

YMCA Camp Kitchikewana Hiring Guide
Spring, Summer, Fall 2021



December 2020

Dear applicants,

We are thrilled to share the Hiring Guide for the 2021 season with all of you. As we near the end of a remarkably challenging year, I hope that the thought of spending a summer up on Beausoleil Island brings you hope and happiness.

Working on staff at camp is one of the most challenging, fun, and rewarding jobs out there. Applicants need to know two things off the bat before they continue with their application to work at camp:

1. The wellbeing, safety, and enjoyment of camps should always be your first priority. This is true no matter what position you are interested in.
2. Summer 2021 will probably be more challenging and more rewarding than any summer we have seen before. I say this not to scare you, but to prepare you. You got this!

It is important for you to know that **Summer 2021 will probably look very different than past summers have looked**. While we don't know exactly what will be in place, we do know that some degree of cohorting, masking, and other measures will be in place to prevent the spread of COVID-19. Camp might look a bit different, but the staff team of 2021 gets the opportunity to ensure that **no matter what, it feels the same**.

For new applicants – while there is a lot to learn, there are tons of resources and training available to you to make sure you are up to the task. Returning staff, a full training week, and staff bonding opportunities ahead of and during the summer will ensure that you are not alone, and that you will be set up for success.

Ensure you read this document carefully; there are some pieces that are different than past years. Don't hesitate to reach out with any questions whatsoever. We will also be holding a **Staff Application Q&A on Thursday, January 7th at 7:30 p.m.** est (it is optional but highly encouraged!).

Take care everyone, and as always, don't hesitate to connect with any questions.

Julia Fulton

Camp Director, YMCA Camp Kitchikewana

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How to Apply

NEW APPLICATION FORMAT

Step 1: Please go to <https://ymcaofsimcoemuskoka.ca/careers/job-postings/> and select “View all available positions here”. Select the job that you would like to apply for and complete the prompts to create an account and apply for the job. You need only to apply to **one** job (your highest choice of position) on the online system.

Step 2: Complete your application by filling out [this form](#). If you wish to indicate interest in other positions, you can do so in this step.

Incomplete or late applications will not be considered. You must complete **both** steps in order for your application to be considered.

Applications are due by the end of the day on **Monday, January 11th, 2021**.

General Information

- You must be 17 years of age by December 31st, 2021 to work or volunteer at Camp Kitchikewana
- For most positions, applicants who are returning to school in fall of 2021 are preferred.
- All staff must have up to date Standard First Aid and CPR prior to the start of their contract.
- It is highly recommended that all staff (excluding kitchen, maintenance staff, and volunteers) have their up to date NL certification.

It is your responsibility to acquire the certifications for your position and ensure they do not expire during your contract.

Vulnerable Sector Police Checks are required if you will be 18 years of age prior to August 27th, 2021. If you turn 18 years old while at camp, you must obtain a check on your next day off following your 18th birthday. **Every staff member** over the age of 18, whether you are returning or not, will need to obtain a Police Record Check and Vulnerable Sectors Screening.

At Camp Kitchikewana, we are guided by the Code of Behaviour and the YMCA Core Values. All staff members are expected to model and exhibit these values and behaviour at all times to make YMCA Camp Kitchikewana a Positive Space for everyone who steps foot on our sands.

Code of Behaviour: Everyone has the right to feel safe at YMCA Camp Kitchikewana. With this right comes the responsibility to respect all community members and to take pride in making camp an awesome place.

YMCA Core Values: Respect, Responsibility, Honesty, Caring, Inclusiveness

All YMCA Staff members’ first priority is to ensure that campers are safe and cared for throughout their time at camp. This includes ensuring adequate supervision at all times, and being a role model to all participants during their time at camp. That being said, the following are strictly prohibited:

- Use or possession of any illegal drugs, alcohol, or cannabis
- Tobacco or e-cigarette use or vaping of any kind
- Cell phone use during work hours

- Discriminatory/inappropriate behaviour and language

Important Dates

Training Dates

Spring Staff Training: TBD (mid-May)

Senior Staff Training: TBD (late June)

Summer Staff Training: June 27th - July 3rd

- Staff must be able to attend the entirety of training week in order to be considered eligible for employment. It is possible that staff will not be permitted to leave camp during training in order to prevent the spread of COVID-19.

Summer Program Dates

Session 1: July 4th - July 16th

Session 2: July 18th - July 30th

Session 3: August 1st - August 13th

Session 4: August 15th - August 27th

Family Camp: August 29th - September 5th

New for 2021: Our sessions are changing to be 13 days instead of the traditional 14 day session. This is so that we have flexibility on our arrival and departure days due to COVID-19, as well as is an opportunity for staff to have more time off between sessions. This will lead to less time when cabins are single-staffed, and will make for an enhanced camper experience.

For a changeover weekend (i.e., in between two-week sessions), staff will have time off from 4:00 p.m. on the Friday until 4:00 p.m. on the Saturday. All staff will be required to be back and ready to work on Saturday at 4:00 p.m. Staff will receive one additional 24-hour period off during the session. It is possible that staff will not be permitted to leave site during their time off in order to prevent the spread of COVID-19. While this is not a certainty, it is something that we will be considering. We will keep you updated as this and other measures become more certain.

Application Process

Once you have successfully applied, you will receive an email confirming that we have received your application. After the application deadline has passed, you may be invited to the next round of applications, which are the interviews.

Please note, if you are applying to the same position that you were hired for in the 2020 camping season, you will not be guaranteed this same position on the 2021 staff team. We will take this into consideration during the hiring process, but all applicants will be required to go through the interview process again this year.

We can only discuss the application and hiring process directly with the applicant and not parents or guardians.

Senior Staff Interviews

Interviews for senior staff positions consist of a 30 minute one-on-one interview on Zoom with Camp Management. The interview will consist of general questions about your skills and experience, as well as questions specific to the position(s) you are applying for. All senior staff applicants will be contacted with the status of their application by late January. Please do not publicly share the status of your application until all applicants have been contacted (we will specify the date).

Counsellor, Cleaning Staff, Prep Cook/Dishwasher Interviews

Interviews for Junior Staff positions will be conducted on zoom in two steps: a group interview and an individual interview.

Group Interview: The interview will consist mostly of playing games and initiatives all together. We will be looking for skills like strong communication, ability to work in a group, comfort level, problem solving, and how much fun you are having - all skills that are very important for camp staff to have.

Individual Interview: There will also be a brief one-on-one interview with Camp Management where we will ask about your specific skills and experiences, why you want to work at camp, and what you will bring to the job that is unique.

Please note: Staff applications are often competitive. We usually have to turn away many awesome and qualified applicants. If you are unsuccessful in your application, please don't think that it has to be the end of your camp experience! You are highly encouraged to seek employment at another YMCA Camp and apply back to Kitchikewana in future years.

Positions Available

	Position	Weekly Pay	Number of Positions available
Counselling Team (pg. 8)	Counsellor	\$250	20-25
	Resource Counsellor	\$270	9
	Integration Counsellor	\$270	3-5
	Integration Relief Counsellor	\$260	3-5
Sites Team (pg. 14)	Sites Services Manager	\$510-560	1
	Water Plant Coordinator	\$375	1
	Sites Staff	\$350	2
	Cleaning Staff	\$260	4-5
Tripping Team (pg. 19)	Head Tripper	\$375	1
	Tripper	\$350	2-3
Program Team (pg. 20)	Program Manager	\$510-560	1
	Aquatics Area Head	\$350	1
	Land Area Head	\$350	1
	Sailing Area Head	\$350	2
	Boating Area Head	\$350	1
	Waterfront Coordinator	\$375	1
Section Head Team (pg. 29)	Counselling Manager	\$510-560	1
	Section Head	\$400	3
	Integration Section Head	\$400	1
Leadership Team (pg. 34)	Leadership Manager	\$510-560	1
	L1 Facilitator	\$350	3-4
	L2 Facilitator	\$375	3-4
Kitchen Team (pg. 39)	Food Services Manager	\$560-580	1
	Head Cook	\$510-560	1
	Senior Prep Cook	\$350	1
	Prep Cook/Dishwasher	\$260	4
Coordinator Team (pg. 43)	Office Coordinator	\$400	1
	Honey Harbour Day Camp Coordinator	\$510-560	1
	Wellness Coordinator	\$400	1
Outdoor Education Team (pg. 7)	Spring Outdoor Centre Facilitator	\$300	10-20
	Fall Outdoor Centre Facilitator	\$560	8

OUTDOOR CENTRE POSITIONS

Spring Outdoor Centre Facilitator

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Reports to: Camp Management

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

Required Qualifications/ Certifications:

- Standard First Aid/CPR-C
- National Lifeguard

Recommended Qualifications/ Certifications:

- Previous Camp and/or Outdoor Centre Experience

Salary: \$300/wk

Contract Length: Mid-May – June 25th, 2021

Responsibilities:

- *Outdoor Centre Programming:* Responsible for delivering programs for Outdoor Centre Groups that ensure a high quality program in a safe environment while promoting the YMCA of Simcoe/Muskoka's Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
- *Operational Responsibilities:* Responsible for regular shifts on Sites Staff and in the Kitchen to ensure that the camp is fully operational for the entire spring season.
- *Open-Up:* Will be responsible for assisting in the open-up of camp site.
- *Summer Preparation:* Will be responsible for preparing for associated with the summer program (responsibilities will be specific to summer job descriptions).
- *YMCA Geneva Park programming:* may be required to assist with programs at YMCA Geneva Park.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.

- *Sense of Community:* Demonstrates an awareness and understanding of community and responds to identified needs.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Fall Outdoor Centre Facilitator

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Reports to: Camp Management

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

Required Qualifications/ Certifications:

- Standard First Aid/CPR-C

Recommended Qualifications/ Certifications:

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

Salary: \$560/wk

Contract Length: September 1 – early October, 2021

Responsibilities:

- *Outdoor Centre Programming:* Responsible for delivering programs for Outdoor Centre Groups that ensure a high quality program in a safe environment while promoting the YMCA of Simcoe/Muskoka's Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
- *Operational Responsibilities:* Responsible for regular shifts on Sites Staff and in the Kitchen to ensure that the camp is fully operational for the entire spring season.
- *YMCA Geneva Park programming:* may be required to assist with programs at YMCA Geneva Park.
- *Shut down:* Will be responsible for assisting in the shutdown of camp site.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Sense of Community:* Demonstrates an awareness and understanding of community and responds to identified needs.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
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COUNSELLING TEAM POSITIONS

Counsellor/Rover:

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Positions Available: 20-25

Reports to: Section Head Team

Supports: Campers

Required Certifications:

- National Lifeguard
- Standard First Aid/CPR-C

Recommended Certifications:

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

Salary: \$250/wk

Contract Length: June 27th - August 27th (may be extended to September 5th)

Job structure: Counsellors/Rovers will be placed with a cabin 2-3 sessions of the summer. For the other 1-2 sessions, they will work as Rovers, providing additional support to camp operating. This could

include being a substitute counsellor for cabins that need more support, or helping with additional COVID measures, such as running food to tables, helping with additional cleaning and sanitizing, health screening, and other responsibilities as required.

Responsibilities:

- *Camper Care:* Responsible for the campers in their care 24-hours-a-day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper.
- *Skill Instruction and Lifeguarding:* Lead camper skill instruction. Be responsible for being well-prepared to teach your lessons, when scheduled to lifeguard do so actively.
- *Programming:* Actively participate and lead section programs, Kitchikewana Club Activities, and cabin choice activities as per the guidelines established by the Program Manager.
- *Out tripping:* Actively lead and participate in the preparation, implementation and debrief of your cabin's out trip.
- *Integration:* participate in the integration of special needs campers in your cabin and/or section.
- *Administration:* complete all necessary paperwork (first day health checks, program paper work, incident reports, lesson report cards, and Leadership Feedback) throughout the session.
- *Day Camp:* may be asked to provide assistance to the Honey Harbour Day Camp Program.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

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.

Resource Counsellor

Salary: \$270/wk

Contract Length: June 27th - August 27th (may be extended to September 5th)

1 position for each of the following areas: boating, sailing, swimming, arts and crafts, drama, guitar, Island Explorers, mountain biking.

Job Structure: Resource counsellors assist the Area Heads in the facilitation of afternoon skills while maintaining regular cabin counsellor duties. Resource Counsellors must have or obtain additional

certifications required for the position (please inquire with camp management which certifications are necessary).

Responsibilities:

- *Camper Care:* Responsible for the campers in their care 24-hours-a-day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper.
- *Skill Instruction and Lifeguarding:* Lead camper skill instruction. Be responsible for being well-prepared to teach your lessons, when scheduled to lifeguard do so actively.
- *Programming:* Actively participate and lead section programs, Kitchikewana Club Activities, and cabin choice activities as per the guidelines established by the Program Manager.
- *Out tripping:* Actively lead and participate in the preparation, implementation and debrief of your cabin's out trip.
- *Integration:* participate in the integration of special needs campers in your cabin and/or section.
- *Administration:* complete all necessary paperwork (first day health checks, program paper work, incident reports, lesson report cards, and Leadership Feedback) throughout the session.
- *Day Camp:* may be asked to provide assistance to the Honey Harbour Day Camp Program.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

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.
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Integration Counsellors

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Positions Available: 3-5

Reports to: Integration Coordinator

Supports: Campers or volunteers attending Camp Kitchikewana through our Integration Program

Contract Length: June 27th - August 27th (may be extended to September 5th)

Required Qualifications/Certifications:

- National Lifeguard
- Standard First Aid/CPR-C

Recommended Qualifications:

- Experience working with people with special needs

Salary: \$270/wk

Responsibilities:

- *Integration:* Directly support all participants in our integration program and ensures the successful integration of these participants into the camp environment.
- *Administration:* Ensures camper journals are filled out correctly and are up to date.
- *Camper Care:* Responsible for the campers in their care 24-hours-a-day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper.
- *Life guarding:* When scheduled to lifeguard do so actively.
- *Programming:* Actively participate and lead section programs, and cabin choice activities as per the guidelines established by the Summer Program Manager.
- *Out tripping:* Actively lead and participate in the preparation, implementation and debrief of your cabin's out trip.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
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Integration Relief Counsellor

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contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Positions Available: 3-5

Reports to: Integration Coordinator

Supports: Campers and assists supporting campers attending through the Integration Program

Salary: \$260/wk

Required Qualifications/Certifications:

- National Lifeguard
- Standard First Aid/CPR-C

Recommended Qualifications:

- Experience working with people with special needs

Contract Length: June 27th - August 27th (may be extended to September 5th)

The role of the Integration Relief Counsellor is to provide support to the Integration counsellor and Camper attending the Integration Program in their cabin group. They will provide daily coverage and act as the 1:1 support while the Integration Counsellor is on day off.

Responsibilities:

- *Integration:* Support Integration counsellors during day to day routine of camp.
- *Coverage:* Provide consistent coverage for integration counsellors.
- *Camper Care:* Responsible for the campers in their care 24-hours-a-day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper
- *Lifeguarding:* When scheduled to lifeguard do so actively.
- *Programming:* Actively participate and lead section programs, and cabin choice activities as per the guidelines established by the Summer Program Manager.
- *Out tripping:* Actively lead and participate in the preparation, implementation and debrief of your cabin's out trip.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.

- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

SITES TEAM

Sites Services Manager (six month contract highly preferred)

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Positions Available: 1

Reports to: Camp Management

Supports: Sites Services Team

Salary: \$510-560/wk

Contract Length: Mid-May to September 5th, with option to extend to early October (highly preferred)

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- Pleasure Craft License
- Camp Marine Module (Provided by camp)
- WCWC Water Treatment Certification*

*Camp pays for half of this certification, and the successful candidate pays for the other half. If the candidate returns to camp in a similar role in a subsequent summer, camp will reimburse the remaining half.

Responsibilities:

- *Delivery of Service*: Responsible for creating schedules and prioritizing housekeeping (bathrooms, boats and dining hall daily cleaning), boat driving, water treatment and general maintenance of the Camp Site.
- *Supervision and Support*: Supervises and supports the Sites Services team.
- *Budget/Inventory*: Tracks expenditures and provides monthly tracking reports to director and/or as requested.
- *Health and Safety*: Responsible for establishing and enforcing sites services staff uniform policy in accordance to YMCA of Simcoe/Muskoka's Uniform Policy. Responsible for establishing and enforcing guidelines for use of the boats, maintenance equipment and water treatment system

in adherence to Health Regulations, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.

- *Risk Management:* Will work with Sites Services Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with House Keeping, Water Treatment, General Maintenance, Boat Driving and Ministry of Labour Standards.
- *Water-treatment:* will be an active member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.
- Coordinate/support camp volunteers in required tasks
- Additional responsibilities as required

Water Plant Coordinator

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Positions Available: 1

Reports to: Sites Services Manager

Supports: Sites services team

Salary: \$400/wk

Contract Length: Mid-May to September 5th

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- Pleasure Craft Licence
- Camp Marine Module (camp will provide)
- WCWC Water Treatment Certification*

*Camp pays for half of this certification, and the successful candidate pays for the other half. If the candidate returns to camp in a similar role in a subsequent summer, camp will reimburse the remaining half.

Responsibilities:

- *Delivery of Service:* Responsible for following schedules and prioritizing housekeeping (bathrooms, boats and dining hall daily cleaning), boat driving, water treatment and general maintenance of the Camp Site in absence of Sites Services Manager.
- *Supervision and Support:* Supervises and supports the Sites Services team in the absence of the Sites Services Manager.
- *Health and Safety:* Responsible for enforcing sites services staff uniform policy in accordance with YMCA of Simcoe/Muskoka’s Uniform Policy. Responsible for enforcing guidelines for use of the boats, maintenance equipment and water treatment system in adherence to Health Regulations, OCA standards, and YMCA of Simcoe/Muskoka’s Policy and Procedures.
- *Risk Management:* Will work with Sites Services Manager and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with House Keeping, Water Treatment, General Maintenance and Boat Driving.
- *Water-treatment:* will be the lead member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- Coordinate/support camp volunteers in required tasks
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
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Sites Services Staff

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Positions Available: 2

Reports to: Sites Services Manager

Salary: \$350/week

Contract Length: Mid-May – August 27th (option to extend to September 5th)

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- Pleasure Craft Operator's Card
- OCA Camp Marine Module (camp will provide)

Responsibilities:

- *Water-treatment:* If qualified, will be an active member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
- *Boat-driving:* Will be an active member of the boat driving team. This includes regular pick-ups and drop-offs, garbage runs, food runs and changeovers.
- *Housekeeping:* Responsible for assisting with the daily cleaning/sanitization of – the central dining hall & lodges, bathroom/shower facilities, all camp ramps/paths, all motorized vehicles and boats – as determined by the Sites Services Manager.
- *Health & Safety:* Will work with the rest of the staff team to maintain a safe and healthy environment for all staff, participants and visitors to YMCA Camp Kitchikewana (Ministry of Labour Standards and YMCA Standard Operating Procedures).
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

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

Cleaning Staff

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

Positions Available: 3-4

Reports to: Sites Services Manager

Salary: \$260/week

Contract Length: June 27st – August 27th (may extend to September 5th)

Required Qualifications/ Certifications:

- Standard First Aid/CPR-C

Responsibilities:

- *Housekeeping/Cleaning:* Responsible for the daily cleaning/sanitization of – the central dining hall & lodges, bathroom/shower facilities, all camp ramps/paths, all motorized vehicles and boats.
- *Health and Safety:* Will work with the rest of the staff team to maintain a safe and healthy environment for all staff, participants and visitors to YMCA Camp Kitchikewana.
- *Site Maintenance/Repair:* Will assist with the repair/maintenance of site equipment as needed and determined by the Sites Services Manager.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

OUTTRIPPING TEAM

Head Tripper

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

Positions Available: 1

Reports to: Camp Management

Supports: Outtripping Staff

Required Certifications/Qualifications:

- National Lifeguard
- Standard First Aid /CPR-C
- ORCKA Tripping Level 2 (Camp will provide)
- Minimum of 18 years of age
- Wilderness First Aid (Camp will provide)

Recommended Certifications/Qualifications:

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

Salary: \$375/wk

Contract Length: Mid-June – August 27th (may extend to September 5th)

Note: Successful candidates must be available in early May for tripper training

Responsibilities:

- *Staff Training:* organize and deliver a thorough out-tripping session to all staff during one week staff training period.
- *Emergency Procedures:* Ensure that each camper and staff member has knowledge of emergency procedures as they pertain to outtrip before they go on trip.
- *Safety Equipment:* Ensure First Aid kits are well stocked and accompany all out trips, review, select and schedule out trip routes specific to age, tradition, safety and YMCA values, ensure there is a qualified leader on each trip (1 staff aged 18+ and an NLS certified staff), implement the outtripping curriculum, develop well-balanced, practical menus, facilitate the packing of each outtrip, maintain an accurate inventory of departmental equipment, perform necessary repairs promptly.
- *Administration:* Ensure the camp office has copies of all route cards and a schedule of trips. Reviews all trip logs and incident reports. Orders food through the kitchen while operating within a budget.

- *Leadership Tripping*: Assist the leadership department in all planning components of the extended outtrip (this includes the coordination of participant outtripping skill education, route selection and menu planning).
- *Risk Management*: Will work with Tripping Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risk on outtrips.
- *All-Camp Programming*: As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Site maintenance* – ensure that program equipment is in good repair and safe to use (tripping, canoes, sailboats, etc). Assist the sites team in maintaining site cleanliness and general repair.
- *Rover* – when other tasks are complete, assist other program areas as needed.
- *Additional responsibilities*: Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies

- *Child and Youth Focused*: Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety*: Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus*: Ensures that YMCA programs and services are superior.
- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Outtripping Staff - Trippers

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Positions Available: up to 3

Reports to: Head Tripper

Required Certifications/Qualifications:

- National Lifeguard
- Standard First Aid/CPR-C
- ORCKA Tripping Level 2 (Camp will provide)

- Minimum of 18 years of age
- Wilderness Advanced First Aid (Camp will provide)

Recommended Certifications/Qualifications:

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

Salary: \$350/wk

Contract Length: Mid-June – August 27th (may extend to September 5th)

Note: Successful candidates must be available for tripper training in early May

Responsibilities:

- *Outtripping Leadership:* responsible for leading weekly outtrips as scheduled by the Head Tripper, this may include facilitation of an entire trip, leading campers and staff through designated routes, coordinate the outtrip curriculum.
- *Administrative Tasks:* Responsible for maintaining outtrip records (this includes incident reports, route cards, trip logs).
- *Risk Management:* Responsible for minimizing exposure to risk for all campers and staff on trip.
- *Communication:* Maintains appropriate communication with camp while on trip.
- *Senior Leadership:* Is ultimately responsible for ensuring that all YMCA of Simcoe/Muskoka Policies and YMCA Camp Kitchikewana Rules and Regulations are adhered to while on trip.
- *Role Models Environmental Ethics:* Is to actively promote no-trace camping while on trip.
- *Staff Training:* With Head Tripper, is responsible for ensuring that counselling staff receive appropriate and adequate training on outtrip expectations, risk management and outtripping curriculum during one-week training session.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.

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

PROGRAM TEAM

Program Manager

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Positions Available: 1

Reports to: Camp Management

Supports: Area Heads

Required Qualifications/ Certifications:

- Standard First Aid/CPR-C
- National Lifeguard
- G Drivers License
- Prior Camp Supervisory Experience

Recommended Qualifications/ Certifications:

- Swimming instructor qualifications
- ORCKA certifications
- CanSail certifications
- Lifesaving Instructor/Examiner

Salary: \$510-560/wk

Contract Length: Mid-June – September 5th (spring applicants highly preferred)

Responsibilities:

- *Scheduling & Programming:* Responsible for creating schedules for guarding, scheduling dinner dishes, place counsellors into skills, schedule counsellors to run evening section programs, oversee the successful implementation of all other programming aspects of camp (skills, all-camps, cabin choice programs and Kitchikewana Clubs). Schedule senior staff to extra duties: banquet, campfire, talent show, all camps, etc.
- *Supervision and Support:* Supports the area head team, to ensure that all program areas at camp are fun, safe and in line with the YMCA's core values of Honesty, Caring, Respect, Responsibility and Inclusiveness. Conducts evaluations for Area Heads.

- *Budget/Inventory:* Manages budgets and inventory of all programming areas (including sailing, aquatics, boating, all camps, A&C, drama, guitar, out-tripping, general program resources).
- *All-Camp Programming:* Works with the rest of the non-counselling staff team to develop and deliver All-Camp Programs throughout the summer are fun, safe and promote YMCA of Simcoe/Muskoka's Core Values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
- *Year-end Report* – Will complete a year-end report outlining the season and suggestions for upcoming seasons.
- *Coordinate/support camp volunteers in required tasks*
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Sense of Community:* Demonstrates an awareness and understanding of community and responds to identified needs.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Area Head Positions

Competencies for all Area Heads are as follows:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Sense of Community:* Demonstrates an awareness and understanding of community and responds to identified needs.

- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Land Area Head

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

Positions Available: 1

Reports to: Program Manager

Supports: Arts and Crafts, Drama, Kitchikewana Naturalists, Mountain Biking, and Guitar Resource counsellors and all counsellors during all-camps, Kitchikewana Clubs, cabin choice and evening programs

Required Certifications/ Qualifications:

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

Recommended Certifications/Qualifications:

- Experience in camp programming
- G Drivers license

Salary: \$350/wk

Contract Length: Mid-June – August 27th (spring applicants highly preferred, option to extend to September 5th)

Responsibilities:

- *Skill Instruction:* Ensure the highest quality of arts and crafts, drama, naturalist, biking and guitar instruction.
- *Program quality:* Ensure that all skills and daily programs (Kitchikewana Clubs, Cabin choice, etc) are delivered with a high level of program quality (lesson plans, in line with YMCA values).
- *Inventory and Supplies:* Create and manage a budget for both the Arts and Crafts, drama, and guitar departments. Ensure that there are appropriate supplies to maintain all programs for the duration of both months.
- *Craft Shop Management:* Organize and maintain organization of craft supplies and general cleanliness of the Craft Shop during skills and free time.
- *Facilitate fourth-session musical:* writing, directing, and facilitating rehearsals.
- *Weekly Talent Shows:* Organize talent show each session.

- *Assist Program Manager:* provide assistance to the Program Manager with skills selection, staff training and development, all camps and counsellor evaluations.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- **Additional responsibilities:** Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Waterfront Coordinator

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

Positions Available: 1

Reports to: Program Manager

Supports: Safety and guidelines of the waterfront areas

Required Certifications/ Qualifications:

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

Recommended Certifications/Qualifications:

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

Salary: \$375/wk

Contract Length: Mid-June – August 27th (spring applicants highly preferred, option to extend to September 5th)

Responsibilities:

- *Emergency Procedures (EP):* Coordinate all waterfront search patterns, coordinate all waterfront EP training, practice waterfront EPs regularly, maintain an and inventory both land and water EP equipment.
- *Administration:* ensure accurate record keeping for lessons and all necessary paperwork is forwarded to the appropriate agencies, coordinate the waterfront safety skit, facilitates the Go-for-Green program, and maintain the Buddy Board with all appropriate numbers and an up-to-date list of camper buddy numbers.
- *Risk Management:* Will work with Waterfront Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risk on waterfront. Conduct ongoing reviews of waterfront areas to ensure they are up to standard.
- *Supervision:* Supervision is based on ensuring other waterfront areas are up to standard in terms of health and safety regulations, and all performance related supervision of the waterfront area heads (area head evaluations, program quality, etc).
- *Waterfront Management:* Maintain active schedule and calendar of all programs taking place on the waterfront and ensuring that a member of the Waterfront Team is present and actively supervising during all such programs (Kitchikewana Clubs, Evening Program, All-Camps).
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Aquatics Area Head

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

Positions Available: 1**Reports to:** Program Manager**Supports:** Aquatics Resource Counsellor and Aquatics instructors**Required Certifications/Qualifications:**

- NLS
- Standard First Aid/ Basic Rescuer CPR
- Lifesaving Society Instructors
- Aquatic Instructors
- Lifesaving Society Examiners

Recommended Certifications/Qualifications:

- Standard First Aid Examiners

Salary: \$350/wk

Contract Length: Mid-June – August 27th (spring applicants highly preferred, option to extend to September 5th)

Responsibilities:

- *Skill Instruction:* Ensure the highest quality of swimming instruction, maintain instructional equipment, assign instructors to levels, complete all Life Saving Society test sheets, forward necessary sheets to appropriate agencies, teach leadership skills.
- *Administration:* Ensure test sheets are completed accurately and forwarded to appropriate agencies, complete incident reports when necessary, ensure membership dues and registration are complete.
- *Swimming Area Maintenance/Repair:* Ongoing maintenance checks of the swimming area, record “open-up” conditions, damages incurred, dates of repair and additions.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- Additional responsibilities: Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Boating Area Head

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

Positions Available: 1

Reports to: Program Manager

Supports: Boating Resource Counsellors and boating instructors

Required Certifications/ Qualifications:

- NL
- Standard First Aid / Basic Rescuer CPR
- ORCKA Instructional certifications (Camp will provide)

Recommended Certifications/Qualifications:

- Knowledge of maintenance procedures for canoes and kayaks

Salary: \$350/wk

Contract Length: Mid-June – August 27th (spring applicants highly preferred, option to extend to September 5th)

Note: Successful applicants must be available in early May for ORCKA training

Responsibilities:

- *Skill Instruction:* Ensure the highest quality of canoeing and kayaking instruction, maintain instructional equipment, and assign instructors to levels. Secure outside examiners for boating levels when necessary. Arrange for “in-house” examiners whenever possible, complete all ORCKA test sheets. Establish a file system and forward all necessary sheets to appropriate agencies, ensure badges/awards are forwarded to successful candidates, teach leadership skills.
- *Lifeguarding:* As a member of the Waterfront Team, will be responsible for acting as Head Guard during Awesome Time.
- *Administration:* Maintain records of all boating instruction, complete all incident, emergency and/ or injury reports when necessary, and ensure membership dues and registration for agency affiliations are complete.
- *Canoe and Kayak Maintenance / Repair:* Organize preventative maintenance for each boat, keep a record of each boat’s “open-up” condition, damage incurred during the season, repairs done and “shut-down” condition, and maintain an inventory of commonly used replacement parts.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Sailing Area Head

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

Positions Available: 1-2

Reports to: Program Manager

Supports: Sailing Resource Counsellor and sailing instructors

Required Certifications/ Qualifications:

- National Lifeguard
- Standard First Aid/CPR-C
- Pleasure Craft Operator card
- CANSail 3&4 Instructors*

- CANSail Boat Safety*
- CANSail Fundamentals Course*

*Camp pays for half of this certification, and the successful candidate pays for the other half. If the candidate returns to camp in a similar role in a subsequent summer, camp will reimburse the remaining half.

Salary: \$350/wk

Contract Length: Mid-June – August 27th (spring applicants highly preferred, option to extend to September 5th)

Responsibilities:

- *Skill Instruction:* Ensure the highest quality of sailing instruction, maintain instructional equipment, and assign instructors to levels. Secure outside examiners for sailing levels when necessary. Arrange for “in-house” examiners whenever possible, complete all CYA test sheets. Establish a file system and forward all necessary sheets to appropriate agencies, ensure badges/awards are forwarded to successful candidates, teach leadership skills.
- *Lifeguarding:* As a member of the Waterfront Team, will be responsible for acting as Head Guard during Awesome Time.
- *Administration:* Maintain records of all sailing instruction, complete all incident, emergency and/or injury reports when necessary, and ensure membership dues and registration for agency affiliations are complete.
- *Sailing Maintenance / Repair:* Organize preventative maintenance for each boat, keep a record of each boat’s “open-up” condition, damage incurred during the season, repairs done and “shut-down” condition, and maintain an inventory of commonly used replacement parts.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

SECTION HEAD TEAM

Counselling Manager

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Positions Available: 1

Reports to: Camp Management

Supports: Section Heads, Integration Coordinator

Salary: \$510-560/week

Required Qualifications/ Certifications:

- Standard First Aid/Basic Rescuer CPR
- NLS
- G Level Driver's License

Recommended Qualifications/ Certifications:

- Prior Supervisory Experience

Contract Length: Mid-June – September 5th (spring applicants highly preferred)

Responsibilities:

- *Section Head Supervision:* Training, supervision, evaluation and management of Section Heads & Integration Coordinator in a manner that promotes the YMCA of Simcoe/Muskoka's Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
- *Administration:* Approve and distribute cabin lists, coordinate camper journals, values recognitions, etc. Help manage the camp office.
- *Parent Communication:* Ensure consistent and reliable parent communication occurs regarding incidents that campers were a part of. Ensure that first-time parent phone calls from Section Heads are happening in a timely manner.
- *Counsellor wellness:* Monitor health and well-being of counsellors. Work with other Non-Counselling Staff Members to maintain counsellor moral.
- *Integration:* Actively assist the Integration Section Head with integrating participants into camp program.
- *Camp Information:* Assist Camp Management in distribution of camper, dietary, medical, bus lists to all required departments and ensure that accuracy and organization of these lists is maintained.
- *Develop and monitor camp volunteer program:* Train and schedule volunteers and work with other supervisors in ensuring their effectiveness and support.
- *Scheduling & Programming:* Responsible for creating schedules for days-off for Section Heads and Counselling Team.
- *Supervision and Support:* Supports the Counselling Team, to ensure that camp is fun, safe and in line with the YMCA's core values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
- *Year-end Report:* Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused*: Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety*: Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness*: Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus*: Ensures that YMCA programs and services are superior.
- *Sense of Community*: Demonstrates an awareness and understanding of community and responds to identified needs.
- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Section Head

Positions Available: 3

Reports to: Counselling Manager

Supports: Counselling staff

Required Certifications:

- NLS
- Standard First Aid /Basic Rescuer CPR

Recommended Certifications/qualifications:

- Supervisory experience
- Instructor qualifications
- Wilderness first aid
- G Drivers license

Salary: \$400/wk

Contract Length: Mid-June – August 27th (Option to extend to Sept 5, spring applicants highly preferred)

Responsibilities:

- *Counselling staff supervision*: Training, supervision, cabin placements, evaluation and management of counsellors in a manner that promotes the YMCA of Simcoe/Muskoka’s Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
- *Administration*: Approve and distribute cabin lists.

- *Parent Communication*: Ensure consistent and reliable parent communication occurs regarding incidents that campers were a part of. Ensure that first-time parent phone calls from Section Heads are happening in a timely manner.
- *Counsellor wellness*: Monitor health and well-being of counsellors. Work with other Non-Counselling Staff Members to maintain counsellor morale.
- *Integration*: Actively assist the Integration Coordinator with integrating participants into camp program.
- *Camper Wellness*: Monitor, treat and follow-up with wellness issues in your section in liaison with Administrative Staff.
- *Section Programming*: Provide leadership and support to Evening Section Programs.
- *All-Camp Programming*: As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities*: Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused*: Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety*: Acknowledges and understands how to manage and educate others of risk and harm reduction.
Inclusiveness: Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus*: Ensures that YMCA programs and services are superior.
- *Sense of Community*: Demonstrates an awareness and understanding of community and responds to identified needs.
- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Integration Coordinator

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Positions Available: 1

Reports to: Counselling Manager

Supports: Integration Counsellors

Required Certifications:

- NLS
- Standard First Aid/ Basic Rescuer CPR

Salary: \$400/wk

Recommended Certifications:

- Experience working with children with special needs
- G Drivers license

Contract Length: Mid-June – August 27th (option to extend to Sept 5, spring applicants highly preferred)

Responsibilities:

- *Staff Supervision and Support:* Coordinate and facilitate in external and internal training opportunities. Assign an appropriate counsellor to directly support each integration camper and provide and/or arrange for relief, coverage and support to the Integration counsellors. Support other counsellors when needed (section heads on day off etc.).
- *Section head team support* – as a member of the section head team, provide support to all section head related duties (see section head job description).
- *Administration:* Review camper profiles prior to participant arrival, give input to Section Heads regarding support counsellor performance.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Sense of Community:* Demonstrates an awareness and understanding of community and responds to identified needs.

- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

LEADERSHIP TEAM

Leadership Manager

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Positions Available: 1

Reports to: Camp Management

Supports: Leadership Facilitators

Required Qualifications/ Certifications:

- National Lifeguard
- Standard First Aid/CPR-C
- Advanced Wilderness First Aid
- ORCKA Tripping Level 2
- G Driver's License

Recommended Qualifications/ Certifications:

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

Salary: \$510-560/wk

Contract Length: Mid-June – September 5th (spring applicants highly preferred)

Responsibilities:

- *Supervision*: Provide ongoing supervision, daily feedback, check-ins, and consistent support to the leadership facilitators. Inform the Director of any situations in the leadership department that warrant discipline. Provide mid and end of season performance reviews for the leadership facilitators. Supervise the administration of the leadership program participant evaluation system and file completed reports in participant files.

- *Parent Communication:* Ensure consistent and reliable parent communication occurs regarding incidents that campers were a part of. Ensure that first-time parent phone calls from Section Heads are happening in a timely manner.
- *Internal and External Communication:* Work with the leadership facilitators to initiate and nurture positive relationships with external organizations that will contribute to the various components of the Leadership program (LSS, ORCKA examiners, Red Cross, bussing companies, GBINP, equipment rental-outfitters and all other organizations which are involved in the program), act as the liaison to all other Camp Departments.
- *Administration:* Participate in the budget and purchasing process, complete all incident, invoice, emergency and/or injury reports when necessary.
- *Program Development:* With Leadership Team, develop curriculum in conjunction with leadership facilitators to meet goals established by the YMCA of Simcoe/Muskoka's Youth Leadership Program while promoting the Core Values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
- *Leadership Tripping:* Responsible for planning, packing and leading both extended leadership trips.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Sense of Community:* Demonstrates an awareness and understanding of community and responds to identified needs.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

L1 Facilitators

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

Positions Available: 3-4

Reports to: Leadership Manager

Supports: Leadership Participants (age 14-15)

Required Certifications/ Qualifications:

- National Lifeguard
- Standard First Aid/CPR-C
- Wilderness First Aid (Camp will provide)
- ORCKA Tripping 2 (Camp will provide)

Recommended Certifications/ Qualifications:

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

Salary: \$350/wk

Contract Length: Mid-June – August 27th (spring applicants preferred, option to extend to September 5th)

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 areas about the leadership program, the participants needs and assistance required from other non-counselling staff.
- *External Communication:* Responsible for communicating with leadership participant prior to arrival at camp (re: participant questions, packing lists, medical form/needs, pledge, parent concerns and as a means to introduce yourself and other leadership staff), initiating and nurturing positive relationships with external organizations that will contribute to the various components of the Leadership program: LSS, ORCKA examiners, Red Cross, bussing companies, GBINP, equipment rental-outfitters and all other organizations which are involved in the program.
- *Coordination of Program:* Responsible for scheduling program components in a “month-format” (eg. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
- *Skill Development:* Will support the Area Heads in delivery of morning skills and track the progress and provide support to the L1s to ensure successful completion of their skill.
- *Participant Supervision:* Responsible for the physical and emotional wellbeing of all participants, provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month, educate all participants regarding camp and leadership program policies and procedures, follow up all wellness/behavioural/disciplinary issues.
- *Leadership Outtripping:* Aid Leadership Manager and head tripper in planning, packing and leading extended Leadership Outtrips.

- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to All Camps, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will assist the Leadership Manager to complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

L2 Facilitators

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Positions Available: 3-4

Reports to: Leadership Manager

Supports: Leadership Participants (age 15-16)

Required Certifications/ Qualifications:

- National Lifeguard
- Standard First Aid/CPR-C
- Wilderness First Aid (Camp will provide)
- ORCKA Tripping 2 (Camp will provide)

Recommended Certifications/ Qualifications:

- LSS Bronze Cross and/or Standard First Aid Examiner status

- Instructional certification (sailing, canoeing or lifesaving)
- ORCKA tripping 3, ORCKA tripping instructors

Salary: \$375/ wk

Contract Length: Mid-June – August 27th (spring applicants preferred, option to extend to September 5th)

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 areas about the leadership program, the participants needs and assistance required from other non-counselling staff.
- *External Communication:* Responsible for communicating with leadership participant prior to arrival at camp (re: participant questions, packing lists, medical form/needs, pledge, parent concerns and as a means to introduce yourself and other leadership staff), initiating and nurturing positive relationships with external organizations that will contribute to the various components of the Leadership program: LSS, ORCKA examiners, Red Cross, bussing companies, GBINP, equipment rental-outfitters and all other organizations which are involved in the program.
- *Coordination of Program:* responsible for scheduling program components in a “month-format” (e.g. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
- *Participant Supervision:* responsible for the physical and emotional wellbeing of all participants, provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month, educate all participants regarding camp and leadership program policies and procedures, follow up all wellness/ behavioural/disciplinary issues.
- *Cabin/Skill Placement:* Will track the development of L2s and support them as needed to ensure positive contributions are being made within Cabin and Skill placements.
- *Leadership Outtripping:* Aid Leadership Manager and head tripper in planning, packing and leading extended Leadership Outtrips.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be responsible for developing and delivering All-Camp Programs throughout the summer (these include, but may not be limited to Camp-Wides, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will assist the Leadership Manager to complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.

- *Inclusiveness*: Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus*: Ensures that YMCA programs and services are superior.
- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

FOOD SERVICES TEAM

Food Services Manager (six month contract highly preferred)

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Positions Available: 1

Reports to: Camp Management

Supports: Kitchen Team

Salary: \$560-580/week

Required Certifications:

- Food Handling Safety Certification (camp will provide)
- Standard First Aid/CPR-C

Contract Length: Mid-May to September 5th, with option to extend to early October (highly preferred)

Responsibilities:

- *Supervision*: Responsible for the development of staff schedules, and the implementation of staff training, staff supervision, staff evaluations, and staff support.
- *Food Preparation*: Responsible for menu planning, leading the daily preparation of food, supervising and assisting with post-service clean up, and ensuring completion of clean-up and daily sanitation procedures.
- *Health and Safety*: Responsible for establishing and enforcing kitchen staff uniform policy. Responsible for establishing and enforcing guidelines for use of the kitchen in adherence to Simcoe Muskoka District Health Unit, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.
- *Administration*: Responsible for food ordering, food storage, and all administrative tasks associated with the Food Service department (including budget tracking, incident reports and appropriate record keeping).

- *Risk Management:* Will work with Head Cook and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with Food Preparation and Storage.
- *Year-end Report* – Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- Coordinate/support camp volunteers in required tasks
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Head Cook:

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Positions Available: 1

Reports to: Food Services Manager

Salary: \$510-560/wk

Required Certifications:

- Standard First Aid/CPR-C
- Food Handling Safety Certification

Contract Length: Mid-May to September 5th

Responsibilities:

- *Supervision:* Responsible for assisting Food Services Manager in the development of staff schedules, and the implementation of staff training, staff supervision, staff evaluations, and staff support.

- *Food Preparation:* Responsible for assisting Food Services Manager in menu planning and the daily preparation of food and taking on responsibility of delivery of food in the absence of Food Services Manager.
- *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards as established by Camp Management, the Simcoe Muskoka District Health Unit, Ontario Camps Association and the YMCA of Simcoe/Muskoka.
- *Cleaning and Maintenance:* Responsible for taking lead role in post service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.
- *Dietary Needs:* Responsible for planning and preparing nutritious and high-quality meals for participants and staff with dietary restrictions.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that YMCA programs and services are superior.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Senior Prep-Cook:

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Positions Available: 1

Reports to: Food Services Manager

Required Certifications:

- Standard First Aid/CPR-C
- Food Handling Safety Certification (camp will provide)

Recommended Qualifications:

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

Salary: \$350/wk

Contract Length: June 27th - August 27th (Option to extend to Sept 5th)

Responsibilities:

- *Food Preparation:* Assists the Food Services Manager in the preparation and service of all meals, snacks, and out trip supplies.
- *Kitchen In-Charge:* Responsible for supporting the Food Services Manager and Head Cook by overseeing the kitchen operations as needed. This includes short-term coordination and oversight of meal preparation, staff supervision, staff support and kitchen cleaning.
- *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards and food service guidelines as established by Camp Management, Simcoe Muskoka District Health Unit, Ontario Camping Association and YMCA Ontario Camping.
- *Cleaning and Maintenance:* Responsible for post service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
Integrity: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Prep-Cook/Dishwasher:

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Positions Available: 4

Reports to: Food Services Manager

Salary: \$260/wk

Required Certifications:

- Standard First Aid/CPR-C
- Food Handling Safety Certification

Contract Length: June 27th - August 27th (option to extend to Sept 5th)

Responsibilities:

- *Food Preparation:* Assists the Food Services Manager in the preparation and service of all meals, snacks, and out trip supplies.
- *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards as established by Camp Management, Simcoe Muskoka District Health Unit, Ontario Camping Association and YMCA Ontario Camping and the YMCA of Simcoe/Muskoka.
- *Cleaning and Maintenance:* Responsible for post service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Initiative:* Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

COORDINATOR TEAM

Wellness Coordinator

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Positions Available: 1

Reports to: Counselling Manager

Salary: \$350/wk

Contract Length: Mid-June – Sept 5th (Spring contract highly preferred)

Required Qualifications/ Certifications:

- Standard First Aid/CPR-C
- Exceptional organizational and customer service skills

Recommended Qualifications/ Certifications:

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

Responsibilities:

- *Wellness*: organizing camper medication and files on the first day of each session, supporting camp medical staff throughout the session, attending to ill/injured campers, and being the point of contact for parents of campers needing wellness attention.
- *Communication*: Communicate camper wellness issues to guardians. Be able to communicate in a professional, consistent, and reliable manner.
- *Supplies & Inventory*: Responsible for maintaining inventory, organization, orders for wellness supplies.
- *Counsellor wellness*: Monitor health and well-being of counsellors. Work with other Non-Counselling Staff Members to maintain counsellor morale. Plan the senior staff socials with the other coordinators.
- *Programming*: As a member of the camp staff team assist in all areas of camp as needed and actively participate in assisting programs and organization and delivery of staff socials.
- *Year-end Report*: Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities*: Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Quality Focus*: Ensures that customer service is of high quality and that a strong level of professionalism is maintained.
- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Integrity*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.

Honey Harbour Day Camp Coordinator

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

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

Supports: Day camp counsellors

Salary: \$510-560/wk

Contract Length: June 27th - August 27th (spring contract preferred)

Required Qualifications/ Certifications:

- Standard First Aid/CPR-C
- National Lifeguard

- Pleasure Craft Operators Card

Recommended Qualifications/ Certifications:

- Prior Supervisory Experience in a camp setting

Responsibilities:

- *Scheduling & Programming:* Responsible for creating daily/summer schedules and facilitating programs, monitoring program quality on an ongoing basis.
- *Supervision and Support:* Supports the day camp counsellors to ensure that all program areas at camp are fun, safe and in line with the objectives set out by the YMCA of Simcoe/Muskoka and the Honey Harbour Day Camp.
- *Inventory:* Manages inventory of day camp program, conducting an inventory for the end of the season.
- *Parent communication:* Ensure excellent communication between staff and parents, addressing parent concerns in a professional and timely manner.
- *Camp communication:* Maintains open communication between the Director of Honey Harbour Day Camp and YMCA Camp Kitchikewana Management.
- *Counsellor wellness:* Monitor health and well-being of counsellors. Work with other Non-Counselling Staff Members to maintain counsellor morale. Plan the senior staff socials with the other coordinators.
- *Staff feedback:* Provide ongoing feedback for day camp counsellors and conduct formal evaluations at the end of each staff session.
- *Year-end report:* Develop an end of season report.
- *Purchasing:* Responsible for ordering and purchasing program supplies and food
- *Additional responsibilities:* Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Child and Youth Focused:* Commits to assisting growth and development among children and youth.
- *Concern for Health and Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- *Integrity:* Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Quality Focus:* Ensures that programs and services are superior.
- *Sense of Community:* Demonstrates an awareness and understanding of community and responds to identified needs.
- *Teamwork:* Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

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

Office Coordinator

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Positions Available: 1

Reports to: Camp Management

Contract Length: Mid-June – August 27th (spring contract highly preferred)

Required Qualifications/ Certifications:

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

Recommended Qualifications/ Certifications:

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

Responsibilities:

- *Communication:* Manage incoming and outgoing information (mail, telephone, email) to ensure effective communication between the camp and camper families.
- *Social Media:* Under direction and support of camp management, will assemble, organize and post regular updates and photos to social media accounts, and communicate with parents via email. This will include taking/gathering of photos.
- *Supplies & Inventory:* Responsible for maintaining inventory, organization, orders and mail-outs for – camp clothing, lost & found, office supplies, camper/staff files, bunk notes, camper mail.
- *Camp Information:* Distribute camper, dietary, medical, bus lists to all required departments and ensure that accuracy and organization of these lists is maintained.
- *Hiring Packages:* Will assist the Director with ensuring that new-hire payroll packages and all staff, volunteer and human resources paperwork is complete and organized. Assist with staff expense reimbursements.
- *Changeovers:* manage the office during camp changeovers, cabin placement concerns, office communication etc.
- *Volunteers:* assist with the scheduling and coordination of volunteers.
- *Standards Compliance:* With direction and support of camp management ensure all camp compliance standards/guidelines inspections, checklists and paperwork are maintained (camping standards and best practices, health, fire, ESA inspections, Ministry of Labour files, and kitchen and sites checklists.

- *Programming*: As a member of the camp staff team assist in all areas of camp as needed and actively participate in assisting programs and organization and delivery of staff socials.
- *Year-end Report*: Will complete a year-end report outlining the summer and suggestions for upcoming summers.
- *Additional responsibilities*: Additional duties may be added and roles altered to support operations and measures to prevent the spread of Covid-19.

Competencies:

- *Communication*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- *Quality Focus*: Ensures that customer service is of high quality and that a strong level of professionalism is maintained.
- *Teamwork*: Actively build teams and encourage open relationships for maximum organizational effectiveness.
- *Integrity*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *Initiative*: Seek and find solutions to problems without waiting for direction; identifies new ideas that will assist in achieving mission and strategic goals.