



Helping Kids with
Physical Disabilities
Succeed

EASTER SEALS ONTARIO - RECREATION DEPARTMENT

JOB DESCRIPTION

Summer Camp Training Coordinator - Counselling

Location: Camp Merrywood, Perth, ON or Camp Woodeden, London, ON

Number of Positions: 1

Reports To: Manager, Recreation

Shifts: TBD

Employment Dates and Compensation: 1 year contract with a tentative start date December 1, 2025.

Off Season (Considered Dec 1, 2025 – May 18, 2026; Sept 1, 2026 – Nov 30, 2026) : 20/hours per week, remote, part-time, \$22.50/hour, 4% vacation pay. Flexible hours but must be available for regular meetings during EST office hours and maintain consistent, pre-determined schedule of availability.

Camp Season: (May 19- August 31, 2026), onsite, full-time, \$140.00 per day, 4% vacation pay, room and boarding provided. Camp Merrywood (Perth, ON) or Camp Woodeden (London, ON). May be required to travel occasionally between locations based on camp operational needs.

Job Summary

Drawing from existing staff manuals, policies, and counselling materials, the Summer Camp Training Coordinator - Counselling ensures that summer camp staff are equipped with the knowledge, tools, and confidence to foster safe, inclusive, and enriching camper experiences for campers with physical disabilities.

This role is responsible for developing a comprehensive and practical Counselling Training Handbook to guide staff onboarding and support on-going training needs, facilitate training sessions related to the Counselling Training Handbook during staff orientations and manage/support the ongoing development of summer camp cabin staff during the Camp Season. Participate in the pre-season hiring process for the summer camp staff team.

The Summer Camp Training Coordinator - Counselling will work as part of the onsite Leadership team to oversee the activities of camp, supervise cabin staff, plan the camper experience, manage forms and reports, and communicate with camper parents.

Those with experience working at a Leadership level within an Easter Seals Camp are strongly encouraged to apply. **Applicants must have previous experience working at an Easter Seals Ontario Camp.**

Key Responsibilities

Pre and Post Season (Dec 1, 2025 – May 19, 2026; Sept 1, 2026 – Nov 30, 2026)

Training Handbook Development and Delivery

- Review existing staff manuals, behavioural guidelines, camper care protocols, and related Easter Seals Ontario policies to design a structured and accessible Counselling Training Handbook.
- Create the Counselling Training Handbook in alignment with a Training Needs Analysis and Development protocol, ensuring specific learning outcomes are met through the development of practical, hands-on, and engaging materials.
- Format the handbook for both digital and print use, incorporating visuals, activities, scenarios, checklists, and quick-reference guides.
- The Counselling Training Handbook includes essential topics such as camper care, behaviour support, cabin roles and responsibilities, culture building, communication strategies, inclusion practices, and emergency response.
- Plan and execute pre-season, remote training and engagement activities for hired camp staff.
- Complete Post Season report including a review of program activities, program staff, and recommendations for improving existing training and program delivery materials/processes.

Interviewing and Hiring

- Screen applicants for role suitability and assist with scheduling interviews for candidates, ensuring timely and smooth communication.
- Conduct structured interviews with entry-level applicants, assess qualifications and cultural fit using a standard metric.
- Make hiring recommendations with a specific focus on Counselling roles.
- Post season, submit recommendations for 2027 return staff including seasonal evaluation packages.

Camp Season (May 19, 2026 – August 31, 2026)

Counselling Coordinator

- Deliver training in person during pre-season orientations, facilitating groups of up to 60 people.
- Create and use training assessment tools to gauge participant learning and understanding.
- Working in conjunction with the camp Leadership team, create camper and staff cabin assignments, supervise and support cabin staff, and manage day-to-day needs of the team including relationship building and mediation of conflicts.
- Coordinate camper arrival day counselling activities, engage with parents at drop-off, follow up with parents throughout the week as needed.
- Ensure thorough counselling report packages are completed and submitted each session.
- Perform training, mid-season, and end of season evaluations for counselling staff, with a focus on goal setting, supporting skills development, and performance improvement.
- Identify and appropriately respond to counselling staff who are not meeting the expectations of their role.

- Review camper experience forms and provide recommendations for future camp placement and success strategies.
- Manage the staff schedule for each session, taking into account camper care needs, staff breaks, staffing changes, and the activity programming for the session.
- In the event of an emergency, act as one of the individuals leading the emergency response. This requires a robust understanding of Easter Seals Ontario Camping emergency and crisis response materials, and the ability to act precisely and calmly in urgent situations.

Collaboration & Leadership

- Work diligently to create an inclusive, unified staff team driven to work as a whole to deliver an exceptional camping experience.
- Collaborate with camp Leadership, including healthcare professionals, to align cabin team training materials with healthcare and programming operations.
- Serve as a role model and resource for counsellors, promoting a camper-focused culture.
- Contribute to the review of camper applications.

Requirements of the Role:

- Experience in camp operations and youth programming.
- Ability to translate complex information into clear, engaging content.
- Experience creating, delivering, and assessing staff training programs. Familiarity with adult learning principles, instructional design or curriculum development an asset.
- Minimum of 2 years/seasons in a supervisory role in a summer camp setting or equivalent.
- Minimum of 2 years/seasons in a role directly related to supporting individuals with physical disabilities.
- Must be able to drive a camper-focused culture grounded in safe, fun, and engaging activities, aligning with the goal of delivering exceptional camper experiences.
- Physical ability to manage lifting, bending, stooping, stretching, and rapid response in conditions that include daily exposure to sun, heat, and varying environmental factors.
- Proficiency with Microsoft Office Suite.
- CPR-C Standard First Aid certification (or willingness to obtain).
- Valid Canadian driver's license (or willingness to attain).
- Clear background check (Vulnerable Sector Check or equivalent) from within 1 year of the start date of the contract.

Other Considerations

- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the day and days off between sessions.
- Required to be on-call for two of the changeover periods during the summer.
- Must be prepared to participate fully in the camp activities. This may include swimming, sailing, dressing-up, and working with children/youth all day.
- It is recommended that all staff be fully vaccinated against communicable diseases, including Covid19, Measles, and the Flu. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.

To Apply submit your application to Katrina Vanderkolff at kvanderkolff@easterseals.org. Subject line: Application: Training Coordinator – Counselling. Applications must include an up-to-date resume. **In the body of the email, answer the following question: In this Leadership role, what would you commit to delivering to campers and staff for the 2026 season?**

Application Submission Deadline: Friday November 18, 2025

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.