- Supporting staff with questions related to the CIT program from both campers and colleagues.

- Assisting staff with CIT evaluations and providing constructive feedback.

****Refer to the Counsellor Job Description Duties & Responsibilities section for comprehensive details on this role.**

COUNSELLOR IN TRAINING PARTICIPANTS

The Counsellor-in-Training (CIT) program is overseen by the Leadership and Wellness Director and the CIT Program Directors. It invites youth aged 14 to 16, as of July 1st, to participate in staff training, volunteer during Junior and Intermediate camps, and develop leadership skills under the guidance of the CIT Program Directors. Participants leave the program not only prepared to be counsellors but also equipped as leaders. The training covers practical skills such as resume building, cover letter writing, peer mediation, and conflict resolution, along with guidance on how to be an effective counsellor for children. Youth who are 14 may also participate as campers in the senior camp and, if selected, apply for the CIT Program.

While on site, CITs follow the job description of a counsellor, gaining practical experience in the role. At times, they will take primary responsibility for campers, with a Leadership Team member available for guidance and support.