

## **The Opportunity**

### **Our Mission**

At the Saint Malo Catholic Camps and as part of the Catholic School of Evangelization, our mission is to provide impactful formation and creative opportunities to encounter the living Christ, the richness of the Catholic Church, and to live a life of vibrant faith proclaiming the Good News by word and witness. Over the last 30 years our camp ministry has served thousands of young people and helped lay a strong foundation of faith in their lives.

### **Our Team**

Our team recognises the great responsibility we carry in seeking to fulfil God's vision for our camp ministry, and we step forward to answer the call with a firm commitment to personal excellence and accountability to ourselves, each other, and to God. We recognize that working at camps is more than a job, but a calling to serve and to make an impact that will make a difference for generations to come.

### **About The Role**

In a spirit of prayer and service, the Staff Counselors are responsible for overseeing the overall camp operation, ensuring everything is well run and everyone is well supported. They are the first point of contact for all Counselors and volunteers on site and the people that keep the schedule running smoothly. They are available through the camp season to assist wherever and whenever needed. Working DIRECTLY with the Head Counselor, they ensure that the summer camp program runs at its fullest potential and that all campers and staff are in the safest possible camp environment.

### **Job Description**

- Be in constant contact with the Camp Coordinator, being open to offer and receive feedback
- Assist with all camp fundraising, sponsorship, and promotion efforts
- Attend all weeks of Staff Counselor training and camp preparation time
- Assist with the development of the camp program including writing talks
- Make all necessary preparations needed to fulfill their assigned roles
- Assist with the building and grounds setup
- Make phone invitations to past campers that have yet to register
- Help the Camp Coordinator plan and prepare the week of Counselor training
- Help the Camp Coordinator facilitate the week of Counselor training
- Build relationships with Counselors and Counselors-in-Training
- Set an example of excitement and joy for the upcoming camps
- Set an example of hard work and a willingness to serve wherever needed
- Assist with programming, supervision, and supporting colleagues, counselors and campers

by word and action in a spirit of joy

- Support the Head Counselor in maintaining proper ratios
- Supervise and lead campers and counselors
- Ensure Policies and Procedures are being followed and report violations when needed
- Build relationships with counselors and campers, showing by word and deed the benefits of a fruitful faith life
- Empower Counselors and Counselors-in-Training by encouraging them to witness and lead as many activities as possible
- Model exceptional counselor behavior and guide the Counselors and Counselors-in-Training through assigned tasks
- Give talks and share their testimony through their service at camps
- Staff Counselors will be asked to fill in different roles:
  - Head Counselor (The head counselor will have additional responsibilities not listed)
  - Head Women's and Head Men's Counselor
  - Leader for dance, crafts, canoeing, mountain biking, music, sports, drama, camping, games, archery, men's/women's sessions, prayer leader, sacristan, photographer, etc...
- Other tasks as reasonably assigned

## **Requirements**

- Bilingual an asset (French and English, written and oral)
- Adult over 18 finished high school
- Post-secondary training in theology, youth ministry, or related field an asset
- Experience in Catholic youth ministry an asset
- Experience in administrative work an asset
- Proficient with basic computer skills (Excel, Word, Outlook, PowerPoint) an asset
- Ability to work full time June 21st, 2026 through August 21st, 2026 required (the head counselor position starts June 15th, 2026)
- Class 5 driver's license an asset
- Clean criminal record check and not on the child abuse registry

## **Position Details**

- Staff Counselor positions start June 21st, 2026 and end August 21st, 2026
- The Head Counselor position starts June 15th, 2026 and ends August 21st, 2026
- \$16/hr. with a maximum of 40 hrs per week for Staff Counselors
- \$17/hr. with a maximum of 40 hrs per week for the Head Counselor
- Free room and board when staying on site
- Full reimbursement for all approved work-related expenses
- Reimbursement for all mileage accrued for work-related travel

## **How to Apply**

All interested applicants are encouraged to apply as soon as possible. We will conduct interviews from now till early March, with the hopes of filling the position by April 1st. Please send your resume

and cover letter to [director@catholicway.net](mailto:director@catholicway.net). Feel free to call us at 204-347-5396 if you have any questions about this role.