



## YMCA GENEVA PARK APPLICATION PACKAGE – SUMMER PROGRAM STAFF 2016

YMCA Geneva Park is a Leadership Development, Outdoor Education, Camping and Conference Services site of the YMCA of Simcoe/Muskoka. Since 1908 YMCA Geneva Park has been providing family leadership experiences throughout the summer months.

### **MISSION**

The YMCA of Simcoe/Muskoka is a charity that excels at strengthening our communities by providing opportunities for all to grow in spirit, mind and body.

### **VISION**

The YMCA of Simcoe/Muskoka will be the recognized leader in lifelong health and personal growth.

### **VALUES**

Caring, Honesty, Inclusiveness, Respect, Responsibility

### **WHO ARE WE LOOKING FOR AT YMCA GENEVA PARK?**

We are looking for staff that will demonstrate and promote a personal understanding of and appreciation for the mission, vision and values of the YMCA of Simcoe/Muskoka. Staff will be working in a team environment and will acknowledge and value team members' skills, experience, cultural background, knowledge, creativity and contributions. Staff will be positive role models and will demonstrate responsible behaviour at all times. All staff will commit to assisting participants, volunteers, staff and self in continuous learning and development. We are looking for people who are excited about building valuable relationships with the children, youth and adults with whom they interact and lasting friendships with fellow staff.

### **BASIC REQUIREMENTS**

In order to be considered for a position at YMCA Geneva Park you must:

- Be 18 years of age as of December 31<sup>st</sup>, 2016
- Have current Standard First Aid and CPR – Level C certificates, valid throughout the entire contract of employment with YMCA Geneva Park
- Have certain additional qualifications, depending upon the job for which you are applying, valid throughout the entire contract of employment with YMCA Geneva Park
- Have a clear criminal reference check, presented *before* commencing work with YMCA Geneva Park (**must be dated within 11 months prior to contract start date**).

### **APPLICATION PROCESS**

After reading the application package, please submit the following by **November 21<sup>st</sup>, 2015**:

- your completed online application form: <http://goo.gl/forms/ckDp6wTch6>
- photocopies of all necessary qualifications
- current résumé and cover letter

You will be contacted only if selected for an interview; interviews will commence in December/January.

### **A CHALLENGING AND REWARDING SUMMER EXPERIENCE**

As a member of the summer staff team you can expect:

- To be part of a hard-working team of 40.
- To have a specific daily shift in a program area, with 55 minutes off for lunch.
- To have evening program duties.
- To receive orientation and training for your job.
- To receive ongoing feedback from your supervisor.
- To be housed in rustic cabins with nearby washroom facilities, and to receive three meals daily.
- To have one day off for each week worked.
- To receive a pay cheque every two weeks.



YMCA Geneva Park Summer Program  
SENIOR STAFF  
Job Descriptions



## YMCA of Simcoe/Muskoka

**Job Title:** Summer Program Coordinator (SPC)

**Supervisor:** Coordinator of Camping and Outdoor Education Programs

**Positions:** 2

**Salary:** \$450.00 - \$525.00 per week

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Coordinator of Outdoor Education and Camping Services and in partnership with another Summer Program Coordinator (SPC) and Summer Leadership Coordinator, the SPC is responsible for directly supervising all Program Area Supervisors and their Program Staff (36 staff), developing and delivering senior staff and program staff training and supervisory staff evaluations. The SPC leads the Summer Program Staff and is thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. The SPC has direct responsibility for the application of the progressive discipline process, in consultation with the Coordinator of Outdoor Education and Camping Services. The SPC will assign Reaction and Event Crews and is responsible for setting program guidelines and for monitoring programming, emergency procedures, summer jottings and leading staff development and staff meetings.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Excellent Customer Service skills
- Strong Interpersonal, Time Management, Organizational, Communication and Problem Solving skills.
- Previous experience in supervision, information sharing, staff scheduling and payroll, risk management
- NLS required
- Pleasure Craft Operator's Card required
- Knowledge of YMCA Geneva Park programs and facilities is an asset

### **Duties and Responsibilities:**

- Supervision and Safety: To supervise Summer Program Staff. To train all staff in all information and procedures for emergency response, site safety and security. To take the lead in any emergency situation. To ensure that weekly water safety in-services are delivered in a relevant and timely fashion.
- Programming: To ensure that all programming is delivered in a progressive and age appropriate manner and follows any required guidelines. To assign Reaction and Event Crews and monitor these programs. To ensure there are weekly team planning meetings, senior staff and program staff meetings.
- Operations: To ensure the efficient and effective operation the Summer Family Program including seasonal program area openings and shut downs, equipment and facility maintenance, to monitor cash and charge transactions and statistic reporting, editing jottings, payroll input, monitoring of inventory, evaluations, and a final report. To take into account the overall operations of YMCA Geneva Park while implementing the Summer Family Program.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.



- ***Customer Service:*** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- ***Staff Development:*** to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation.

***Core Competencies:***

- ***Commitment to Organization Vision and Values:*** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- ***Concern for Health and Safety:*** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- ***Integrity:*** Demonstrates responsible behavior at all times and maintains high ethical standards
- ***Problem Solving:*** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- ***Teamwork:*** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- ***Coaching and Development:*** Commits to assisting participants, volunteers, staff and self in continuous learning and development
- ***Communication:*** Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the association
- ***Leadership:*** Motivates and inspires self and others to take action to achieve desired outcomes
- ***Sense of Community:*** Demonstrates an awareness and understanding of community and responds to identified needs.
- ***Initiative:*** Seeks and finds solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.
- ***Quality Focus:*** Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment
- Family Program participants and staff are happy and safe which leads to a positive reputation of YMCA Geneva Park Family Programs

***Authority & Responsibility:*** Reports to Coordinator of Camping and Outdoor Education Programs

***Conditions of Employment:*** Seasonal Contract

*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.*



## YMCA of Simcoe/Muskoka

**Job Title:** Summer Leadership Coordinator (SLC)

**Supervisor:** Coordinator of Camping and Outdoor Education Programs

**Positions:** 1

**Salary:** \$450 – 525.00 per week

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Coordinator of Outdoor Education and Camping Services and in partnership with two Summer Program Coordinators (SPC), the SPC is responsible for directly supervising all leadership staff, developing and delivering senior staff and program staff training and supervisory staff evaluations. The SLC leads the leadership facilitators and is thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. The SLC has direct responsibility for the application of the progressive discipline process, in consultation with the Coordinator of Outdoor Education and Camping Services. The SLC will organize and is responsible for setting program guidelines and for monitoring programming for leadership/out trips, emergency procedures, summer jottings, covering leadership staff days off and leading staff development and staff meetings.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Excellent Customer Service skills
- Strong Interpersonal, Time Management, Organizational, Communication and Problem Solving skills.
- Previous experience in supervision, information sharing, staff scheduling and payroll, risk management
- NLS and Wilderness First Aid required
- Pleasure Craft Operator's Card required
- Knowledge of YMCA Geneva Park family/leadership/outtripping programs and facilities is an asset

### **Duties and Responsibilities:**

- Supervision and Safety: To supervise Summer Program Staff. To train all staff in all information and procedures for emergency response, site safety and security. To take the lead in any emergency situation. To ensure that weekly water safety in-services are delivered in a relevant and timely fashion.
- Programming: To ensure that all programming is delivered in a progressive and age appropriate manner and follows any required guidelines. To assist with assigning Reaction and Event Crews and monitor these programs. To ensure there are weekly team planning meetings, senior staff and program staff meetings.
- Operations: To ensure the efficient and effective operation the Summer Leadership Program including seasonal program area openings and shut downs, equipment and facility maintenance, to monitor cash and charge transactions and statistic reporting, booking sites/buses for all off site trips, writing/editing jottings, payroll input, monitoring of inventory, go on out trip, evaluations, and a final report. To take into account the overall operations of YMCA Geneva Park while implementing the Summer Leadership Program.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation.



**Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- **Coaching and Development:** Commits to assisting participants, volunteers, staff and self in continuous learning and development
- **Communication:** Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the association
- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.
- **Initiative:** Seeks and finds solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.
- **Quality Focus:** Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment
- Family Program participants and staff are happy and safe which leads to a positive reputation of YMCA Geneva Park Family Programs

**Authority & Responsibility:** Reports to Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Leadership Facilitator

**Supervisor:** Summer Leadership Coordinator/Coordinator of Outdoor Education and Camping Services

**Positions:** 5

**Rate of Pay:** \$325.00 per week

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Leadership Coordinator and the Coordinator of Outdoor Education and Camping Services and in partnership with another Leadership Facilitator, the Leadership Facilitator is responsible for the development and delivery of their assigned Leadership Program [Junior Leaders (JL), Young Leaders (YL), or Advanced Leaders (AL)] based on the YMCA of Simcoe/Muskoka Youth Leadership Curriculum. The Leadership Facilitator is responsible for the 24 hour safety and supervision of Leadership participants while at YMCA Geneva Park and during out trips. The Leadership Facilitator is a part of the Senior Staff Team and thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. The Leadership Facilitator will also provide general programming to guests of YMCA Geneva Park when there is not a Leadership Program in session.

NOTE: this is a 17 week contract which includes spring maintenance and outdoor education

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS required
- Strong Risk Management Skills
- Experience working with youth
- Wilderness First Responder and ORCA Tripping Level 2 recommended (YL/AL)

### **Duties and Responsibilities:**

- 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 and program areas about the leadership program, participants needs, and any assistance required from other non-leadership staff.
- External Communication: Responsible for communicating with leadership participants prior to his/her arrival at Geneva park (re: participant questions, packing lists, medical form/needs, parent concerns, and as a means to introduce yourself), initiating and nurturing positive relationships with the Geneva Park Conference Department, and external organizations (bus companies, outfitters, special guests)
- Coordination of Program: Responsible for scheduling program components; all necessary bookings, communication and notification/reminders to guest speakers, Program Staff and Geneva Park Conference Services.
- Participant Supervision: Responsible for the physical and emotional well being of all participants in a 24 hour residential setting, provide ongoing informal feedback as well as middle of session and end of session evaluations, educate all participants regarding Geneva Park and Leadership Program policies and procedures, follow up on all wellness/behavioural/disciplinary issues.



- ***Leadership Out Tripping:*** Responsible for the overall out trip planning including; coordination with outfitter, bus scheduling, equipment maintenance and repair, menu planning and food ordering, packing, and leading of extended out trips.
- ***Customer Service:*** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- ***Role Model:*** To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- ***Family Programming:*** As a member of the Summer Program Staff team, will be responsible for delivering Family programming when a leadership program is not in session as per direction from the Summer Program Coordinators.

#### ***Core Competencies:***

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- ***Concern for Health and Safety:*** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- ***Integrity:*** Demonstrates responsible behavior at all times and maintains high ethical standards
- ***Problem Solving:*** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- ***Teamwork:*** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- ***Quality Focus:*** Ensures YMCA Geneva Park programs and services are superior.
- ***Sense of Community:*** Demonstrates an awareness and understanding of community and responds to identified needs.
- ***Initiative:*** Seeks and finds 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 association
- ***Leadership:*** Motivates and inspires self and others to take action to achieve desired outcomes
- ***Child and Youth Focused:*** Commits to assisting growth and development among children and youth

#### ***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment
- With member commitment there will in turn be future staff for YMCA Geneva Park

***Authority & Responsibility:*** Reports to Summer Leadership Coordinator, Coordinator of Camping and Outdoor Education Programs

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Children's Program Supervisor

**Supervisor:** Summer Program Coordinator

**Salary:** \$325.00 per week

**Position:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Children's Program Supervisor is responsible for the development, delivery, safety and supervision of programs in the Children's Program Area. The Children's Program Supervisor is a part of the Senior Staff Team and thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. Team members also have direct responsibility for the application of the progressive discipline process when required. Supervisors will be in charge of an assigned Reaction Crew (RC) and responsible for RC programming, emergency procedures, Event Crew programming and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Bronze Cross and NLS a strong asset
- Experience in creating innovative, age appropriate programs for children and youth
- Strong Risk Management Skills
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.

### **Duties and Responsibilities:**

- Supervision and Safety: to supervise Children's Program Staff and a Reaction Crew. To know and understand all information and procedures for emergency response, site safety and security.
- Programming: to create and actively participate in innovative programs for guests of Geneva Park in the Children's Program as well as for Reaction Crew and Event Crew programs as per the guidelines established by YMCA Healthy Development and the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings
- Operations: to help ensure efficient and effective operation the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including program jottings, staff scheduling, payroll input, weekly reports, evaluations, and a final report.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

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- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Summer Program Coordinator, Coordinator of Outdoor Education and Camping Services

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Craft Shop Supervisor

**Supervisor:** Summer Program Coordinator

**Positions:** 1

**Salary:** \$325.00 per week

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Nature Centre/Craft Shop Supervisor is responsible for the development, delivery, safety and supervision of programs in the Nature Centre and Craft Shop Program Areas. The Nature Centre/Craft Shop Supervisor is a part of the Senior Staff Team and thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. Team members also have direct responsibility for the application of the progressive discipline process when required. Supervisors will be in charge of an assigned Reaction Crew (RC) and responsible for RC programming, emergency procedures, Event Crew programming and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Experience in creating innovative arts and crafts programs
- Education or Training in the field of Art and Design an asset
- Strong Risk Management Skills
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.
- Bronze Cross and NLS an asset

### **Duties and Responsibilities:**

- Supervision and Safety : to supervise Nature Centre/Craft Shop Staff and a Reaction Crew. To know and understand all information and procedures for emergency response, site safety and security.
- Programming: to create and instruct innovative programs for guests of Geneva Park in the Nature Centre/Craft Shop as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings
- Operations: to help ensure efficient and effective operation the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including program jottings, staff scheduling, payroll input, weekly reports, monitoring inventory, collecting of money and prompt reporting of charges, evaluations, and a final report.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

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- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
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**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Gym and Tennis Supervisor

**Supervisor:** Summer Program Coordinator

**Salary:** \$325.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Gym and Tennis Supervisor is responsible for the development, delivery, safety and supervision of programs in the Gym and Tennis Program Area. The Gym and Tennis Supervisor is a part of the Senior Staff Team and thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. Team members also have direct responsibility for the application of the progressive discipline process when required. Supervisors will be in charge of an assigned Reaction Crew (RC) and responsible for RC programming, emergency procedures, Event Crew programming and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11months prior to contract start date)
- Introduction to Coaching and/or NCCP Level 1 required
- Certifications in and ability to teach one or more of the following: tennis, fitness classes, dance, sports
- Strong Risk Management Skills
- Experience in delivering innovative and progressive programs in tennis, sports, and fitness
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.
- Bronze Cross and NLS an asset

### **Duties and Responsibilities:**

- Supervision and Safety : to supervise Gym and Tennis Staff and a Reaction Crew. To know and understand all information and procedures for emergency response, site safety and security.
- Programming: to create and instruct progressive Gym and Tennis programs for guests of Geneva Park as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings
- Operations: to help ensure efficient and effective operation the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including program jottings, staff scheduling, payroll input, weekly reports, achievement awards, , evaluations, and a final report.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

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- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- **Quality Focus:** Ensures YMCA Geneva Park programs and services are superior.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.
- **Initiative:** Seeks and finds 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 association
- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Swim Dock Supervisor

**Supervisor:** Summer Program Coordinator

**Salary:** \$335.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Swim Dock Supervisor is responsible for the development, delivery, safety and supervision of programs in the Swim Dock Area. The swim dock supervisor will also provide Bronze Cross and Medallion certification courses to the Geneva Park Leadership participants. The Swim Dock Supervisor is a part of the Senior Staff Team and thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. Team members also have direct responsibility for the application of the progressive discipline process when required. Supervisors will be in charge of an assigned Reaction Crew (RC) and responsible for RC programming, emergency procedures, Event Crew programming and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS and LSS, Red Cross, and/or YMCA Instructor required
- LSS examiner recommended
- Previous Waterfront lifeguarding experience beneficial
- Strong Risk Management Skills
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.

### **Duties and Responsibilities:**

- **Supervision and Safety** : to supervise Swim Dock Staff and a Reaction Crew. To know and understand all information and procedures for emergency response, site safety and security. To plan and implement weekly water safety in-services for all waterfront staff.
- **Programming**: to provide swim instruction, aquafit instruction, lifeguarding and special programs to Leadership participants and guests of Geneva Park in the Swim Program as well as for Reaction Crew and Event Crew programs as per the guidelines established by YMCA swim program and the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings.
- **Operations**: to help ensure efficient and effective operation the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including program jottings, staff scheduling, payroll input, weekly reports, evaluations, and a final report.
- **Role Model**: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- **Customer Service**: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- **Staff Development**: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- **Quality Focus:** Ensures YMCA Geneva Park programs and services are superior.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.
- **Initiative:** Seeks and finds 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 association
- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Summer Program Coordinators, Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Marina Supervisor

**Supervisor:** Summer Program Coordinator

**Salary:** \$335.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Marina Supervisor is responsible for the development, delivery, safety and supervision of programs in the Canoe/Kayak Program Area. The Marina Supervisor is a part of the Senior Staff Team and thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. Team members also have direct responsibility for the application of the progressive discipline process when required. Supervisors will be in charge of an assigned Reaction Crew (RC) and responsible for RC programming, emergency procedures, Event Crew programming and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS required
- Pleasure Craft Operator's Card required
- ORKCA Instructional certification recommended
- Strong Risk Management skills
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.

### **Duties and Responsibilities:**

- Supervision and Safety: to supervise Marina Staff and a Reaction Crew. To know and understand all information and procedures for emergency response, site safety and security. To participate in weekly water safety in-services.
- Programming: to create and instruct progressive canoe and kayak lessons for guests of Geneva Park as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings
- Operations: to help ensure efficient and effective operation the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including rentals charges, program jottings, staff scheduling, payroll input, weekly reports, achievement awards, lesson sign-ups, evaluations, and a final report.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- **Quality Focus:** Ensures YMCA Geneva Park programs and services are superior.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.
- **Initiative:** Seeks and finds 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 association
- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Wind Sports Supervisor

**Supervisor:** Summer Program Coordinator

**Salary:** \$335.00 per week

**Position:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Program Coordinators and the Coordinator of Family Programs, the Wind Sports Supervisor is responsible for the development, delivery, safety and supervision of programs in Windsurfing and Sailing. The Wind Sports Supervisor is a part of the Senior Staff Team and thus responsible for the interpretation and enforcement of the rules and regulations as they apply to summer program staff and program areas. Team members also have direct responsibility for the application of the progressive discipline process when required. Supervisors will be in charge of an assigned Reaction Crew (RC) and responsible for RC programming, emergency procedures, Event Crew programming and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS and Pleasure Craft Operator's Card required
- Level 1 Windsurfing Instructors would be an asset
- Strong Risk Management skills
- Strong background in canoeing/kayaking
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.

### **Duties and Responsibilities:**

- Supervision and Safety: to supervise Wind Sports Staff and a Reaction Crew. To know and understand all information and procedures for emergency response, site safety and security. To participate in weekly water safety in-services.
- Programming: to provide progressive windsurf instruction to guests of Geneva Park as per the guidelines established by the "I Sail the Rainbow" windsurfing program as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings
- Operations: to help ensure efficient and effective operation the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including rentals charges, program jottings, staff scheduling, payroll input, weekly reports, I Sail the Rainbow achievement awards and statistics tracking, lesson sign-ups, evaluations, and a final report.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- **Quality Focus:** Ensures YMCA Geneva Park programs and services are superior.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.
- **Initiative:** Seeks and finds 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 association
- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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YMCA Geneva Park  
SUMMER PROGRAM STAFF  
Job Descriptions



## YMCA of Simcoe/Muskoka

**Job Title:** Nature Centre and Adventure Education Head

**Supervisor:** Craft Shop /Nature Centre Supervisor

**Salary:** \$275.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Craft/Nature Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Nature Centre Head is responsible for the development, delivery, safety and supervision of programs in the Nature Centre program area. This includes: Environmental Education, Rock Climbing, Low Ropes and Challenge Course Activities, and Weekly camp outs for children's program participants. Team members also have direct responsibility for the application of the progressive discipline process when required. The Nature Centre Head is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Education or Training in environmental sciences and/or outdoor education
- Strong Risk Management skills
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.
- Bronze Cross, NLS, or PCOC a strong asset

### **Duties and Responsibilities:**

- Supervision and Safety: to supervise Nature Centre Staff and a Reaction Crew. To know and understand all information and procedures for emergency response, site safety and security.
- Programming: to create and instruct innovative and progressive environmental and interpretive nature activities and programs for guests of Geneva Park as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings
- Operations: to help ensure efficient and effective operation of the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including program jottings, staff scheduling, payroll input, weekly reports, achievement awards, lesson sign-ups, evaluations, and a final report.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- **Quality Focus:** Ensures YMCA Geneva Park programs and services are superior.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.
- **Initiative:** Seeks and finds solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Supervisor of Craft Shop /Nature Centre, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Creative Arts Head

**Supervisor:** Summer Program Coordinator

**Salary:** \$275.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Creative Arts Head is responsible for creating and providing age appropriate programming for children and youth in the creative arts (drama, music (Guitar), dance and song) guided by YMCA Healthy Child Development, running/assisting of singsongs, music and dance lessons, campfire and Sunday service. The Creative Arts Head is also responsible for running semi-weekly art sessions for children's programs and for adult guests. Music and dance lessons for adults are also the responsibility of the Creative Arts Head, as is assisting in children's programs as needed. The incumbent is to ensure the health, safety and well-being of the children in his/her program. The Creative Arts Head is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Strong knowledge of music, dance, song and dramatic arts
- Strong knowledge of guitar and reading music.
- Participating or enrolling in a fine arts program is a strong asset.
- Bronze Cross and NLS a strong asset
- Experience in creating innovative programs for children and youth

### **Duties and Responsibilities:**

- Supervision and Safety : 100% supervision and care of children and youth in your care. To know and understand all information and procedures for emergency response, site safety and security. To supervise and collaborate with 1 staff member.
- Programming: to create and actively participate in innovative creative arts programs for guests of Geneva Park in the Children's Program as well as for Reaction Crew and Event Crew programs as per the guidelines established by YMCA Healthy Development and the Summer Program Coordinators. To actively participate in all Staff Team planning meetings
- Operations: to help ensure efficient and effective operation the Program Area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, and evaluations.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation





**Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Children's Program Staff

**Supervisor:** Children's Program Supervisor

**Salary:** \$200.00 per week

**Positions:** 6

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Children's Program Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Children's Program Staff person is responsible for providing age appropriate programming for children and youth guided by YMCA Healthy Child Development. The incumbent is to ensure the health, safety and well being of the children in his/her program. The Children's Program staff person is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C is required
- Current Criminal Reference Check (dated within 16 months prior to contract start date)
- Bronze Cross and NLS a strong asset
- Experience in creating innovative programs for children and youth

### **Duties and Responsibilities:**

- Supervision and Safety : 100% supervision and care of children and youth in your care. To know and understand all information and procedures for emergency response, site safety and security.
- Programming: to create and actively participate in innovative programs for guests of Geneva Park in the Children's Program as well as for Reaction Crew and Event Crew programs as per the guidelines established by YMCA Healthy Development, Children's Program Supervisor and the Summer Program Coordinators. To actively participate in all Staff Team planning meetings
- Operations: to help ensure efficient and effective operation the Program Area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, and evaluations.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards



- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Craft Shop Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Head Lifeguard

**Supervisor:** Swim Dock Supervisor

**Salary:** \$275.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Swim Dock Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Head Lifeguard is responsible for providing and creating swim instruction, aquafit instruction, general lifeguarding and specialized programs for children, youth and adults, and be the stand in supervisor when the Swim Dock Supervisor is on day off. The Head Lifeguard is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS required
- LSS, Red Cross, and/or YMCA Instructor Certification required
- Experience teaching aquafit and lakefront lifeguarding strong assets

### **Duties and Responsibilities:**

- **Safety:** To practice strong risk management. To know and understand all information and procedures for emergency response, site safety and security. To participate in weekly water safety in-services.
- **Programming:** to provide swim instruction, aquafit instruction, lifeguarding and special programs to Leadership participants and guests of Geneva Park in the Swim Program as well as for Reaction Crew and Event Crew programs as per the guidelines established by YMCA swim program and the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings.
- **Operations:** to help ensure efficient and effective operation of the program area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, lesson sign-ups, achievement awards, and evaluations.
- **Role Model:** To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- **Customer Service:** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- **Staff Development:** to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka



- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Swim Dock Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Tennis Head

**Supervisor:** Gym and Tennis Supervisor

**Salary:** \$275.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Gym and Tennis Program Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Tennis Head staff person is responsible for providing recreational and progressive instructional programs in tennis for children, youth and adults. The Tennis Head is responsible for ensuring high quality tennis programs and for providing tennis training to their fellow Gym Staff. The Tennis Head staff person is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Tennis Instructor Level certification or higher and/or Introduction to Coaching and/or NCCP Level 1 is required
- Certifications and ability to teach one or more of the following: fitness classes, dance, sports a strong asset

### **Duties and Responsibilities:**

- **Safety:** To practice strong risk management. To know and understand all information and procedures for emergency response, site safety and security.
- **Programming:** to create and instruct innovative Gym and Tennis programs for guests of Geneva Park as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Gym and Tennis Supervisor, and the Summer Program Coordinators. To actively participate in all Staff Team planning meetings
- **Operations:** to help ensure efficient and effective operation of the program area including providing tennis training to gym staff, equipment and facility maintenance, and all administrative duties associated with this position including program jottings, lesson sign-ups, achievement awards, and evaluations.
- **Role Model:** To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- **Customer Service:** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- **Staff Development:** to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards



- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Gym and Tennis Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Craft Shop Staff

**Supervisor:** Craft Shop Supervisor

**Salary:** \$200.00 per week

**Positions:** 3

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Nature Centre/Craft Shop Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Nature Centre/Craft Shop Staff person is responsible for providing innovative arts and crafts programming and environmental programming for children, youth and adults. The Nature Centre/Crafts Shop Staff person is responsible for providing hands-on instruction and assistance to guests in the craft shop and nature centre, charging of program fees along with maintaining the program areas. The Nature Centre/Craft Shop staff person is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Experience in creating innovative arts and crafts programs
- Education or Training in the field of Art and Design an asset
- Bronze Cross and NLS an asset

### **Duties and Responsibilities:**

- Safety : 100% supervision of high risk craft activities. To know and understand all information and procedures for emergency response, site safety and security.
- Programming: to create and instruct innovative arts and crafts programs for guests of Geneva Park in the Craft Shop as well as for Reaction Crew and Event Crew programs as per the guidelines established by Craft Shop Supervisor and the Summer Program Coordinators. To actively participate in all Staff Team planning meetings
- Operations: to help ensure efficient and effective operation of the program area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, inventory, cash handling and float balancing, reporting program charges promptly, program sign-ups and evaluations.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.





- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Nature Centre/Craft Shop Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Nature Centre and Adventure Education Staff

**Supervisor:** Nature Centre & Adventure Education Head

**Salary:** \$200.00 per week

**Positions:** 1

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Nature Center & Adventure Education Head, Craft/Nature Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Nature Centre Staff is responsible for the development, delivery, safety and supervision of programs in the Nature Centre program area. This includes: Environmental Education, Rock Climbing, Low Ropes and Challenge Course Activities, and Weekly camp outs for children's program participants. Team members also have direct responsibility for the application of the progressive discipline process when required. The Nature Centre Staff is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Education or Training in environmental sciences and/or outdoor education
- Strong Risk Management skills
- Previous supervisory experience and/or progressively more responsible program delivery experience, strong interpersonal, communication and problem solving skills.
- Bronze Cross, NLS, or PCOC a strong asset

### **Duties and Responsibilities:**

- Supervision and Safety : 100% supervision and care of children and youth in your care. To know and understand all information and procedures for emergency response, site safety and security.
- Programming: to create and instruct innovative and progressive environmental and interpretive nature activities and programs for guests of Geneva Park as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings
- Operations: to help ensure efficient and effective operation of the program area including seasonal program area opening and shut down, equipment and facility maintenance, and all administrative duties associated with this position including program jottings, staff scheduling, payroll input, weekly reports, achievement awards, lesson sign-ups, evaluations, and a final report.
- Role Model: To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- Customer Service: to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- Staff Development: to provide ongoing staff development including training, orientation, hands-on learning, performance management and evaluation



**Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Teamwork:** Actively build teams and encourage open relationships for maximum organizational effectiveness.
- **Quality Focus:** Ensures YMCA Geneva Park programs and services are superior.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.
- **Initiative:** Seeks and finds solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

**Effect on End Results and Organization:**

- High program participation, retention rates and survey scores will indicate value and member commitment

**Authority & Responsibility:** Reports to Supervisor of Craft Shop /Nature Centre, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs

**Conditions of Employment:** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Swim Dock Staff

**Supervisor:** Swim Dock Supervisor

**Salary:** \$210.00 per week

**Positions:** 5

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Swim Dock Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Swim Dock Staff person is responsible for providing swim instruction, aquafit instruction, general lifeguarding and specialized programs for children, youth and adults. The Swim Dock Staff person is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS required
- LSS, Red Cross, and/or YMCA Instructor Certification recommended
- Experience teaching aquafit and lakefront lifeguarding strong assets

### **Duties and Responsibilities:**

- **Safety:** To practice strong risk management. To know and understand all information and procedures for emergency response, site safety and security. To participate in weekly water safety in-services.
- **Programming:** to provide swim instruction, aquafit instruction, lifeguarding and special programs to Leadership participants and guests of Geneva Park in the Swim Program as well as for Reaction Crew and Event Crew programs as per the guidelines established by YMCA swim program and the Summer Program Coordinators. To actively participate in all Senior Staff Team planning meetings.
- **Operations:** to help ensure efficient and effective operation of the program area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, lesson sign-ups, achievement awards, and evaluations.
- **Role Model:** To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- **Customer Service:** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- **Staff Development:** to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards



- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Swim Dock Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Marina Staff

**Supervisor:** Marina Supervisor

**Salary:** \$210.00 per week

**Positions:** 3

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Marina Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Marina Staff person is responsible for providing progressive canoe and kayak lessons to children, youth and adults in a safe supportive manner. The Marina Staff person is also responsible for overseeing equipment rentals and maintenance. The Marina Staff person is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS required
- Pleasure Craft Operator's Card required
- ORKCA Instructional levels recommended
- Strong Risk Management skills
- Strong background in canoeing/kayaking

### **Duties and Responsibilities:**

- **Safety:** To practice strong risk management. To know and understand all information and procedures for site and program area emergency response, site safety and security.
- **Programming:** to create and instruct innovative Canoe and Kayak lessons for guests of Geneva Park as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Marina Supervisor, and the Summer Program Coordinators. To actively participate in all Staff Team planning meetings
- **Operations:** to help ensure efficient and effective operation of the program area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, lesson sign-up, achievement awards, and evaluations.
- **Role Model:** To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- **Customer Service:** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- **Staff Development:** to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.



- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Marina Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Wind Sports Staff

**Supervisor:** Wind Sports Supervisor

**Salary:** \$210.00 per week

**Positions:** 3

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Wind Sports Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Wind Sports Staff person is responsible for providing progressive windsurf and sailing instruction to children, youth and adults in a safe and supportive manner. The Wind Sports Staff person is also responsible for overseeing equipment rentals and maintenance. The Wind Sports Staff person is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- NLS and Pleasure Craft Operator's Card required
- Experience in windsurfing or sailing required

### **Duties and Responsibilities:**

- **Safety:** To practice strong risk management. To know and understand all information and procedures for emergency response, site safety and security. To participate in weekly water safety in-services.
- **Programming:** to provide progressive windsurf instruction to guests of Geneva Park as per the guidelines established by the "I Sail the Rainbow" windsurfing program as well as for Reaction Crew and Event Crew programs based on guidelines as outlined by the Summer Program Coordinators.
- **Operations:** to help ensure efficient and effective operation of the program area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, lesson sign-ups, achievement awards, rental and lesson charges, I Sail the Rainbow statistic tracking, and evaluations.
- **Role Model:** To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- **Customer Service:** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- **Staff Development:** to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards





- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.
- **Sense of Community:** Demonstrates an awareness and understanding of community and responds to identified needs.

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Wind Sports Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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## YMCA of Simcoe/Muskoka

**Job Title:** Gym and Tennis Staff

**Supervisor:** Gym and Tennis Supervisor

**Salary:** \$200.00 per week

**Positions:** 2

**Location:** YMCA Geneva Park

### **General Function:**

Under the direction of the Gym and Tennis Program Supervisor, Summer Program Coordinators and the Coordinator of Outdoor Education and Camping Services, the Gym and Tennis Staff person is responsible for providing recreational and progressive instructional programs in a variety of sports and activities for children, youth and adults. The Gym and Tennis Staff person is a part of the larger Summer Program Staff Team and will also be responsible for Reaction and Event Crew programming, emergency procedures, and attending staff meetings and events.

### **Job Knowledge/Qualifications:**

- Current Standard First Aid and CPR - Level C
- Current Criminal Reference Check (dated within 11 months prior to contract start date)
- Certifications and ability to teach one or more of the following: tennis, fitness classes, dance, sports
- Bronze Cross and NLS a strong asset

### **Duties and Responsibilities:**

- **Safety:** To practice strong risk management. To know and understand all information and procedures for emergency response, site safety and security.
- **Programming:** to create and instruct innovative Gym and Tennis programs for guests of Geneva Park as well as for Reaction Crew and Event Crew programs as per the guidelines established by the Gym and Tennis Supervisor, and the Summer Program Coordinators. To actively participate in all staff team planning meetings
- **Operations:** to help ensure efficient and effective operation of the program area including equipment and facility maintenance, and all administrative duties associated with this position including program jottings, lesson sign-ups, achievement awards, and evaluations.
- **Role Model:** To act as a positive role model for other staff and guests of the YMCA of Simcoe/Muskoka whether on or off duty. To abide by all rules and regulations.
- **Customer Service:** to provide timely and professional interaction with all guests of the YMCA of Simcoe/Muskoka to ensure quality customer service and satisfaction.
- **Staff Development:** to participate in all ongoing staff development including training, orientation, hands-on learning, performance management and evaluation

### **Core Competencies:**

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA of Simcoe/Muskoka
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.
- **Integrity:** Demonstrates responsible behavior at all times and maintains high ethical standards
- **Problem Solving:** Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.



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

***Effect on End Results and Organization:***

- High program participation, retention rates and survey scores will indicate value and member commitment

***Authority & Responsibility:*** Reports to Gym and Tennis Supervisor, Reaction Crew Leader, Summer Program Coordinator, Coordinator of Camping and Outdoor Education Programs.

***Conditions of Employment:*** Seasonal Contract

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