



YMCA of Simcoe/Muskoka 2018 Day Camp Staff Application Information



To apply for the 2018 Day Camp staff team please visit the following link and fill out the online application: <https://www.surveymonkey.com/r/2018DayCampApplication>

Once you have submitted your application, email a copy of your **cover letter** and **resume** to olivia.fullerton@sm.ymca.ca with the subject line "Staff Application – (your full name)". Please note that your application will not be considered complete until your cover letter and resume have been received.

All Director, Coordinator, Administrator, and Programmer/Section Head applications are due by **5:00 pm on Wednesday, December 13th 2017**. Interviews will take place in late December and early January.

All Counsellor applications are due by **5:00 pm on Wednesday January 10th 2018**. Interviews will take place in January and February.

Applications received after these deadlines will be considered only if positions remain available.



Hello future day camp staff!

I would like to begin by taking a moment to introduce myself as the new Day Camp Director. While I am new to the YMCA I am very familiar with the camping industry and have been working in both day and overnight camp settings for nearly a decade. This summer I am looking forward to working with each and every day camp staff to build on the amazing work that the YMCA of Simcoe/Muskoka day camps have done thus far. There are a number of exciting opportunities in place for all of our campers this summer so we are now looking for the fantastic staff that will turn these plans into reality. There are a variety of roles available at each day camp location so please take some time to review the positions outlined below and choose the one that best suits your skills and abilities.

Counsellors make the magic of camp happen; they provide experiences that keep campers coming back week after week and year after year. Counsellors work with a group of campers as they move throughout their day from program to program. This jobs required you to be hard working, patient, caring, and energetic. Being a counsellor can be tiring between program delivery, behaviour management, and providing on the fly entertainment. If you are up for the challenge you are sure to make a difference in the lives of our campers this summer.

Inclusion Counsellors work one on one with a camper to help them integrate into the camp community. Ensuring their camper has an enjoyable camp experience is the number one goal. This job requires you to work independently while still being a part of the larger team. As an inclusion counsellor you will need to be patient and have strong communication skills – keeping inclusion camper families informed is a must.

The **Leadership Counsellor** works in a bit of a hybrid role, taking on the responsibility of being both a counsellor and programmer for the leadership campers. In this role you will work with older campers over a three week period as they learn about themselves as leaders and take on more responsibility within the camp community.

Programmers/Section Heads bring camp activities to life. They ensure that all of the programming delivered at camp is fun, engaging, creative, and age appropriate. Programmers/section heads are looked to for advice on how to run and adapt programming for various groups. This job is a busy one and requires a lot of quick thinking. Experience with camp/recreational programming is very important in order to be successful in this role.

On Site Coordinators oversee the daily operations of the day camp at which they are placed. They are responsible for the supervision of staff, management of behaviour, and completion of administrative tasks. This role requires a positive attitude, strong communication skills, the desire to help day camp run smoothly, and the ability to adapt when things don't go as planned.

As the **Inclusion Coordinator, Day Camp Administrator, or Assistant Day Camp Director** you will be an important part of the offsite leadership team. In these roles you will be required to look at the big picture of day camp. While these roles largely work behind the scenes, they also offer a significant amount of support to all those working at the various day camp sites. Some of the roles require weekly travel to each day camp.

I hope that these short descriptions offer you a better understanding of the various roles available at day camp. Please refer to the position description on the following eight pages for a more in depth understanding of each role, its key responsibilities, required competencies, and necessary qualifications. If you have any questions regarding the staff application process, please do not hesitate to contact me.

Thank you for your interest in being a part of the YMCA of Simcoe/Muskoka's 2018 day camp staff team.

Olivia Fullerton | Day Camp Director
YMCA of Simcoe/Muskoka
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705 325 2253 ext. 622



Counsellor

Position Locations: Barrie, Collingwood, Gravenhurst, Innisfil, Midland, Orillia/Geneva Park, Parry Sound, Springwater Provincial Park, and Wasaga Beach

Reports to: Site Coordinator

Supports: Campers

General Function:

Camp Counsellors are responsible for making the magic of camp happen. They deliver daily programming, ensure camper safety and wellbeing, and provide quality care and supervision for their group of 10 campers. Camp Counsellors are fun, creative, caring and energetic. In this role staff will be required to work 7:00-3:00pm, 8:30-4:30pm, or 10:00-6:00pm.

Key Responsibilities:

- **Programming:** Lead and participate in all programs and actively swim with campers each day. Modify programming to fit the age and skill level of all participants.
- **Camper Care:** Interact with all campers in a positive and supportive manner in line with the Healthy Childhood Development frameworks. Be a role model for safety and take responsibility for the supervision and security of all participants in your care at all times.
- **Customer Service:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Demonstrate a strong support of and commitment to the mission, vision, and core values of the YMCA of Simcoe/Muskoka and the YMCA of Canada.
- **Administration:** Complete all necessary paperwork (site checks, program paper work, incident reports, pre-camp phone calls, staff meetings, and parent feedback).

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.

Qualifications:

- Standard First Aid and CPR C
- National Lifeguard Service considered an asset at Geneva Park
- Criminal Record Check with a Vulnerable Sectors Screening for those 18+ years of age. Applicants are advised to begin the Criminal Record Check process early as it may take several weeks to obtain results.

Salary: \$430/week based on a five day work week

Contract Dates: June 25th to August 31st (no work on July 2nd or August 6th)

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Inclusion Counsellor

Position Locations: Barrie, Collingwood, Gravenhurst, Innisfil, Midland, Orillia/Geneva Park, Parry Sound, Springwater Provincial Park, and Wasaga Beach

Reports to: Site Coordinator, Inclusion Coordinator

Supports: Inclusion Campers

General Function:

Inclusion Counsellors are responsible for providing one on one support to campers with special needs during their time at camp. Inclusion Counsellors are caring, enthusiastic, and patient. They will use strategies to ensure that their campers experience success in the camp program. Inclusion Counsellors will receive additional training and support, but should come into this role with some knowledge and experience related to inclusion. In this role staff will be required to work 7:00-3:00pm, 8:30-4:30pm, or 10:00-6:00pm.

Key Responsibilities:

- **Programming:** Assist in developing program inclusion and modification strategies to create a successful camping experience for all. Act as a resource for other day camp staff regarding inclusive programming.
- **Camper Care:** Provide one on one or two on one support to campers with special needs. Manage behavioural incidents and implement behavioural redirection techniques when needed. Be a role model for safety and take responsibility for the supervision and security of all participants in your care.
- **Customer Service:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Demonstrate a strong support of and commitment to the mission, vision, and core values of the YMCA of Simcoe/Muskoka and the YMCA of Canada.
- **Administration:** Complete all necessary paperwork (site checks, program paper work, incident reports, pre-camp phone calls, staff meetings, and parent feedback).

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.

Qualifications:

- Experience with behaviour management and working with children with special needs.
- Standard First Aid and CPR C
- Criminal Record Check with a Vulnerable Sectors Screening for those 18+ years of age. Applicants are advised to begin the Criminal Record Check process early as it may take several weeks to obtain results.

Salary: \$525/week based on a five day work week

Contract Dates: June 25th to August 31st (no work on July 2nd or August 6th)

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Leadership Counsellor

Position Locations: Orillia/Geneva Park

Reports to: Site Coordinator

Supports: Leadership Campers

General Function:

The Leadership Counsellor oversees the day camp leadership program delivered at Geneva Park for campers 13-16 years of age. With support from the on Site Coordinator and Section Head, they will build a curriculum that encourages leadership development among the participants of the three week program. The leadership counsellor must be comfortable working independently and with an older age group.

Key Responsibilities:

- **Programming:** Develop and implement an age appropriate curriculum focused on leadership, followership, strength/skill building, and personal development. Lead and participate in all programs and actively swim with campers each day. Guide and support leadership program participants as they take on more responsibility helping with younger age groups in the camp community.
- **Camper Care:** Interact with all campers in a positive and supportive manner in line with the Healthy Childhood Development frameworks. Be a role model for safety and take responsibility for the supervision and security of all participants in your care at all times.
- **Customer Service:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Demonstrate a strong support of and commitment to the mission, vision, and core values of the YMCA of Simcoe/Muskoka and the YMCA of Canada.
- **Administration:** Complete all necessary paperwork (site checks, program paper work, incident reports, pre-camp phone calls, staff meetings, and parent feedback).

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.

Qualifications:

- Standard First Aid and CPR C
- Criminal Record Check with a Vulnerable Sectors Screening. Applicants are advised to begin the Criminal Record Check process early as it may take several weeks to obtain results.

Salary: \$525/week based on a five day work week

Contract Dates: June 25th to August 31st (no work on July 2nd or August 6th)

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Programmer/Section Head (Geneva Park)

Position Locations: Barrie, Collingwood, Innisfil, Midland, Orillia/Geneva Park, Springwater Provincial Park, and Wasaga Beach

Reports to: Site Coordinator

Supports: Counsellors, Volunteers

General Function:

Programmers are responsible for assisting in the development and delivery of the daily creative, fun, and interactive programming. They provide ongoing support to all counsellors and volunteers, and act as the On Site Coordinator's designate when they are absent. One Site Programmer is a program delivery expert and is always prepared with a variety of back pocket games and transition activity ideas.

Key Responsibilities:

- **Leadership:** Act as a role model for all staff and volunteers. Coach other staff to effectively lead age appropriate programming. Take the lead in volunteer intake, scheduling, support, and hours tracking.
- **Programming:** Develop and implement age appropriate program curriculum in line with the YMCA values and CATCH philosophy. Lead and participate in all programs and actively swim with campers each day.
- **Customer Service:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Demonstrate a strong support of and commitment to the mission, vision, and core values of the YMCA of Simcoe/Muskoka and the YMCA of Canada.
- **Administration:** Maintain an accurate program equipment inventory and list of program equipment purchase needs. Provide newsletter information to the On Site Coordinator each week. Participate in weekly staff meetings. Complete all necessary paperwork.

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

Qualifications:

- Standard First Aid and CPR C
- National Lifeguard Service considered an asset at Geneva Park
- Criminal Record Check with a Vulnerable Sectors Screening. Applicants are advised to begin the Criminal Record Check process early as it may take several weeks to obtain results.

Salary: \$525/week

Contract Dates: June 18th to August 31st (no work on July 2nd or August 6th)

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On Site Coordinator

Position Locations: Barrie, Collingwood, Gravenhurst, Innisfil, Midland, Orillia/Geneva Park, Parry Sound, Springwater Provincial Park, and Wasaga Beach

Reports to: Assistant Day Camp Director

Supports: Programmers/Section Heads, Counsellors, and Volunteers

General Function:

On Site Coordinators oversee daily camp operations at their location. They are responsible for camper safety, staff and volunteer management, problem solving, and providing excellent values based customer service. This role can be broken down as 25% administration, 25% parent/guardian communication, and 50% behaviour management.

Key Responsibilities:

- **Leadership:** Supervise and act as a resource for all on site day camp staff and volunteers. Provide ongoing support, coaching, training, and performance management.
- **Customer Service and Communication:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Communicate regularly with site location managers, the day camp administrator, assistant director, and director.
- **Administration:** Complete all necessary paperwork (payroll, county attendance, family communication, site reports, year-end reports, and program supply ordering).
- **Risk Management:** Ensure staff to camper ratios are met at all times. Ensure all staff are trained in emergency procedures and oversee the implementation of YMCA crisis response procedures if necessary.

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

Qualifications:

- Experience with staff supervision in a leadership position at a day or residential camp setting. Strong self-management, organization, customer service skills, and ability to work with limited direct supervision.
- Standard First Aid and CPR C
- Criminal Record Check with a Vulnerable Sectors Screening. Applicants are advised to begin the Criminal Record Check process early as it may take several weeks to obtain results.

Salary: \$600/week

Contract Dates: May 14th to August 31st (no work on May 21st, July 2nd, or August 6th)

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Inclusion Coordinator/Behaviour Specialist

Position Locations: Orillia/Geneva Park with travel to all other sites

Reports to: Day Camp Director

Supports: Inclusion Counsellors

General Function:

The Inclusion Coordinator will provide training, resources, strategies, and support to the Inclusion Counsellors located at each day camp site. They will act as the liaison between Inclusion Counsellors and parents/guardians.

Key Responsibilities:

- **Leadership:** Travel from site to site to offer direct support to each Inclusion Counsellor. Provide additional inclusion related training, resources, and behaviour strategies to Inclusion Counsellors and other staff.
- **Customer Service and Communication:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Communicate regularly with On Site Coordinators to offer behaviour management and inclusion program support.
- **Administration:** Act as the link between parents/guardians and Inclusion Counsellors. Ensure all necessary information is communicated between the two parties. Address all inclusion concerns as they arise.
- **Risk Management:** Ensure all inclusion staff are trained in emergency procedures and have considered the barriers that exist/accommodations that may need to be made for their camper in case of an emergency.

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.
- **Initiative:** Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.
- **Quality Focus:** Ensures that YMCA programs and services are superior.

Qualifications:

- Experience delivering inclusion support and programming. Demonstrated conflict resolution, problem solving, time management, and organizational skills. Ability to work with limited direct supervision.
- Access to a reliable vehicle for regular travel.
- Standard First Aid and CPR C
- Criminal Record Check with a Vulnerable Sectors Screening. Applicants are advised to begin the Criminal Record Check process early as it may take several weeks to obtain results.

Salary: \$600/week

Contract Dates: May 28th to August 31st (no work on July 2nd or August 6th)

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Day Camp Administrator

Position Locations: Orillia/Geneva Park

Reports to: Day Camp Director

Supports: On Site Coordinators

General Function:

The Day Camp Administrator will provide administrative support to the Day Camp Director, Assistant Day Camp Director, and On Site Coordinators. They are responsible for booking and scheduling services, coding and filing invoices, producing camp reports, and filtering incoming/outgoing customer and service provider communications.

Key Responsibilities:

- **Customer Service and Communication:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Ensure all questions and concerns are answered or escalated in a timely manner. Communicate regularly with On Site Coordinators and members of the leadership team. Establish and maintain strong working relationships with partners, service providers, and members of the community. Demonstrate a strong support of and commitment to the mission, vision, and core values of the YMCA of Simcoe/Muskoka and the YMCA of Canada.
- **Administration:** Complete all necessary paperwork and administrative tasks in a timely manner. Ensure all reports are completed on time and with accuracy.

Competencies:

- **Teamwork:** Participates actively in a team for organizational effectiveness
- **Communication:** Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the associations
- **Planning and Organizing:** Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals
- **Problem Solving:** Identifies an issue, gathers and processes relevant information coming up with possible solutions, selecting appropriate responses, and implementing them
- **Quality Focus:** Ensures that YMCA programs and services are superior.

Qualifications:

- Strong organization, customer service, self-management, and oral and written communication skills.
- Administrative experience and an ability to use Microsoft Office at an intermediate level. Experience with CampBrain considered an asset.
- Standard First Aid and CPR C
- Criminal Record Check with a Vulnerable Sectors Screening. Applicants are advised to begin the Criminal Record Check process early as it may take several weeks to obtain results.

Salary: \$525/week

Contract Dates: TBD to August 31st (no work on May 21st, July 2nd, or August 6th)

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Assistant Day Camp Director

Position Locations: Orillia/Geneva Park with travel to all other sites

Reports to: Day Camp Director

Supports: On Site Coordinators

General Function:

The Assistant Day Camp Director will provide significant leadership to all day camp sites and staff teams. They will work in collaboration with the Day Camp Director to ensure quality delivery of all aspect of the day camp program.

Key Responsibilities:

- **Leadership:** Assist in the recruitment, training, development, and management of day camp staff and volunteers. Travel to each day camp location weekly to provide ongoing support, coaching, training, and performance management. Manage volunteer placement and volunteer hours tracking. Act in lieu of the Day Camp Director or in place of an On Site Coordinator when necessary.
- **Programming:** Manage the development of day camp programming, resources, and training tools.
- **Customer Service and Communication:** Provide excellent customer service to all campers, parents/guardians, and service providers as a representative of the YMCA. Establish and maintain strong working relationships with partners, service providers, camper families, On Site Coordinators, and members of the community. Demonstrate a strong support of and commitment to the mission, vision, and core values of the YMCA of Simcoe/Muskoka and the YMCA of Canada.
- **Administration:** Complete all necessary paperwork on time and with accuracy.
- **Risk Management:** Conduct ongoing day camp program quality assurance checks in line with the Ontario Camps Association, County of Simcoe, and YMCA of Simcoe/Muskoka.

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.
- **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.
- **Initiative:** Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.
- **Communication:** Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the associations
- **Quality Focus:** Ensures that YMCA programs and services are superior.

Qualifications:

- Experience with staff supervision in a leadership position at a day or residential camp setting. Strong self-management, organization, customer service skills, and ability to work with limited direct supervision.
- Access to a reliable vehicle for regular travel.
- Standard First Aid and CPR C
- Criminal Record Check with a Vulnerable Sectors Screening.

Salary: \$625/week

Contract Dates: April 30th to August 31st (no work on May 21st, July 2nd, or August 6th)

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