SLMC Seasonal Staff Job Descriptions

Updated Fall 2026

Bronze Med/Cross Instructor: A Bronze Med/Cross instructor must provide training and certification for participants enrolled in the course. They will observe participant performance and give certification to participants whose performance meets the proper criteria. The Bronze Med/Cross instructor will also be responsible for the safety of the participants during swimming exercises. The instructor must hold the necessary qualifications to be considered for the role.

Bronze Med/Cross Assistant Instructor: The Bronze Med/Cross assistant instructor will aid the instructor in administering the Bronze Med/Cross course. They will help to facilitate the proper exercises and be responsible for the safety of the participants. The Bronze Med/Cross assistant instructor must hold the necessary qualifications to be considered for the role.

Camp Support: Camp Support is a staff member prepared to move into another position as needed in a given camp week. They may be asked to be cleaning/maintenance staff, kitchen assistant, overnight or day camp counsellor, or any other position for which they are qualified. It is possible that Camp Support could be moved between more than one role in a week.

CILT Leader: CILT leaders are expected to plan the curriculum for and lead either the CILT 1 or CILT 2 program along with their fellow CILT leaders. CILT leaders will train their CILTs in leadership and interpersonal skills in both a general and camp context. CILT leaders will be responsible for the CILTs during their two-week session at camp and be required to give them formal mid-evaluations and final evaluations.

CILT Outtrip Support (NL required): Staff with their NL may be needed to accompany CILT outtrips to provide additional support. CILT Outtrip Support will assist the Outtrip Coordinator with prep and clean-up for the trip. They will work the rest of their week where needed by camp, such as at pond/waterfront or on the maintenance team. In addition to the above responsibilities, and if outtrip tasks are completed, CILT Outtrip Support is expected to help with dishes, regular housekeeping and camper supervision duties.

Climbing Wall Leader: This person will lead campers in climbing wall sessions and instruct them on safety and climbing skills. They will ensure the upkeep of climbing equipment (including the tower itself) and teach campers and staff how to properly use it. Proper certification for climbing wall instruction is required to be considered for this position. A training and certification course will be offered in the spring. In addition to the above responsibilities, the climbing instructor is expected to help with dishes, regular housekeeping and camper supervision duties.

Cleaning/Maintenance: This position will be responsible for daily cleaning, garbage/recycling tasks, collecting and displaying lost and found items, evening campfire-building, occasional small "fixing" projects, etc. Cleaning/Maintenance staff have a daily checklist of assigned tasks and may also be given additional tasks by directors. In addition to regular responsibilities, cleaning/maintenance staff are expected to help with dishes and camper supervision duties.

Counsellor (Day Camp – Off-Site): Off-site Day-Camp Counsellors are responsible for leading the scheduled activities during the day, monitoring campers, and working with parents to best support their campers each day. Off-site day camp counsellors are expected to arrive at the day-camp site each morning before camp starts (sites: Kitchener, Waterloo, Breslau).

Counsellor (Day Camp – On-Site): Day Camp Counsellors are responsible for supervising a day camp group with their counselling team and leading them in activities throughout the day. Day camp counsellors will monitor camper safety, resolve conflicts between day campers, and help them participate in activities. Day Camp Counsellors will help with pick-up and drop-off at the beginning and end of each day. On-Site Day Camp Counsellors are expected to help with dishes, regular housekeeping and camper supervision duties outside of day camp hours.

Counsellor (Inclusion): Inclusion counsellors will collaborate with the Inclusion Coordinator and other counsellors to focus on fulfilling the needs of a camper(s) in the inclusion program. This role requires flexibility in working with inclusion campers throughout the day to best meet their needs and ensure they are able to participate in camper life. Inclusion counsellors may be directly assigned to a specific camper who will require their full attention.

Counsellor (Overnight Camp): Overnight Camp Counsellors are responsible for monitoring and planning activities for their cabin group along with their counselling team (minimum 2 people). Counsellors will schedule activities, ensure the safety of their cabin group, resolve conflict between campers, lead campers in their activities throughout the day, and participate in the activities with them.

Crafts Leader: Crafts leaders will plan and lead craft sessions where campers are given the opportunity to express themselves creatively. Craft leaders are expected to have a step-by-step process which will allow campers to understand and complete their craft during a single session, however, campers may still have freedom to approach the craft in their own way. Craft leaders must also assemble a list of required materials and submit it to a director to be purchased before the week that they are needed. In addition to the above responsibilities, the crafts leader is expected to help with dishes, regular housekeeping and camper supervision duties.

Day Camp Coordinator (On-Site): The day camp coordinator is responsible for overseeing the day camp programming during a given session and stepping in to help day camp counsellors as needed. The Day Camp Coordinator will communicate with parents if any special knowledge is required to best meet the needs of their camper. The Day Camp coordinator will also greet parents during pick up and drop off and help with the processes of sign-in and sign-out.

Day Camp Site Leader (Off-Site): Site leaders will have the same responsibilities as an off-site day camp counsellor with some additional responsibilities. Site leaders assist with sign-in and sign-out and are the point of contact with parents at that time. Together with the director(s), they organize supplies and run activities with the assistance of counsellors. They will be the person in charge when a director is not on site.

Head Counsellor: The Head Counsellor team supports counselling staff and provides leadership for all staff through mentorship, assistance with problem-solving and conflict resolution, as well as the performance of formal evaluations for counselling staff. They will facilitate communication between staff and directors, understanding when a concern must be shared beyond their team. They help to orient CILT Practicums at the start of their week and can be an ongoing point of support. Head counsellors serve as the hosts of staff orientation.

Initiatives Leader: This leader will plan and implement a session that strives to increase mutual support and group cohesion within a cabin. This session often makes use of team exercises and low-ropes courses. Initiatives leader's formal training will be done at SLMC. In addition to the above responsibilities, the initiatives leader is expected to help with dishes, regular housekeeping and camper supervision duties.

Kitchen Assistant: The Kitchen Assistants will aid the Head Cooks in the kitchen, preparing and serving meals and snacks for 120-180 people each day. They will be able to work effectively on a team with the Head Cooks, kitchen volunteers and other Kitchen Assistants.

Lifeguard (NL required) Pond or Waterfront: Applying for this position means applying to be either a pond lifeguard or a dock lifeguard which are separate positions. Pond lifeguards will guard the pond when it is being used by campers. Pond lifeguards will strictly adhere to pond protocols and guard accordingly. They will also be responsible for facilitating swim tests and ensuring proper use of the buddy board. Dock lifeguards will guard campers doing waterfront activities such as canoeing, kayaking, and sailing. Dock lifeguards are also expected to instruct campers on the basics of canoeing, kayaking and sailing. They will inform campers of all safety expectations and call campers back to the dock prior to the session ending. In addition to the responsibilities above, lifeguards are expected to help with dishes, regular housekeeping and camper supervision duties.

Medic/Inclusion Coordinator: The role of the Medic/Inclusion Coordinator is to administer meds to campers, provide first aid to campers and staff as needed, do basic health assessment and decision-making, and inventory and clean the health centre. These tasks will be shared by a Junior Medic. During pre-camp, a medic/inclusion coordinator will communicate with parents to assess if their child should be in the inclusion program and, if so, assess how to best meet the needs of their child. The medic/inclusion coordinator will also be working with counsellors of inclusion campers each week to make sure said needs are met and, at the end of the week, collect inclusion reports. In addition to medic/inclusion responsibilities, the medic/inclusion coordinator is expected to help with dishes and regular housekeeping.

Nature Leader: The Nature Leader will plan and lead programming centred around natural education and environmental care. Nature sessions are intended to give campers greater awareness and respect for the natural world and often implement a more hands-on approach. In addition to the above responsibilities, the nature leader is expected to help with dishes, regular housekeeping and camper supervision duties.

Outtrip Leader: Outtrip leaders will help organize the outtrips they will be leading and will supervise all campers on the outtrip, including cooking meals and setting up outtrip equipment. They will be responsible for assisting their campers with trip clean-up with direction from the Outtripping Coordinator. They must be aware of all pertinent safety information for the outtripping program. Outtrip leaders will be at least seventeen years old and hold a Bronze Cross, however, two of them must be eighteen years old and hold an NL qualification. Previous experience (personal or at camp) in outtripping is necessary.

Program Coordinator: Each session will see two program coordinators working together to plan activities during that session. These activities include campfire, meal-time announcements, travelling campfire, and all-camp game. This role requires organization and communication skills. In addition to program responsibilities, program coordinators are expected to help with dishes, regular housekeeping and camper supervision duties.

Quest Leader: The Quest leader is responsible for planning and leading quest sessions for each cabin group during a given week. Quest sessions are intended to be engaging and educational lessons on faith and spirituality. Quest sessions are often related to Silver Lake's summer theme and/or grounded in Anabaptist traditions and faith. In addition to the above responsibilities, the quest leader is expected to help with dishes, regular housekeeping and camper supervision duties.

Relief Head Cook: The Relief Head Cook will aid the Head Cook in the kitchen (when the 2nd Head Cook is on a week off), preparing and serving meals and snacks for 120-180 people each day. They will be able to communicate effectively with the Head Cook, kitchen volunteers and assistants, staff and directors. The Relief Head Cook may have additional responsibilities, such as ensuring kitchen is organized, managing unique dietary needs, and standing in for the Head Cook as needed.

Specialty Camp Leader/Assistant: During Specialty Camp Week, those in this role will be responsible for planning daily specialty sessions for their group and supervising those campers during those times (with assigned support staff). Some of these roles will be in pairs and some with the guidance of an external volunteer. When not leading specialty sessions, these leaders may have some time to prepare for the following day and will also be assigned to other tasks by the directors, including dishes, regular housekeeping and camper supervision duties.

Spiritual Life Coordinator: This role will be held for the summer alongside other weekly roles. The SLC will tend the spiritual life of camp and its unique connection to creation and place. Tasks may include, but need not be limited to, developing Quest resources, resourcing CILT leaders and Quest leaders, coordinating prayers/reflections at staff brunch, coordinating summer staff worship, collaborating on weekly worship campfire, and acting as a liaison with visiting Camp Pastors.

Waterfront Director: The Waterfront Director will plan and implement practice land and water searches for all staff and familiarize all lifeguards with the SLMC pond and waterfront safety procedures. The Waterfront Director is expected to facilitate staff swim tests and camper swim tests, communicating to the ED which campers have passed each week. The Waterfront Director is responsible for coordinating the cleaning and inventory of the guard hut (especially in relation to search procedure items). In addition to these responsibilities, the waterfront director is expected to help with dishes, regular housekeeping and camper supervision duties. At least 250 hours logged as a lifeguard/instructor are required to be considered for Waterfront Director.