



November 2016

Greetings from Kitchi,

Believe it or not, camper registration for the 2016 season has already begun and spots are filling up quickly. With registration well on its way, the camping office is now turning its focus towards one of the most important elements of camp preparation: hiring staff and volunteers! Included with this letter you will find the 2016 Hiring Package. In the package you will find job descriptions, contract lengths and staff pay rates.

Please be advised that you must be 17 years of age by December 31, 2016 in order to work or volunteer at Kitchi. For all positions (excluding kitchen, maintenance staff and volunteers), you must have your up to date NLS by the start of your contract. All staff (excluding volunteers) must have their up to date Standard First Aid and CPR prior to the start of the contract. Please ensure that your certifications required for your position do not expire within the duration of your contract.

Vulnerable Sector (VS) Police Checks are only required if you will be 18 years old prior to August 31, 2016 If you turn 18 while you are at camp, you must obtain a check at that time. If you submitted a Police Record Check within 3 years of your contract start date, you will not need to reapply.

New Positions: We are excited to be introducing some new positions for the 2016 season. Please take the time to read through the descriptions for the Integration Leadership Facilitator, Senior Prep-Cook and Mountain Biking Resource Counsellor to see if these positions would be a good fit for you.

Counsellor Applicants: This summer, we will be giving prospective counsellors an opportunity to add a creative element to their application. Counsellors are asked to tell us what "Being a Camp Counsellor" means to you. You can convey this message in any creative form you wish, and whatever you choose, you will be required to explain the significance and reasoning for your creative creation during your interview. For further details regarding this, please see the Appendix at the bottom of this document.

Spring Staff Training: In order to better prepare our Spring Staff team for the upcoming Spring Outdoor Centre Season, we will be holding a 3-night, 4-day training at Kitchi. This training is mandatory for all staff who wish to work the Spring Season, and will take place in May (TBD).

Counsellor Training Weekend: In an effort to better prepare you for your role as counsellors in 2016, we will be holding a mandatory training weekend in May (TBD). This weekend will primarily serve to complete paperwork, mandatory YMCA trainings and will provide an opportunity to get to know your summer coworkers.

If you are interested in working or volunteering at Kitchi for 2016 please complete the Survey Monkey Application Form - <https://www.surveymonkey.com/r/kitchi2016> and email, mail, or fax **your cover letter and resume to Ben by Monday December 7th**. You are welcome to forward the hiring package to any friends or family who may be interested in working at Kitchi. **We will be setting up interviews beginning in mid-December continuing into the month of January 2016.**

Please do not hesitate to contact me if you have any questions. We look forward to receiving your application!

All the best,

Ben

Ben Rabinovitch
Director, YMCA Camp Kitchikewana
ben_rabinovitch@ymca.ca

Phone 705-726-6421 x401
Fax 705-792-7874



2016 YMCA CAMP KITCHIKEWANA STAFF AND VOLUNTEER HIRING PACKAGE



YMCA Camp Kitchikewana
YMCA of Simcoe/Muskoka
22 Grove St. West
Barrie ON, L4N 1M7
Phone: 705 726 6421 x 401
Fax: (705) 792-7874



To apply please visit <https://www.surveymonkey.com/r/kitchi2016> and fill out our online staff application form.

Please also email a cover letter and resume to:

Email: ben_rabinovitch@ymca.ca

Fax: 705 792 7874

Mail: Ben Rabinovitch, YMCA Camp Kitchikewana, 22 Grove St. West, Barrie Ontario L4N 1M7

Applications are due Monday December 7, 2015 11:59pm

Thank you for your interest in YMCA Camp Kitchikewana

Ben Rabinovitch, Director, YMCA Camp Kitchikewana



Positions Available	Weekly Pay	Number
Counsellors	\$190-200	28
Integration Counsellors	\$220	5
Resource Counsellors	\$220	9
Sites Services Manager (6 month commitment highly preferred)	\$410-450	1
Assistant Sites Services/Water Plant Coordinator	\$325	1
Sites Staff	\$275	1
Cleaning Staff	\$200	2
Food Services Manager (6 month commitment highly preferred)	\$450-525	1
Head Cook	\$410-450	1
Senior Prep Cook	\$275	1
Prep Cooks/Dishwashers	\$200	3
Day Camp Coordinator	\$410-450	1
Sailing Area Head	\$275	2
Boating Area Head	\$275	1
Aquatics Area Head	\$275	1
Waterfront Coordinator	\$300	1
Leadership Manager	\$410-450	1
L1 Facilitators	\$275	3-4
L2 Facilitators	\$275-300	2-3
Integration Leadership Facilitator	\$275	1
Counselling Manager	\$410-450	1
Office Coordinator	\$275	1
Section Head	\$350	2
Wellness Section Head	\$350	1
Integration Section Head	\$350	1
Head tripper	\$300	1
Trippers	\$275	3
Program Manager	\$410-450	1
Assistant Program Manager	\$300	1
Assistant Director (6 month commitment required)	\$450-525	1
Volunteer Positions	N/A	4/week
Spring Outdoor Centre Staff	\$275	TBD
Spring Prep-Cook	\$275	2
Fall Outdoor Centre Staff	\$450	TBD

Please be aware that all positions have the option of adding Spring (May-June) and Fall (Sep-Oct) season contracts and the option to work Family Camp (Aug 28 – Sep 4).

Qualifications & Certifications

Below each position description is a list of required qualifications. While Camp Management will aid in finding and registering for some courses, it is ultimately the responsibility of the applicant to ensure that they hold all necessary certification by the start of employment. In terms of payment for these courses, employees are required to cover the full cost of the following certifications if required for their job: NLS, CPR C, Standard First Aid, Pleasure Craft Operator Card, G class Drivers licenses, and Food Safety Training. If the following certifications are required for your job, Kitchi will assist with the cost by paying for the course fee in full or in part: WAFA, WFR, ORCKA Levels, CANSail Instructor's, SVOP, OIT, Bronze Med/Cross examiners and first aid examiners.



Volunteer Positions

The YMCA of Simcoe/Muskoka supports diversity, equity and a workplace free from harassment and discrimination. The YMCA of Simcoe/Muskoka is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Positions available:

Summer: weekly volunteers (max of 4 per week)

Spring and Fall: weekly or “weekends only” volunteers

Reports to: Counselling Manager, Office Coordinator

General Responsibilities:

1. Demonstrate a strong support and commitment to the YMCA of Simcoe Muskoka’s Values, Mission and Vision
2. Demonstrate a strong support and commitment to serving all program participants of YMCA Camp Kitchikewana
3. **Program support:** Assist staff in the development and delivery of quality camp programs. Aid staff with summer programs including, all camps, evening programs, Power Play, cabin choice, and Spring and Fall programs including school groups and weekend specialty programs or rentals (women’s wellness, alumni events, weddings, etc)
4. **Maintenance support:** Assist staff with daily maintenance tasks such as cleaning program areas, cleaning bathroom and dining facilities, garbage, recycling, food and luggage runs and general camp upkeep tasks (painting, sweeping, tree and trail maintenance, equipment repair etc)
5. **Food service support:** Assist staff in the area of food service. This includes meal prep and clean up, meal service, dishes and food inventory

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Job Knowledge/Qualifications:

- Must be turning 17 in 2016
- Must obtain and have a clear criminal record check (if over 18 years old)
- Previous camp experience is preferred
- Standard First Aid and CPR is preferred
- Must complete all YMCA volunteer training if selected as a volunteer



COUNSELLING DEPARTMENT

Counsellors:

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Positions Available: 36

Reports to: Section Head Team, Day Camp Coordinator

Supports: Campers

Responsibilities:

1. *Camper Care:* Responsible for the campers in their care 24-hours-a-day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper
2. *Skill Instruction and Life guarding:* Lead camper skill instruction. Be responsible for being well-prepared to teach your lessons, when scheduled to lifeguard do so actively.
3. *Programming:* Actively participate and lead section programs, Power Play Activities, and cabin choice activities as per the guidelines established by the Summer Program Manager.
4. *Out tripping:* Actively lead and participate in the preparation, implementation and debrief of your cabin's out trip.
5. *Reach for the Rainbow:* participate in the integration of special needs campers in your cabin and/or section.
6. *Administration:* complete all necessary paperwork (first day health checks, program paper work, incident reports, lesson report cards, and Leadership Feedback) throughout the session.
7. *Day camp:* may be asked to provide assistance to the Honey Harbour Day Camp Program

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Required Certifications:

- NLS
- Standard First Aid/Basic Rescuer CPR

Recommended Certifications:

- CANSail Instructor's
- ORCKA Tripping 1
- Wilderness First Aid
- Aquatic Instructors

Salary: Base wage: \$190/wk x 9 weeks

Additional wages per week: +\$5/wk** for each of CANSail Instructors, Wilderness First Aid, ORCKA, Aquatic Instructors.

**Up to a maximum of \$200/wk

Contract Length: June 26 – August 27, 2016



Resource Counsellor - 1 position for each of the following areas: boating, sailing, swimming, arts and crafts, drama, guitar, island adventures, mountain biking. Resource counsellors assist the Area Heads in the facilitation of afternoon skills while maintaining regular cabin counsellor duties. Resource Counsellors must have or obtain additional certifications required for the position (please inquire with camp management which certifications are necessary).

****New this Year - Mountain Biking Resource Counsellor**

Responsibilities:

1. **Bike Maintenance/Repair:** Complete daily inspections of the bicycles and associated equipment and perform routine maintenance as well as any needed repairs. Any repairs needed that are beyond the capabilities of the resource counsellor will be brought to the attention of camp management to ensure that appropriate repairs are made. A daily log will be kept of any work performed on the bikes.
2. **Power-Play:** Coordinate with the program team to create a 4-day lesson plan for the mountain biking program. Lead the Mountain Biking Power Play program throughout the summer.
3. **Route mapping:** Work with the program team to create a list of bike routes based on skill level, distance and length of time.
4. **Training:** Orient staff on standard operating procedures of the Mountain Biking program to ensure proper use of the equipment and safe practices.

Salary: \$220/wk

Contract Length: June 26 – August 27, 2016

Integration Counsellors

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Positions Available: 4

Reports to: Integration Section Head

Supports: Children attending Kitchi through REACH For the Rainbow

Responsibilities:

1. **Reach for the Rainbow:** Directly support all participants sent to the camp through REACH for the Rainbow and ensures the successful integration of these participants into the camp environment.
2. **Administration:** Ensures camper journals are filled out correctly and are up to date.
3. **Camper Care:** Responsible for the campers in their care 24-hours-a-day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper
4. **Skill Instruction and Life guarding:** Lead camper skill instruction. Be responsible for being well-prepared to teach your lessons, when scheduled to lifeguard do so actively.
5. **Programming:** Actively participate and lead section programs, and cabin choice activities as per the guidelines established by the Summer Program Manager.
6. **Out tripping:** Actively lead and participate in the preparation, implementation and debrief of your cabin's out trip.

Competencies

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.



Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/Certifications:

- NLS
- Standard First Aid/Basic Rescuer CPR

Recommended Qualifications:

- Experience working with children with special needs

Salary: \$220/wk x 9 weeks

Contract Length: June 26 – August 27, 2016



LEADERSHIP AND OUTTRIPPING DEPARTMENTS

Head Tripper

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Positions Available: 1

Reports to: Program Manager

Supports: Tripping Staff

Responsibilities:

This position will be an onsite head tripper position whose main responsibilities will be creating the tripping schedule, the lead on packing and unpacking trips, equipment repair, ordering gear and food and keeping the tripping shed clean. When these duties are complete this position will take the lead on repairing other program equipment (canoes, etc). There will be opportunities for this position to participate in a few trips throughout the summer; however it will be significantly reduced with the focus of the onsite side of the tripping program.

1. *Staff Training:* organize and deliver a thorough out-tripping session to all staff during one week staff training period.
2. *Emergency Procedures:* Ensure that each camper and staff member has knowledge of emergency procedures as they pertain to outtrip before they go on trip.
3. *Safety Equipment:* Ensure First Aid kits are well stocked and accompany all out trips, review, select and schedule out trip routes specific to age, tradition, safety and YMCA values, ensure there is a qualified leader on each trip (1 staff aged 18+ and an NLS certified staff), implement the outtripping curriculum, develop well-balanced, practical menus, facilitate the packing of each outtrip, maintain an accurate inventory of departmental equipment, perform necessary repairs promptly
4. *Administration:* Ensure the camp office has copies of all route cards and a schedule of trips. Reviews all trip logs and incident reports. Orders food through the kitchen while operating within a budget.
5. *Leadership Tripping:* Assist the leadership department in all planning components of the extended outtrip (this includes the coordination of participant outtripping skill education, route selection and menu planning)
6. *Risk Management:* Will work with Tripping Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risk on outtrips.
7. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
8. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers
9. *Site maintenance* – ensure that program equipment is in good repair and safe to use (tripping, canoes, sailboats, etc). Assist the sites team in maintaining site cleanliness and general repair
10. *Rover* – when other tasks are complete, assist other program areas as needed

Competencies

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.



Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications/Qualifications:

- NLS
- Standard First Aid / Basic Rescuer CPR
- ORCKA Tripping Level 2
- Minimum of 18 years of age
- Wilderness First Aid

Recommended Certifications/Qualifications:

- ORCKA Tripping Level 3
- Advanced Wilderness First Aid
- Knowledge of the commonly used areas for trips (McCrae Lake, Musquash River, Beausoleil Island)

Salary: \$300/wk x 9 weeks

Contract Length: June 26 – August 27, 2016

Tripping Staff

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Positions Available: 3

Reports to: Head Tripper

Responsibilities:

1. *Outtripping Leadership:* responsible for leading weekly outtrips as scheduled by the Head Tripper, this may include facilitation of an entire trip, leading campers and staff through designated routes, coordinate the outtrip curriculum.
2. *Administrative Tasks:* Responsible for maintaining outtrip records (this includes incident reports, route cards, trip logs).
3. *Risk Management:* Responsible for minimizing exposure to risk for all campers and staff on trip.
4. *Communication:* Maintains appropriate communication with Beausoleil Base Camp.
5. *Senior Leadership:* Is ultimately responsible for ensuring that all YMCA of Simcoe/Muskoka Policies and YMCA Camp Kitchikewana Rules and Regulations are adhered to while on trip.
6. *Role Models Environmental Ethics:* Is to actively promote no-trace camping while on trip.
7. *Staff Training:* With Head Tripper, is responsible for ensuring that counselling staff receive appropriate and adequate training on outtrip expectations, risk management and outtripping curriculum during one-week training session.
8. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.



Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications/Qualifications:

- NLS
- Standard First Aid / Basic Rescuer CPR
- ORCKA Tripping Level 2
- Minimum of 18 years of age
- Advanced Wilderness First Aid

Recommended Certifications/Qualifications:

- Knowledge of the commonly used areas for trips (McCrea Lake, Musquash River, Beausoliel Island)
- ORCKA Tripping Level 3

Salary: \$275/wk x 9 weeks

Contract Length: June 26 – August 27, 2016

Leadership Manager

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Positions Available: 1

Reports to: Camp management

Supports: Leadership Facilitators

Responsibilities:

1. *Supervision:* Provide ongoing supervision, daily feedback, weekly check-ins, and consistent support to the leadership facilitators, inform the assistant director of any situations in the leadership department which warrant discipline, provide mid and end of season evaluations for the leadership facilitators, supervise the administration of the leadership program participant evaluation system and file completed reports in participant files
2. *Internal and External Communication:* Work with the leadership facilitators to initiate and nurture positive relationships with external organizations that will contribute to the various components of the Leadership program, act as the official liaison to all other Camp Departments
3. *Administration:* Participate in the budget and purchasing process, complete all incident, invoice, emergency and/or injury reports when necessary
4. *Program Development:* With Leadership Team, develop curriculum in conjunction with leadership facilitators to meet goals established by the YMCA of Simcoe/Muskoka's Youth Leadership Program while promoting the Core Values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
5. *Leadership Tripping:* Responsible for planning, packing and leading both extended leadership trips



6. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
7. *Outdoor Centre Team Leader:* May assist and Support the Assistant Director in the delivery of Outdoor Education Groups during May and June (this responsibility may or may not be included)
8. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- NLS
- Standard First Aid / Basic Rescuer CPR
- Advanced Wilderness First Aid
- ORCKA Tripping Level 2

Recommended Qualifications/ Certifications:

- Wilderness First Aid
- Standard First Aid/BCLS Instructor
- ORCKA Tripping Level 3
- Instructional certification
- G Drivers license

Salary: \$410-450/wk x 16 weeks

Contract Length: Early May – August 27, 2016

L1 Facilitators

The YMCA of Simcoe/Muskoka supports diversity, equity and a workplace free from harassment and discrimination. The YMCA of Simcoe/Muskoka is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Positions Available: 3-4

Reports to: Leadership Manager

Supports: Leadership Participants (age 15)

Responsibilities:

1. *General:* Implement daily schedule, complete detailed lesson plans for all sessions well in advance, assist in the delivery of skills, ensure positive growth of all participants, educate other department areas about the leadership program, the participants needs and assistance required from other non-counselling staff



2. *External Communication:* Responsible for communicating with leadership participant prior to his/her arrival at Kitchi (re: participant questions, packing lists, medical form/needs, pledge, parent concerns and as a means to introduce yourself and other leadership staff), initiating and nurturing positive relationships with external organizations that will contribute to the various components of the Leadership program: LSS, ORCKA examiners, Red Cross, bussing companies, GBINP, equipment rental-outfitters and all other organizations which are involved in the program
3. *Coordination of Program:* r=Responsible for scheduling program components in a “month-format” (eg. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
4. *Skill Development:* Will support the Area Heads in delivery of morning skills and track the progress and provide support to the L1s to ensure successful completion of their skill.
5. *Participant Supervision:* Responsible for the physical and emotional well being of all participants, provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month, educate all participants regarding camp and leadership program policies and procedures, follow up all wellness/ behavioural/disciplinary issues.
6. *Leadership Outtripping:* Aid Leadership Manager and head tripper in planning, packing and leading extended Leadership Outtrips.
7. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
8. *Year-end Report* – Will assist the Leadership Manager to complete a year-end report outlining the summer and suggestions for up coming summers

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications/ Qualifications:

- NLS
- Standard First Aid/ Basic Rescuer CPR
- Wilderness First Aid
- ORCKA Tripping 2

Recommended Certifications/ Qualifications:

- LSS Bronze Cross and/or Standard First Aid Examiner status
- Instructional certification (sailing, canoeing or lifesaving)
- ORCKA tripping 3, ORCKA tripping instructors

Salary: \$275/wk x 9 weeks

Contract Length: June 26 – August 27, 2016



Integration Leadership Facilitator

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Positions Available: 1

Reports to: Leadership Manager & Integration Section Head

Supports: 1 Leadership Participant attending Kitchi through REACH For the Rainbow, as well as other L1s

Responsibilities:

7. *Reach for the Rainbow:* The primary responsibility of this position is to directly support the participants sent to the L1 Program through Reach for the Rainbow and ensure the successful integration of these participants into the leadership group and the camp environment.
Secondarily, this position should assist with the below items:
8. *General:* Implement daily schedule, complete detailed lesson plans for all sessions well in advance, assist in the delivery of skills, ensure positive growth of all participants, educate other department areas about the leadership program, the participants needs and assistance required from other non-counselling staff
9. *External Communication:* Responsible for communicating with leadership participants prior to their arrival at Kitchi (re: participant questions, packing lists, medical form/needs, pledge, parent concerns and as a means to introduce yourself and other leadership staff), initiating and nurturing positive relationships with external organizations that will contribute to the various components of the Leadership program: LSS, ORCKA examiners, Red Cross, bussing companies, GBINP, equipment rental-outfitters and all other organizations which are involved in the program
10. *Coordination of Program:* Responsible for scheduling program components in a “month-format” (eg. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
11. *Skill Development:* Will support the Area Heads in delivery of morning skills and track the progress and provide support to the L1s to ensure successful completion of their skill.
12. *Participant Supervision:* Responsible for the physical and emotional well-being of all participants, provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month, educate all participants regarding camp and leadership program policies and procedures, follow up all wellness/ behavioural/disciplinary issues.
13. *Leadership Outtripping:* Aid Leadership Manager and head tripper in planning, packing and leading extended Leadership Outtrips.
14. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
15. *Year-end Report –* Will assist the Leadership Manager to complete a year-end report outlining the summer and suggestions for upcoming summers

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.



Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications/ Qualifications:

- NLS
- Standard First Aid/ Basic Rescuer CPR
- Wilderness First Aid
- ORCKA Tripping 2

Recommended Certifications/ Qualifications:

- Previous experience supporting children/youth with Special Needs
- LSS Bronze Cross and/or Standard First Aid Examiner status
- Instructional certification (sailing, canoeing or lifesaving)
- ORCKA tripping 3, ORCKA tripping instructors

Salary: \$275/ wk x 9 weeks

Contract Length: June 26 – August 27, 2016

L2 Facilitators

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Positions Available: 2-3

Reports to: Leadership Manager

Supports: Leadership Participants (age 16)

Responsibilities:

1. *General:* Implement daily schedule, complete detailed lesson plans for all sessions well in advance, assist in the delivery of skills, ensure positive growth of all participants, educate other department areas about the leadership program, the participants needs and assistance required from other non-counselling staff
2. *External Communication:* Responsible for communicating with leadership participant prior to his/her arrival at Kitchi (re: participant questions, packing lists, medical form/needs, pledge, parent concerns and as a means to introduce yourself and other leadership staff), initiating and nurturing positive relationships with external organizations that will contribute to the various components of the Leadership program: LSS, ORCKA examiners, Red Cross, bussing companies, GBINP, equipment rental-outfitters and all other organizations which are involved in the program
3. *Coordination of Program:* responsible for scheduling program components in a “month-format” (eg. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
4. *Participant Supervision:* responsible for the physical and emotional wellbeing of all participants, provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month, educate all participants regarding camp and leadership program policies and procedures, follow up all wellness/ behavioural/disciplinary issues.
5. *Cabin/Skill Placement:* Will track the development of L2s and support them as needed to ensure positive contributions are being made within Cabin and Skill placements.



6. *Leadership Outtripping:* Aid Leadership Manager and head tripper in planning, packing and leading extended Leadership Outtrips.
7. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
8. *Year-end Report* – Will assist the Leadership Manager to complete a year-end report outlining the summer and suggestions for upcoming summers

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications/ Qualifications:

- NLS
- Standard First Aid/ Basic Rescuer CPR
- Wilderness First Aid
- ORCKA Tripping 2

Recommended Certifications/ Qualifications:

- LSS Bronze Cross and/or Standard First Aid Examiner status
- Instructional certification (sailing, canoeing or lifesaving)
- ORCKA tripping 3, ORCKA tripping instructors

Salary: \$275-\$300/ wk x 9 weeks

Contract Length: June 26 – August 27, 2016



PROGRAMMING & AREA HEADS

Program Manager

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Positions Available: 1

Reports to: Camp Management

Supports: Assistant Program Manager, Waterfront Coordinator, Area Heads, Head Tripper

Responsibilities:

1. *Scheduling & Programming:* Responsible for creating schedules for guarding and section patrols, place counsellors into skills, schedule counsellors to run evening section programs, oversee the successful implementation of all other programming aspects of camp (skills, all-camps, cabin choice programs and Power Play). Schedule senior staff to extra duties: banquet, campfire, talent show, all camps, etc.
2. *Supervision and Support:* Supports the outripping team, waterfront team, and assistant Program Manager to ensure that all program areas at camp are fun, safe and in line with the YMCA's core values of Honesty, Caring, Respect, Responsibility and Inclusiveness. Conducts evaluations for assistant Program Manager, waterfront department, head tripper, and counsellors
3. *Budget/Inventory:* Manages budgets and inventory of all programming areas (including sailing, aquatics, boating, all camps, A&C, drama, guitar, out-tripping, general program resources).
4. *All-Camp Programming:* Works with the rest of the non-counselling staff team to develop and deliver All-Camp Programs throughout the summer are fun, safe and promote YMCA of Simcoe/Muskoka's Core Values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
5. *Outdoor Centre Team Leader:* may be designated to assist and Support the Assistant Director in the delivery of Outdoor Education Groups during May and June, and potentially September and October
6. *Year-end Report* – Will complete a year-end report outlining the season and suggestions for up coming seasons
7. *Coordinate/support camp volunteers in required tasks*

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- NLS
- G Drivers Licence
- SVOP boating course (camp will provide)



- Prior Camp Supervisory Experience

Recommended Qualifications/ Certifications:

- Swimming instructor qualifications
- ORCKA Basic Instructor
- ORCKA Lakewater 1
- CYA White/Bronze sail

Salary: \$410-450/wk

Contract Length: Early May - August 27, 2016 (fall contract preferred)

Assistant Program Manager

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Positions Available: 1

Reports to: Program Manager

Supports: Arts and Crafts, Drama, Island Adventures, Paddle Making and Guitar Resource counsellors and all counsellors during all-camps, Power Play, cabin choice and evening programs

Responsibilities:

1. *Skill Instruction:* Ensure the highest quality of arts and crafts, drama and guitar instruction
2. *Program quality:* Ensure that all skills and daily programs (Power Play, Cabin choice, etc) are delivered with a high level of program quality (lesson plans, in line with YMCA values)
3. *Inventory and Supplies:* Create and manage a budget for both the Arts and Crafts, drama, paddle making and guitar departments. Ensure that there are appropriate supplies to maintain all programs for the duration of both months.
4. *Craft Shop Management:* Organize and maintain organization of craft supplies and general cleanliness of the Craft Shop during skills and free time.
5. *Facilitate fourth-session musical:* writing directing and facilitating rehearsals
6. *Weekly Talent Shows:* Organize talent show each session.
7. *Assist Program Manager:* provide assistance to the Program Manager with skills selection, staff training and development, all camps and counsellor evaluations.
8. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
9. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Required Certifications/ Qualifications:

- NLS
- Standard First Aid / Basic Rescuer CPR
- Background in drama, art, guitar and environmental programs

Recommended Certifications/Qualifications:

- Experience in camp programming



- G Drivers license

Salary: \$300/wk x 9 weeks of summer

Contract Length: June 26 – August 27, 2016

Competencies for all Area Heads are as follows:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Waterfront Coordinator

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Positions Available: 1

Reports to: Program Manager

Supports: Sailing Area Head, Boating Area Head, Aquatics Area Head (please note that waterfront coordinator holds one of these positions)

Responsibilities:

1. **Emergency Procedures (EP):** Coordinate all waterfront search patterns, coordinate all waterfront EP training, practice waterfront EPs regularly, maintain an and inventory both land and water EP equipment
2. **Administration:** ensure accurate record keeping for lessons and all necessary paperwork is forwarded to the appropriate agencies, coordinate the waterfront safety skit, facilitates the Go-for-Green program, and maintain the Buddy Board with all appropriate numbers and an up-to-date list of camper buddy numbers
3. **Risk Management:** Will work with Waterfront Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risk on waterfront. Conduct ongoing reviews of waterfront areas to ensure they are up to standard
4. **Supervision:** Supervision is based on ensuring other waterfront areas are up to standard in terms of health and safety regulations, and all performance related supervision of the waterfront area heads (area head evaluations, program quality, etc).



5. *Waterfront Management*: Maintain active schedule and calendar of all programs taking place on the waterfront and ensuring that a member of the Waterfront Team is present and actively supervising during all such programs (Power Play, Evening Program, All-Camps)
6. *All-Camp Programming*: As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
7. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Required Certifications/ Qualifications:

- NLS
- Standard First Aid / Basic Rescuer CPR
- Instructor-level certification in a waterfront skill area (sailing, canoeing and/or lifesaving)
- Supervisory experience
- Knowledge of waterfront health and safety regulations (government, OCA and YMCA camp standards)

Recommended Certifications/Qualifications:

- Lifesaving Society Bronze Cross Examiners
- LSS Aquatic Supervisory training
- Knowledge of the YMCA Canada Swim Program
- CYA White/Bronze Sail
- ORCKA Instructor Certification
- Other advanced skill certifications in your waterfront skill area
- G Drivers license

Salary: \$300/wk for 9 weeks **Contract Length:** June 26 – August 27, 2016

Aquatics Area Head

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Positions Available: 1

Reports to: Waterfront Coordinator

Supports: Aquatics Resource Counsellor and Aquatics instructors

Responsibilities:

1. *Skill Instruction*: Ensure the highest quality of swimming instruction, maintain instructional equipment, assign instructors to levels, complete all Life Saving Society test sheets, forward necessary sheets to appropriate agencies, teach leadership skills
2. *Administration*: Ensure test sheets are completed accurately and forwarded to appropriate agencies, complete incident reports when necessary, ensure membership dues and registration are complete.
3. *Swimming Area Maintenance/Repair*: Ongoing maintenance checks of the swimming area, record “open-up” conditions, damages incurred, dates of repair and additions
4. *All-Camp Programming*: As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)



5. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Required Certifications/Qualifications:

- NLS
- Standard First Aid/ Basic Rescuer CPR
- Life Saving Society Instructors
- Aquatic Instructors
- Pleasure Craft Operator Card
- Lifesaving Society Examiners

Recommended Certifications/Qualifications:

- Standard First Aid Examiners

Salary: \$275/wk x 9 weeks of summer

Contract Length: June 26 – August 27, 2016

Boating Area Head

The YMCA of Simcoe/Muskoka supports diversity, equity and a workplace free from harassment and discrimination. The YMCA of Simcoe/Muskoka is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Positions Available: 1

Reports to: Waterfront Coordinator

Supports: Boating Resource Counsellors and boating instructors

Responsibilities:

1. *Skill Instruction:* Ensure the highest quality of canoeing and kayaking instruction, maintain instructional equipment, and assign instructors to levels. Secure outside examiners for boating levels when necessary. Arrange for “in-house” examiners whenever possible, complete all ORCKA test sheets. Establish a file system and forward all necessary sheets to appropriate agencies, ensure badges/awards are forwarded to successful candidates, teach leadership skills
2. *Lifeguarding:* As a member of the Waterfront Team, will be responsible for acting as Head Guard during Awesome Time.
3. *Administration:* Maintain records of all boating instruction, complete all incident, emergency and/ or injury reports when necessary, and ensure membership dues and registration for agency affiliations are complete
4. *Canoe and Kayak Maintenance / Repair:* Organize preventative maintenance for each boat, keep a record of each boat’s “open-up” condition, damage incurred during the season, repairs done and “shut-down” condition, and maintain an inventory of commonly used replacement parts
5. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
6. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Required Certifications/ Qualifications:

- NLS
- Standard First Aid / Basic Rescuer CPR



- ORCKA Instructional certifications (Camp Canoe and Kayaking instructors, Flatwater instructors)
- Pleasure Craft Operator card

Recommended Certifications/Qualifications:

- Knowledge of maintenance procedures for canoes and kayaks

Salary: \$275/wk x 9 weeks of summer

Contract Length: June 26 – August 27, 2016

Sailing Area Head

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Positions Available: 2

Reports to: Waterfront Coordinator

Supports: Sailing Resource Counsellor and sailing instructors

Responsibilities:

1. *Skill Instruction:* Ensure the highest quality of sailing instruction, maintain instructional equipment, and assign instructors to levels. Secure outside examiners for sailing levels when necessary. Arrange for “in-house” examiners whenever possible, complete all CYA test sheets. Establish a file system and forward all necessary sheets to appropriate agencies, ensure badges/awards are forwarded to successful candidates, teach leadership skills
2. *Lifeguarding:* As a member of the Waterfront Team, will be responsible for acting as Head Guard during Awesome Time.
3. *Administration:* Maintain records of all sailing instruction, complete all incident, emergency and/ or injury reports when necessary, and ensure membership dues and registration for agency affiliations are complete
4. *Sailing Maintenance / Repair:* Organize preventative maintenance for each boat, keep a record of each boat’s “open-up” condition, damage incurred during the season, repairs done and “shut-down” condition, and maintain an inventory of commonly used replacement parts
5. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
6. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Required Certifications/ Qualifications:

- NLS
- Standard First Aid / Basic Rescuer CPR
- White/Bronze Sail Instructor/Examiner Certification
- Pleasure Craft Operator card

Salary: \$275/wk x 9 weeks of summer

Contract Length: June 26 – August 27, 2016



Honey Harbour Day Camp Coordinator

The YMCA of Simcoe/Muskoka supports diversity, equity and a workplace free from harassment and discrimination. The YMCA of Simcoe/Muskoka is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Reports to: Camp Management and Parent Volunteer Coordinator of Honey Harbour Day Camp

Supports: Two day camp counsellors

Salary: \$410-450/wk x 9 weeks

Time Frame: June 26 – August 27, 2016 (weekends off) June prep time built into contract.

Responsibilities:

1. *Scheduling & Programming:* Responsible for creating daily/summer schedules and facilitating programs, monitoring program quality on an ongoing basis
2. *Supervision and Support:* Supports the day camp counsellors to ensure that all program areas at camp are fun, safe and in line with the objectives set out by the YMCA of Simcoe/Muskoka and the Honey Harbour Day Camp
3. *Inventory:* Manages inventory of day camp program, conducting an inventory for the end of the season
4. *Parent communication:* Ensure excellent communication between staff and parents, addressing parent concerns in a professional and timely manner
5. *Camp communication:* Maintains open communication between the Director of Honey Harbour Day Camp and YMCA Camp Kitchikewana Management
6. *Staff feedback:* Provide ongoing feedback for day camp counsellors and conduct formal evaluations at the end of each staff session
7. *Year-end report:* Develop an end of season report
8. *Purchasing:* Responsible for ordering and purchasing program supplies and food
9. *Camp Kitchikewana Support:* Provide support for Camp Kitchikewana programs and operations as needed, and assist in the organization and delivery of one evening staff social per week

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR & NLS
- Pleasure Craft Operators Card
- Clear Police Reference Check

Recommended Qualifications/ Certifications:

- Swimming instructor qualifications (any agency)
- Prior Supervisory Experience in a camp setting



SECTION HEAD TEAM

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Counselling Manager

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Positions Available: 1

Reports to: Camp Management

Supports: Section Heads, Intergration Coordinator, Counsellors

Responsibilities:

1. Counselling staff supervision: Training, supervision, cabin placements, evaluation and management of counselors in a manner that promotes the YMCA of Simcoe/Muskoka's Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
2. Administration: Approve and distribute cabin lists, administer the lost and found system, coordinate camper journals, values recognitions, etc. Help manage the camp office
3. Counsellor wellness: Monitor health and well-being of counsellors. Work with other Non-Counselling Staff Members to maintain counsellor moral.
4. REACH. For The Rainbow: Actively assist the Integration Section Head with integrating Reach for the Rainbow participants into camp program.
5. Camper Wellness: Monitor, treat and follow-up with wellness issues with the Wellness Section Head
6. Develop and monitor camp volunteer program. Train and schedule volunteers and work with other supervisors in ensuring their effectiveness and support
7. Scheduling & Programming: Responsible for creating schedules for days-off for Section Heads and Counselling Team.
8. Supervision and Support: Supports the Counselling Team, to ensure that camp is fun, safe and in line with the YMCA's core values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
9. All-Camp Programming: Works with the rest of the non-counselling staff team to develop and deliver All-Camp Programs throughout the summer are fun, safe and promote YMCA of Simcoe/Muskoka's Core Values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
10. Precamp Training: Lead Non-Counselling Staff team in development and delivery of Precamp Staff Training.
11. Year-end Report – Will complete a year-end report outlining the summer and suggestions for up coming summers
12. Outdoor Centre Team Leader: may be designated to assist and Support the Assistant Director in the delivery of Outdoor Education Groups during May and June, and potentially September and October
13. During the spring season the Counselling Manager will primarily be on summer preparation duty

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.



Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- NLS

Recommended Qualifications/ Certifications:

- Prior Supervisory Experience

Salary: \$410-450/wk

Contract Length: Early May –August 27, 2016 (fall contract extension available)

Section Head

Positions Available: 3 (including 1 “Wellness Section Head” position – see below)

Reports to: Counselling Manager

Supports: Counselling staff

Responsibilities:

1. *Counselling staff supervision:* Training, supervision, cabin placements, evaluation and management of counselors in a manner that promotes the YMCA of Simcoe/Muskoka’s Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
2. *Administration:* Approve and distribute cabin lists, administer the lost and found system, coordinate post-card mail out and camper progress reports.
3. *Counsellor wellness:* Monitor health and well-being of counsellors. Work with other Non-Counselling Staff Members to maintain counsellor morale.
4. *REACH For The Rainbow:* Actively assist the Integration Coordinator with integrating Reach for the Rainbow participants into camp program.
5. *Camper Wellness:* Monitor, treat and follow-up with wellness issues in your section in liaison with Administrative Staff.
6. ***Wellness Section Head:* one of section heads will be the wellness section head which will include additional duties such as organizing camper medication and files on the first day of each session, supporting camp medical staff throughout the session, and attending to ill/injured campers**
7. *Section Programming :* Provide leadership and support to Evening Section Programs.
8. *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
9. *Year-end Report –* Will complete a year-end report outlining the summer and suggestions for up coming summers

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.



Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications:

- NLS
- Standard First Aid /Basic Rescuer CPR

Recommended Certifications/qualifications:

- supervisory skills
- instructor qualifications
- wilderness first aid
- G Drivers license

Salary: \$350/wk x 9 weeks of summer

Contract Length: June 26 – August 27, 2016

Integration Section Head

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Positions Available: 1

Reports to: Counselling Manager

Supports: Integration Counsellors

Responsibilities:

1. *Staff Supervision and Support:* Coordinate and facilitate in external and internal training opportunities. Assign an appropriate counsellor to directly support each Reach for the Rainbow camper and provide and/or arrange for relief, coverage and support to the special needs counselors. Support other counsellors when needed (section heads on day off etc)
2. *Section head team support* – as a member of the section head team, provide support to all section head related duties (see section head job description)
3. *Public Relations:* Maintain contact with Reach for the Rainbow Case Worker including communicating any areas of concern, ensure there is clear and accurate information for each participant and maintain contact with the parents of the participants when needed
4. *Administration:* Review camper profiles prior to participant arrival, give input to Section Heads regarding support counsellor performance.



5. *All-Camp Programming*: As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires)
6. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications:

- NLS
- Standard First Aid/ Basic Rescuer CPR

Recommended Certifications:

- University student in Social Sciences, College Student in DSW, or related field -- Experience working with children with disabilities
- G Drivers license

Salary: \$350/wk x 9 weeks of summer

Contract Length: June 26 – August 27, 2016

Office Coordinator

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Positions Available: 1

Reports to: Camp Management

Responsibilities:

1. *Communication:* Manage incoming and outgoing information (mail, telephone, email) to ensure effective communication between the camp and camper families, outdoor centre groups, and the Coordinator of Administration
2. *Social Media:* Under direction and support of camp management, will assemble, organize and post regular updates and photos to social media accounts, and communicate with parents via email. This will include taking/gathering of photos



3. *Supplies & Inventory*: Responsible for maintaining inventory, organization, orders and mail-outs for – camp clothing, lost & found, office supplies, camper/staff files, bunk notes, camper mail
4. *Camp Information*: Distribute camper, dietary, medical, bus lists to all required departments and ensure that accuracy and organization of these lists is maintained
5. *Payroll*: Will assist the Director with ensuring that new-hire payroll packages and all staff, volunteer and human resources paperwork is complete and organized. Assist with staff expense reimbursements
6. *Changeovers*: manage the office during camp changeovers, cabin placement concerns, office communication etc
7. *Volunteers*: assist with the scheduling and coordination of volunteers
8. *Standards Compliance*: With direction and support of camp management ensure all camp compliance standards/guidelines inspections, checklists and paperwork are maintained (camping standards and best practices, health, fire, ESA inspections, Ministry of Labour files, and kitchen and sites checklists
9. *Programming*: As a member of the camp staff team assist in all areas of camp as needed and actively participate in assisting programs and organization and delivery of staff socials
10. *Year-end Report*: Will complete a year-end report outlining the summer and suggestions for upcoming summers
11. *Spring*: During the spring season the Office Coordinator will assist with programming as needed, in addition to recording attendance and payments for weekend programs

Required Qualifications/ Certifications:

- Standard First Aid/CPR
- Working knowledge of Microsoft Office and Social Media (Facebook, Twitter, Mailchimp)
- Exceptional organizational and customer service skills

Recommended Qualifications/ Certifications:

- Post-secondary student working on a degree in Communications or a related field
- Previous administrative and customer service experience

Competencies:

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Quality Focus: Ensures that customer service is of high quality and that a strong level of professionalism is maintained.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Salary: \$275/wk

Contract Length: Late May –August 27, 2016



Assistant Director (Seasonal, six month contract)

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Positions Available: 1

Reports to: Camp Director

Salary: \$450 – \$525 /week

Contract Length: Late April – Mid October 2016

1. General Responsibilities:

- **Site in charge:** In the absence of the full time director, acts as the “site in charge/manager on duty” in all spring, summer or fall programs. The seasonal assistant director will be responsible for responding to emergencies and troubleshoot any staff, participant, program or facilities issues as they may arise.
- **Campsite and workplace safety:** Ensure campers, guests, staff and volunteers are safe in programs and in the work place. Working with the director, ensure all standards and policies are in place and followed (Bill 168, AODA, YMCA Child Protection, Standard Operating Procedures, Labour Standards Act, YMCA Camping Best Practices, OCA Standards, OPHEA Guidelines, safe drinking water and food operation, etc)
- **Program Quality:** ensure all spring, summer and fall programs are delivered with high quality by staff. Ensure that school programs are following school curriculum and teacher requests. Develop and deliver spring and fall staff training. Deliver HCD/HAD and CATCH frameworks to staff and participants. Ensure programs are in line with the YMCA values, mission and vision and the YMCA Ontario Camping Quality Recommended Practices. Manage program supplies budget for spring and fall seasons.
- **Social Media Updates:** Assist camp director in managing social media sites and posts (Twitter, Facebook)
- **Campsite cleanliness:** ensure camp facilities and program areas are kept clean, safe and in good working order

2. Outdoor Centre (May, June, September, October) Responsibilities:

- **Scheduling:** schedule staff and program schedules for spring and fall programs, this includes days off, kitchen and maintenance rotations duty staff and changeovers. Assist/lead in the execution of group changeovers.
- **Staff support and supervision:** provide support, coaching and supervise spring outdoor centre staff. Provide ongoing feedback including end of season formal evaluations. Provide support in areas of program, kitchen and maintenance as required. Assist with any summer preparation as required.
- **Kitchen and maintenance communication:** ensure that kitchen staff have proper dietary information, numbers and menu requests from user groups. Ensure sites team is aware of boat pick up arrangements and maintenance requests for user groups.
- **User group support:** working with the spring coordinator, support user groups onsite to ensure their needs and expectations are met. Communicate daily with group leaders/teachers fostering a positive relationship and rapport. Facilitate end of program evaluations
- **Administration:** provide user groups with invoices prior to departure and copy the coordinator of administration. Keep accurate records of number of students/guests onsite. Assist in managing the camp office, responding to phone calls and emails in a timely matter. Conduct pre arrival phone calls with user groups to confirm numbers, arrival times, and cabin/program groups.

3. Summer Camp Responsibilities (July/August):



- **Summer program Support:** Provide support to a summer camp department as determined by the director (i.e. program, leadership, volunteers, or sites/kitchen) Provide to support to all departments in absence of director.
- **Office management:** ensure that office space is kept clean and organized, phone calls and inquiries are returned in a timely manner. Develop office duty schedule (director, assistant director, counselling manager, Program Manager, Leadership Manager)
- **Scheduling:** compile master day off schedule and duty staff schedule
- **Fall program preparation:** ensure that all program and staff schedules are set up for the fall season. Communicate with fall program user groups to ensure visit is set up for success. Work with coordinator of administration to ensure weekend group guests are receiving registration confirmation and information packages. Assist director in the hiring/recruitment of fall program staff and volunteers
- **Family Camp** – plan and schedule August family camp (week long) program and staff schedule, communicate with families prior to arrival and recruit summer staff to work the week
- **Lost and Found:** working with the counselling manager, manage lost and found inquiries

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/Requirements:

- Standard First Aid/Basic Rescuer CPR
- Prior camp supervisory experience
- Demonstrated conflict resolution and problem solving skills
- Demonstrated time management and organizational skills
- Must have a current, clear Police Check which must include Vulnerable Sector Screening
- G Driver's License
- The successful applicant is required to live onsite

Recommended Qualifications/Requirements:

- NLS
- Diploma or Degree in Recreation & Leisure, Child & Youth Worker, Education (or applicable field)
- Experience developing and facilitating training
- An understanding YMCA Healthy Childhood/Adolescent Development
- An understanding of YMCA, OCA, and camp health and safety standards



CAMP OPERATIONS (FOOD SERVICES AND SITES SERVICES):

Food Services Manager (six month contract highly preferred)

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Positions Available: 1

Reports to: Camp Management

Supports: Head Cook, Dietary Restrictions Coordinator and Prep-Cooks

Responsibilities:

1. *Supervision:* Responsible for the development of staff schedules, and the implementation of staff training, staff supervision, staff evaluations, and staff support.
2. *Food Preparation:* Responsible for menu planning, leading the daily preparation of food, supervising and assisting with post-service clean up, and ensuring completion of clean-up and daily sanitation procedures.
3. *Health and Safety:* Responsible for establishing and enforcing kitchen staff uniform policy. Responsible for establishing and enforcing guidelines for use of the kitchen in adherence to Simcoe Muskoka District Health Unit, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.
4. *Administration:* Responsible for food ordering, food storage, and all administrative tasks associated with the Food Service department (including budget tracking, incident reports and appropriate record keeping).
5. *Risk Management:* Will work with Head Cook and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with Food Preparation and Storage.
6. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers
7. *Coordinate/support camp volunteers in required tasks*

Competencies

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications:

- Food Handling Safety Certification
- Standard First Aid/Basic Rescuer CPR
- WHMIS Training (camp will provide)

Recommended Experience/Certification:

- Background in Camp food services
- Red Seal

Salary: \$450-525/week

Contract Length: Early May – Mid October, 2016



Head Cook:

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Positions Available: 1

Reports to: Food Services Manager

Responsibilities:

1. *Supervision:* Responsible for assisting Food Services Manager in the development of staff schedules, and the implementation of staff training, staff supervision, staff evaluations, and staff support.
2. *Food Preparation:* Responsible for assisting Food Services Manager in menu planning and the daily preparation of food and taking on responsibility of delivery of food in the absence of Food Services Manager
3. *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards as established by Camp Management, the Simcoe Muskoka District Health Unit, Ontario Camping Association and the YMCA of Simcoe/Muskoka.
4. *Cleaning and Maintenance:* Responsible for taking lead role in post service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards. **Quality Focus:** Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications:

- Standard First Aid/Basic Rescuer CPR
- WHMIS Training (camp will provide)
- Food Handling Safety Certification

Salary: \$410-450/wk

Contract Length: Early May – August 31, 2016

Senior Prep-Cook: (spring position highly recommended)

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Positions Available: 1

Reports to: Food Services Manager and Head Cook

Responsibilities:

1. *Food Preparation:* Assists the Food Services Manager in the preparation and service of all meals, snacks, and out trip supplies.
2. *Kitchen In Charge:* Responsible for supporting the Food Services Manager and Head Cook by overseeing the kitchen operations as needed. This includes short-term coordination and oversight of meal preparation, staff supervision, staff support and kitchen cleaning.
3. *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards and food service guidelines as established by Camp Management, Simcoe Muskoka District Health Unit, Ontario Camping Association and YMCA Ontario Camping.
4. *Cleaning and Maintenance:* Responsible for post service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications:

- Standard First Aid/Basic Rescuer CPR
- WHMIS Training (camp will provide)
- Food Handling Safety Certification

Recommended Qualifications:

- 2 years of Camp staff experience
- Culinary/kitchen experience

Salary: Base wage: \$275/wk

Contract Length: Late May – August 27, 2016

Prep-Cook/Dishwasher:

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Positions Available: 3

Reports to: Head Cook and Food Services Manager

Responsibilities:

1. *Food Preparation:* Assists the Food Services Manager in the preparation and service of all meals, snacks, and out trip supplies.



2. *Health and Safety*: Contributes in a team approach to achieving and maintaining sanitary standards as established by Camp Management, Simcoe Muskoka District Health Unit, Ontario Camping Association and YMCA Ontario Camping and the YMCA of Simcoe/Muskoka.

3. *Cleaning and Maintenance*: Responsible for post service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications:

- Standard First Aid/Basic Rescuer CPR
- WHMIS Training (camp will provide)
- Food Handling Safety Certification

Salary: Base wage: \$200 / wk x 9 weeks

Contract Length: June 26 – August 27, 2016

Sites Services Manager (six month contract highly preferred)

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Positions Available: 1

Reports to: Camp Management

Supports: Sites Services Team.

Responsibilities:

1. *Delivery of Service*: Responsible for creating schedules and prioritizing housekeeping (bathrooms, boats and dining hall daily cleaning), boat driving, water treatment and general maintenance of the Camp Site.
2. *Supervision and Support*: Supervises and supports the Sites Services team.
3. *Budget/Inventory*: Tracks expenditures and provides monthly tracking reports to director and/or as requested.
4. *Health and Safety*: Responsible for establishing and enforcing sites services staff uniform policy in accordance to YMCA of Simcoe/Muskoka's Uniform Policy. Responsible for establishing and enforcing guidelines for use of the boats, maintenance equipment and water treatment system in adherence to Health Regulations, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.
5. *Risk Management*: Will work with Sites Services Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with House Keeping, Water Treatment, General Maintenance, Boat Driving and Ministry of Labour Standards
7. *Water-treatment*: will be an active member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
8. *Coordinate/support camp volunteers in required tasks*



9. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- SVOP Boating Course (camp will provide)
- OIT Water Treatment Certification
- WHMIS Training (camp will provide)

Salary: \$410-450/wk

Contract Length: Early May – Mid October 2016

Assistant Sites /Water Plant Coordinator

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Positions Available: 1

Reports to: Sites Services Manager

Supports: sites services team

1. *Delivery of Service:* Responsible for following schedules and prioritizing housekeeping (bathrooms, boats and dining hall daily cleaning), boat driving, water treatment and general maintenance of the Camp Site in absence of Sites Services Manager
2. *Supervision and Support:* Supervises and supports the Sites Services team in the absence of the Sites Services Manager
3. *Health and Safety:* Responsible for enforcing sites services staff uniform policy in accordance with YMCA of Simcoe/Muskoka's Uniform Policy. Responsible for enforcing guidelines for use of the boats, maintenance equipment and water treatment system in adherence to Health Regulations, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.
4. *Risk Management:* Will work with Sites Services Manager and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with House Keeping, Water Treatment, General Maintenance and Boat Driving.
5. *Water-treatment:* will be the lead member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
6. *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for up coming summers



7. Coordinate/support camp volunteers in required tasks

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- SVOP Boating Course (camp will provide)
- OIT Water Treatment Certification
- WHMIS Training (camp will provide)

Salary: \$325/wk

Contract Length: Early May– August 31, 2016

Sites Services Staff

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Positions Available: 1

Reports to: Sites Services Manager

Responsibilities:

1. **Water-treatment:** If qualified, will be an active member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
2. **Boat-driving:** Will be an active member of the boat driving team. This includes regular pick-ups and drop-offs, garbage runs, food runs and changeovers.
3. **Housekeeping:** Responsible for assisting with the daily cleaning/sanitization of – the central dining hall & lodges, bathroom/shower facilities, all camp ramps/paths, all motorized vehicles and boats – as determined by the Sites Services Manager
4. **Health & Safety:** Will work with the rest of the staff team to maintain a safe and healthy environment for all staff, participants and visitors to YMCA Camp Kitchikewana (Ministry of Labour Standards and YMCA Standard Operating Procedures)

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.



Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- WHMIS Training (camp will provide)

Salary: \$275/week

Contract Length: Early June – August 27, 2016

Cleaning Staff

The YMCA of Simcoe/Muskoka supports diversity, equity and a workplace free from harassment and discrimination. The YMCA of Simcoe/Muskoka is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Positions Available: 2

Reports to: Sites Services Manager

Responsibilities:

1. **Housekeeping/Cleaning:** Responsible for the daily cleaning/sanitization of – the central dining hall & lodges, bathroom/shower facilities, all camp ramps/paths, all motorized vehicles and boats
2. **Health and Safety:** Will work with the rest of the staff team to maintain a safe and healthy environment for all staff, participants and visitors to YMCA Camp Kitchikewana
3. **Site Maintenance/Repair:** Will assist with the repair/maintenance of site equipment as needed and determined by the Sites Services Manager

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- WHMIS Training (camp will provide)

Salary: \$200-225/week

Contract Length: June 26 – August 27, 2016



OUTDOOR CENTRE POSITIONS

Spring Outdoor Centre Staff

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Reports to: Assistant Director and Spring Program Manager

Supports: Outdoor Centre Participants (students, teachers, parents, volunteers, family groups, rentals)

Responsibilities:

1. *Outdoor Centre Programming:* Responsible for delivering programs for Outdoor Centre Groups that ensure a high quality program in a safe environment while promoting the YMCA of Simcoe/Muskoka's Core Values of Caring, Honesty, Respect, Responsibility and Inclusion.
2. *Operational Responsibilities:* Responsible for regular shifts on Sites Staff and in the Kitchen to ensure that the camp is fully operational for the entire spring season.
3. *Open-Up:* Will be responsible for assisting in the open-up of camp site.
4. *Summer Preparation:* Will be responsible for preparing for associated with the summer program (responsibilities will be specific to summer job descriptions).
5. *All-Camp Program Preparation:* Works with the rest of the non-counselling staff team to develop and prepare All-Camp Programs for the summer that are fun, safe and promote YMCA of Simcoe/Muskoka's Core Values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
6. *YMCA Geneva Park programming:* may be required to assist with programs at YMCA Geneva Park

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- NLS

Recommended Qualifications/ Certifications:

- Previous Camp and/or Outdoor Centre Experience
- Member of 2015 Summer Staff Team

Salary: \$275/wk

Contract Length: Training Weekend in May, Spring Start date TBD - June 27, 2016



Spring Prep-Cook/Dishwasher:

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Positions Available: 1

Reports to: Head Cook and Food Services Manager

Responsibilities:

1. *Food Preparation:* Assists the Food Services Manager in the preparation and service of all meals, snacks, and out trip supplies.
2. *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards as established by Camp Management, Simcoe Muskoka District Health Unit, Ontario Camping Association and YMCA Ontario Camping and the YMCA of Simcoe/Muskoka.
3. *Cleaning and Maintenance:* Responsible for post service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.

Competencies:

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Certifications:

- Standard First Aid/Basic Rescuer CPR
- WHMIS Training (camp will provide)
- Food Handling Safety Certification

Salary: Base wage: \$275/wk

Contract Length: Late May – June 27, 2016

***This position will likely be filled by a summer senior staff position**



Fall Outdoor Centre Staff

The YMCA of Simcoe/Muskoka supports diversity, equity and a workplace free from harassment and discrimination. The YMCA of Simcoe/Muskoka is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Reports to: Assistant Director and Fall Program Manager

Supports: Outdoor Centre Participants (students, teachers, parents, volunteers, family groups, rentals)

Responsibilities:

1. *Outdoor Centre Programming:* Responsible for delivering programs for Outdoor Centre Groups that ensure a high quality program in a safe environment while promoting the YMCA of Simcoe/Muskoka's Core Values of Caring, Honesty, Respect, Responsibility and Inclusion.
2. *Operational Responsibilities:* Responsible for regular shifts on Sites Staff and in the Kitchen to ensure that the camp is fully operational for the entire spring season.
3. *YMCA Geneva Park programming:* may be required to assist with programs at YMCA Geneva Park
4. *Shut down:* Will be responsible for assisting in the shut down of camp site.

Competencies:

Child and Youth Focused: Commits to assisting growth and development among children and youth.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.

Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.

Quality Focus: Ensures that YMCA programs and services are superior.

Sense of Community: Demonstrates an awareness and understanding of community and responds to identified needs.

Teamwork: Actively build teams and encourage open relationships for maximum organizational effectiveness.

Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

Initiative: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
-

Recommended Qualifications/ Certifications:

- Previous Camp and/or Outdoor Centre Experience
- Wilderness First Aid
- NLS
- Out-tripping experience

Salary: \$450/wk **Contract Length:** September 7, 2016 – Mid October, 2016



APPENDIX A – CREATIVE CREATION – “WHAT DOES BEING A CAMP COUNSELLOR MEAN TO YOU!?”

All Counsellor Applicants:

We acknowledge that a formal interview process can be a stressful experience for many counsellor applicants. We also recognize that question-and-answer style interviews, as well as resume credentials do not necessarily reflect an applicant's suitability to the position of camp counsellor. One thing is certain: counsellors must be creative. Counsellors must continuously develop and implement programs that engage campers in a meaningful way, while also resolving conflicts between campers as they arise and encouraging the formation of new friendships.

Given this need for creativity, we would like prospective counsellors to show their creativity by 'creating something' that can speak to your dedication to the camp and the position that you are applying for. You can convey this message in whichever form you wish, including but not limited to:

- Visual Presentation (powerpoint, poster, etc)
- Visual Art (drawing, sculpture)
- Craft
- Song or Poem
- Game

Whichever form of creative expression you choose, please come prepared to explain the significance of your creation. The creation does not need to be too elaborate, it is the thought and reasoning for your creation that is most important.

Please feel free to contact me at ben_rabinovitch@ymca.ca if you have any questions or would like clarification surrounding this portion of the application process.

Thanks,

Ben