

YMCA Camp Kitchikewana Hiring Guide  
Spring, Summer, Fall 2022



January 2022.

Dear applicants,

We are thrilled to share the Hiring Guide for the 2022 season with all of you. As we enter a New Year, we 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 2022 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 **we are optimistic that we will return to a traditional summer camp Summer 2022**. While we don't know exactly what procedures will be in place, masking and vaccinations will most likely still be present to prevent the spread of COVID-19. Camp might look a bit different, but the staff team of 2022 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 13th<sup>th</sup> 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.

Hilary Neeb

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## How to Apply

\*NEW APPLICATION FORMAT as of 2020\*

**Step 1:** Please go to <https://ymcaofsimcoemusoka.ca/careers/job-postings/> and complete the prompts to create an account and apply for a 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 **Sunday January 23rd, 2022**.

## General Information

- You must be 17 years of age by December 31<sup>st</sup>, 2022 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 27<sup>th</sup>, 2022. If you turn 18 years old while at camp, you must obtain a check on your next day off following your 18<sup>th</sup> 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:

Virtual Senior Staff Training: TBD (late May)

Virtual Counselor Staff Training: TBD (late May)

Weekend Staff Training: TBD (Mid June) (1<sup>st</sup> Year Staff)

Spring Staff Training: TBD (Early May)

Senior Staff Training: TBD (Late June)

Summer Staff Training: June 27<sup>th</sup> - July 3<sup>rd</sup>

- Staff must be able to attend the entirety of training week in order to be considered eligible for employment

### Summer Program Dates

Session 1: July 3<sup>rd</sup> - July 15<sup>th</sup>

Session 2: July 17<sup>th</sup> - July 29<sup>th</sup>

Session 3: July 31<sup>st</sup> - August 12<sup>th</sup>

Session 4: August 14<sup>th</sup> - August 26<sup>th</sup>

Family Camp: August 28<sup>th</sup> - September 4<sup>th</sup>

New for 2022: 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 approximately 4:00 p.m. on the Friday until 4:00 p.m. on the Saturday. All staff will be required to return to site on Saturday at 4:00 p.m. Staff will have some on-site time off between then and when the campers arrive the following day. 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	2022 Weekly Wage	Number of Positions	Number of Weeks
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<b>SUMMER CAMP</b>			
<b>Counselling Team</b>			
Counsellor	\$460	21	8
Resource counsellor	\$490	9	8
Inclusion Counsellor	\$490	5	8
Inclusion relief counsellor	\$480	5	8
Rover	\$480	3	8
<b>Sites Team</b>			
Sites Services Manager	\$720	1	8
Water Plant Coordinator	\$600	1	8
Sites Staff	\$520	2	8
Cleaning Staff	\$480	4	8
<b>Tripping Team</b>			
Tripping Area Head	\$830	1	8
Tripper	\$825	3	8
<b>Kitchen Team</b>			
Food Services Manager	\$1012-1144/week or \$23-26/hr	1	8
Head Cook	\$770-836/week or \$17.50-19/hr	1	8
Senior Prep Cook	\$640	1	8
Prep Cook/Dishwasher	\$520	5	8
<b>Program Team</b>			
Program Manager	\$720	1	8
Aquatics Area Head	\$530	1	8
Land Area Head	\$520	1	8
Sailing Area Head	\$520	1	8
Boating Area Head	\$520	1	8
Waterfront Coordinator	\$530	0	8
Rover Coordinator	\$520	1	8
<b>Section Head Team</b>			
Counselling Manager	\$720	1	8
Section Head	\$540	3	8
Inclusion Coordinator	\$540	1	8
Wellness Coordinator	\$540	1	8
Office Coordinator	\$540	1	8
Honey Harbour Day	\$600	1	8

Camp Coordinator			
<b>Leadership Team</b>			
Leadership Manager	\$720	1	8
L1 Facilitator	\$520	3	8
L2 Facilitator	\$520	3	8
<b>FALL STAFF</b>			
Fall Outdoor Centre Staff	\$600		4
<b>SPRING STAFF</b>			
Spring Outdoor Centre Staff	\$600	12	3
Sites Services Manager	\$720	1	3
Water Plant Coordinator	\$600	1	3
Food Services Manager	\$1012-1144/week or \$23-26/hr	1	3
Head Cook	\$770-836/week or \$17.50-19/hr	1	3
Managers	\$720	5	1

## 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

- Out-tripping Experience
- Customer Service Experience

**Salary:** \$600/wk

**Contract Length:** Early-May – June 25<sup>th</sup>, 2022

**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 summer program (responsibilities will be specific to summer job descriptions). Will be responsible for participating in trainings in preparation for the summer depending on summer job position.
- *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 participants 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 encourages 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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contacted to participate in the recruitment or selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

**Reports to:** Camp Management

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

**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
- Customer Service Experience

**Salary:** \$600/wk

**Contract Length:** September 1 – early October, 2022

**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 fall 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 participants 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 encourages 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.

## COUNSELLING TEAM POSITIONS

### **Counsellor/Rover:**

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**Positions Available:** 21

**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
- ORCKA Instructors 1 and Canadian Style Paddling
- Flatwater Kayaking Instructor/ Camp Kayaking Instructor

**Salary:** \$460/wk

**Contract Length:** June 27<sup>th</sup> - August 27<sup>th</sup> (may be extended to September 5<sup>th</sup>)

**Job structure:** Counsellors/Rovers will be placed with a cabin 3-4 sessions of the summer. For the other sessions, they will work as Rovers, providing additional support to camp operations. This could include being a substitute counsellor for cabins that need more support, supporting the sites and/or kitchen team, 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 and 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. Actively lifeguard when scheduled to do so.
- *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 debriefing of your cabin's out trip. Organize and facilitate creative programming for campers during down time on out trip.
- *Integration*: participate in the integration of inclusion 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 participants 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**

**Positions Available:** 1 position for each of the following areas: boating, swimming, arts and crafts, drama, guitar, Island Explorers, mountain biking. 2 positions available for the area of sailing.

**Reports to:** Section Head Team and Area Heads

**Supports:** Campers

**Salary:** \$490/wk

**Contract Length:** June 27<sup>th</sup> - August 27<sup>th</sup> (may be extended to September 5<sup>th</sup>)

### **Required Certifications:**

- National Lifeguard
- Standard First Aid/CPR-C
- For Sailing: CANSail 1-2 Instructors (must first get the following prerequisites: CANSail Fundamentals, CANSail Boat Safety).
- For Swimming: Aquatic Instructors
- For Boating: Flatwater kayaking instructors

### **Recommended Certifications:**

- For Sailing: CANSail 3-4 Instructors
- For boating: ORCKA Instructors 1 and Canadian Style Paddling
- ORCKA Tripping 1
- Wilderness First Aid

**Job Structure:** Resource counsellors assist the Area Heads in the facilitation of afternoon skills while maintaining regular cabin counsellor duties. Sailing Resource Counsellors will assist the Sailing Area Head with Sailing camp during Kitchikewana clubs. Resource Counsellors must have or obtain additional certifications required for the position.

### **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. Actively lifeguard when scheduled to do so.
- *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. Organize and facilitate creative programming for campers during down time on out trip.
- *Integration:* participate in the integration of inclusion 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 participants 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.

### **Inclusion Counsellors**

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**Positions Available:** 3-5

**Reports to:** Inclusion Coordinator

**Supports:** Campers or volunteers attending Camp Kitchikewana through our Inclusion Program

**Required Qualifications/Certifications:**

- National Lifeguard
- Standard First Aid/CPR-C

**Recommended Qualifications:**

- Experience working with people with special needs

**Salary:** \$490/wk

**Contract Length:** June 27<sup>th</sup> - August 27<sup>th</sup> (may be extended to September 5<sup>th</sup>)

**Responsibilities:**

- *Integration:* Directly support all participants in our integration program and ensures the successful integration of these participants into the camp environment.
- *Administration:* Ensure camper journals are filled out correctly and are up to date. Communicate with parents when needed.
- *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:* Actively lifeguard when scheduled to do so.
- *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. Organize and facilitate creative programming for campers during down time on 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 participants 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.

### **Inclusion Relief Counsellor**

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**Positions Available:** 3-5

**Reports to:** Inclusion Coordinator

**Supports:** Campers, including campers attending through the Inclusion Program

**Required Qualifications/Certifications:**

- National Lifeguard
- Standard First Aid/CPR-C

**Recommended Qualifications:**

- Experience working with people with special needs

**Salary:** \$480/wk

**Contract Length:** June 27<sup>th</sup> - August 27<sup>th</sup> (may be extended to September 5<sup>th</sup>)

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

**Responsibilities:**

- *Integration*: Support Inclusion counsellors during day to day routine of camp.
- *Coverage*: Provide consistent coverage for inclusion 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. Organize and facilitate creative programming for campers during down time on 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 participants 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

### **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.

### **Recommended Qualifications:**

- National Lifeguard
- Experience working in jobs with similar responsibilities

**Salary:** \$720/wk

**Contract Length:** Early May to September 5<sup>th</sup>, with option to extend to early October (highly preferred)

**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. Coordinate and support camp volunteers in required tasks.
- *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.

**Water Plant Coordinator**

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**Positions Available: 1**

**Reports to:** Sites Services Manager

**Supports:** Sites services team

**Salary:** \$600/wk

**Contract Length:** Early May to September 5<sup>th</sup>, with option to extend to early October (highly preferred).

**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.

**Recommended Qualifications:**

- National Lifeguard

**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.
- *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 Services Staff**

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**Positions Available: 2**

**Reports to:** Sites Services Manager

**Required Qualifications/ Certifications:**

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

**Recommended Qualifications:**

- National Lifeguard
- WCWC Water Treatment Certification

**Salary:** \$520/week

**Contract Length:** Mid-May – August 27<sup>th</sup> (option to extend to September 5<sup>th</sup>)

**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**

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**Positions Available:** 4

**Reports to:** Sites Services Manager

**Required Qualifications/ Certifications:**

- Standard First Aid/CPR-C

**Recommended Qualifications:**

- National Lifeguard

**Salary:** \$480/week

**Contract Length:** June 27<sup>st</sup> – August 27<sup>th</sup> (may extend to September 5<sup>th</sup>)

**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**

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### **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:** \$830/wk

**Contract Length:** Mid-June – August 27<sup>th</sup> (may extend to September 5<sup>th</sup>)

**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 the one week staff training period.
- *Emergency Procedures:* Ensure that each camper and staff member has knowledge of emergency procedures as they pertain to out-trip before they go on trip. Participate in the preparation and practicing of evacuation routes alongside the rest of the tripping team, the sites team, and camp management.
- *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 out-tripping curriculum, develop well-balanced, practical menus, facilitate the packing of each out-trip, 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. Order trip food through the kitchen while operating within a budget.
- *Leadership Tripping:* Assist the leadership department in all planning components of the extended out-trip (this includes the coordination of participant out-tripping 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 out-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-Wide Events, 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:** \$825/wk

**Contract Length:** Mid-June – August 27<sup>th</sup> (may extend to September 5<sup>th</sup>)

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

#### **Responsibilities:**

- *Leadership on out-trip*: responsible for leading weekly out-trips as scheduled by the Head Tripper, this may include facilitation of an entire trip, leading campers and staff through designated routes, coordinate the out-trip curriculum.
- *Administrative Tasks*: Responsible for maintaining out-trip 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 out-trip expectations, risk management and out-tripping curriculum during the one-week training period.
- *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-Wide Events, 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 participants 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 Driver's License
- Prior Camp Supervisory Experience

**Recommended Qualifications/Certifications:**

- Swimming Instructor Qualifications
- ORCKA Certifications
- CANSail Certifications
- Lifesaving Instructor/Examiner

**Salary:** \$720/wk

**Contract Length:** Mid-June – September 5<sup>th</sup> (spring applicants highly preferred)

**Responsibilities:**

- *Scheduling & Programming:* Responsible for creating schedules for guarding, placing counsellors into skills, scheduling 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, 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 that 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 participants 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 participants 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**

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**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 Driver’s license
- National Lifeguard

**Salary:** \$520/wk

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

**Responsibilities:**

- *Skill Instruction:* Ensure the highest quality of arts and crafts, drama, naturalist, biking and guitar instruction. Support and oversee the resource counsellors that run these skills.
- *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 all land skills. 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**

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**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 Driver's license

**Salary:** \$530/wk

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

**Note:** This position is most often combined with another position such as Aquatics Area Head, Sailing Area Head, etc.

**Responsibilities:**

- *Emergency Procedures (EP):* Coordinate all waterfront search patterns, all waterfront EP training, practice waterfront EPs regularly, maintain an inventory of 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-Wide Events, 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**

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#### **Positions Available: 1**

**Reports to:** Program Manager

**Supports:** Aquatics Resource Counsellor and Aquatics instructors

#### **Required Certifications/Qualifications:**

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

#### **Recommended Certifications/Qualifications:**

- Standard First Aid Examiners

**Salary:** \$530/wk

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

#### **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-Wide Events, 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:**

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

### **Recommended Certifications/Qualifications:**

- Knowledge of maintenance procedures for canoes and kayaks

**Salary:** \$520/wk

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

**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 the Head Guard at Wanakita Beach 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-Wide Events, 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**

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### **Positions Available: 1**

**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. CANSail Boat Safety and CANSail Fundamentals are prerequisites to the CANSail Instructors course.

**Salary:** \$520/wk

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

### **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 when required, complete all CANSail 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 in the Sailing Area 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-Wide Events, 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, Inclusion Coordinator

#### **Required Qualifications/ Certifications:**

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

#### **Recommended Qualifications/ Certifications:**

- Prior Supervisory Experience

**Salary:** \$720/week

**Contract Length:** Mid-June – September 5<sup>th</sup> (spring applicants highly preferred)

#### **Responsibilities:**

- *Section Head Supervision*: Training, supervision, evaluation and management of Section Heads & Inclusion 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.
- *Inclusion*: Actively assist the Inclusion Section Head with including participants in camp programs.
- *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 alongside the Rover Coordinator.
- *Scheduling & Programming*: Responsible for creating the day-off schedule for Section Heads and the Counselling Team.
- *Supervision and Support*: Supports the Counselling Team, to ensure that camp is a 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 participants 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:**

- National Lifeguard
- Standard First Aid /Basic Rescuer CPR

**Recommended Certifications/qualifications:**

- Supervisory experience
- Instructor qualifications
- Wilderness first aid
- G Driver's license

**Salary:** \$540/wk

**Contract Length:** Mid-June – August 27<sup>th</sup> (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.
- *Inclusion:* Actively assist the Inclusion Coordinator with including participants in camp programs.
- *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-Wide events, Evening Programs, Closing Banquet, Campfires).
- *Year-end Report* – Will assist the Counselling Manager in completing 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 participants 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.

### **Inclusion Coordinator**

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**Positions Available: 1**

**Reports to:** Counselling Manager

**Supports:** Inclusion Counsellors and Inclusion Relief Counsellors

**Required Certifications:**

- National Lifeguard
- Standard First Aid/ Basic Rescuer CPR

**Recommended Certifications:**

- Experience working with children with special needs
- G Driver's license

**Salary:** \$540/wk

**Contract Length:** Mid-June – August 27<sup>th</sup> (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 camper attending through the inclusion program and provide and/or arrange for relief, coverage and support to the Inclusion 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-Wide Events, 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 participants 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
- Wilderness First Aid
- ORCKA Tripping Level 2
- G Driver's License

**Recommended Qualifications/ Certifications:**

- Advanced Wilderness First Aid
- Standard First Aid/BCLS Instructor
- ORCKA Tripping Level 3
- Instructional certifications (Sailing, Boating, Swimming, etc.)

**Salary:** \$720/wk

**Contract Length:** Mid-June – September 5<sup>th</sup> (spring applicants highly preferred)

**Responsibilities:**

- *Supervision:* Provide ongoing supervision, daily feedback, check-ins, and consistent support to the leadership facilitators. Inform the Directors 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 leadership facilitators 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-Wide Events, 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.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all participants regardless of ability.
- *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**

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## **Positions Available: 3-4**

**Reports to:** Leadership Manager

**Supports:** Leadership 1 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 certifications (sailing, canoeing or lifesaving)
- ORCKA tripping 3, ORCKA tripping instructors

**Salary:** \$520/wk

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

## **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 participant’s 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 Out-tripping*: Aid Leadership Manager and head tripper in planning, packing and leading extended Leadership Out-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 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 participants 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 2 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:** \$520/ wk

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

### **Responsibilities:**

- *General*: Implement daily schedule, complete detailed lesson plans for all sessions well in advance, 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 Out-tripping*: Aid Leadership Manager and head tripper in planning, packing and leading extended Leadership Out-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-Wide Events, 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 participants 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

**Required Certifications:**

- Food Handling Safety Certification (camp can provide)
- Standard First Aid/CPR-C
- WHMIS (camp can provide)
- Red Seal Certification (preferred)
- Experience working in a kitchen
- Understanding/knowledge of alternative diets and allergies, i.e. gluten free, vegan, dairy free

**Salary:** \$1012-1144/week or \$23-26/hr. Individual accommodation provided

**Contract Length:** Mid-May to September 5<sup>th</sup>, 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

**Supports:** Kitchen Team

### **Required Certifications:**

- Food Handling Safety Certification (camp can provide)
- Standard First Aid/CPR-C
- WHMIS (camp can provide)
- Experience working in a kitchen
- Experience cooking in large volume

### **Recommended Qualifications:**

- Understanding/knowledge of alternative diets and allergies, i.e. gluten free, vegan, dairy free

**Salary:** \$770-836/week or \$17.50-19/h. Shared accommodation provided

**Contract Length:** Mid-May to September 5<sup>th</sup>

### **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 leadership, preparation and 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

**Supports:** Prep Cooks / Dishwashers

**Required Certifications:**

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

**Recommended Qualifications:**

- Culinary/kitchen experience

**Salary:** \$640/wk. Shared accommodation provided

**Contract Length:** June 27<sup>th</sup> - August 27<sup>th</sup> (Option to extend to Sept 5<sup>th</sup>)

**Responsibilities:**

- *Food Preparation:* Assists the Food Services Manager and Head Cook 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

### **Required Certifications:**

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

**Salary:** \$520/wk. Shared accommodations provided

**Contract Length:** June 27<sup>th</sup> - August 27<sup>th</sup> (option to extend to Sept 5<sup>th</sup>)

### **Responsibilities:**

- *Food Preparation*: Assists the Food Services Manager and Head Cook 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 station spots, 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:** Camp Management

**Supports:** Campers, Camp Nurse and Staff

**Required Qualifications/ Certifications:**

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

**Recommended Qualifications/ Certifications:**

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

**Salary:** \$540/wk

**Contract Length:** Mid-June – Sept 5<sup>th</sup> (Spring contract highly preferred)

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

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

**Supports:** Day camp counsellors

### **Required Qualifications/ Certifications:**

- Standard First Aid/CPR-C
- National Lifeguard
- Pleasure Craft Operators Card
- Lifesaving Instructors

### **Recommended Qualifications/ Certifications:**

- Prior Supervisory Experience in a camp setting

**Salary:** \$600/wk

**Contract Length:** June 27<sup>th</sup> - August 27<sup>th</sup> (spring contract preferred)

**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
- *Daily Transportation:* Responsible for the daily transportation of yourself and day-camp counsellors to and from day camp by boat every day.
- *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 participants 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

#### **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

**Salary:** \$540/week

**Contract Length:** Mid-June – August 27<sup>th</sup> (spring contract highly preferred)

#### **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, deal with 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.

## ROVER TEAM

### **Rover Coordinator**

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**Positions Available:** 1

**Reports to:** Camp Management

**Supports:** Staff

### **Required Qualifications/ Certifications:**

- Standard First Aid/CPR-C
- National Lifeguard

### **Recommended Qualifications/ Certifications:**

- G Driver's license
- Instructional Certifications (Swimming, Sailing, Boating, etc.)
- Food Safety

**Salary:** \$520/wk

**Contract Length:** Mid-June – Sept 5<sup>th</sup> (Spring contract highly preferred)

**Responsibilities:**

- *Section Head Support:* Support section head team when a section head goes on day off. Take over for cabin rounds and support counsellors.
- *Program Team Support:* Support programming team in various areas such as skill instruction, evening program, Kitchikewana Klubs, cabin choice, all-camps, etc.
- *Kitchen Support:* May be required to step in and help the kitchen staff with meal preparation or clean up.
- *Sites Team Support:* May be required to step in and help the sites staff with daily cleaning and maintenance procedures.
- *Rover coordination:* Coordinate the rover team daily schedule as well as the rover team day off schedule. Provide consistent feedback to the rover team as well as mid-summer and end of summer formal evaluations.
- *Develop and monitor camp volunteer program:* Train and schedule volunteers and work with other supervisors in ensuring their effectiveness and support alongside the Counselling Manager.
- *Counsellor wellness:* 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.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all participants regardless of ability.
- *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.

**Rover**

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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:** 2-3

**Reports to:** Rover Coordinator

**Supports:** Staff

**Required Qualifications/ Certifications:**

- Standard First Aid/CPR-C
- National Lifeguard

**Recommended Qualifications/ Certifications:**

- G Driver's license
- Instructional Certifications (Swimming, Sailing, Boating, etc.)
- Food Safety

**Salary:** \$480/wk

**Contract Length:** June 27<sup>th</sup> – August 27<sup>th</sup> (Option to extend to Sept 5<sup>th</sup>)

**Responsibilities:**

- *Counsellor Support:* Support counselling team when a counsellor goes on day off or has a challenging cabin.
- *Program Team Support:* Support programming team in various areas such as skill instruction, evening program, Kitchikewana Klubs, cabin choice, all-camps, etc.
- *Kitchen Support:* May be required to step in and help the kitchen staff with meal preparation or clean up.
- *Sites Team Support:* May be required to step in and help the sites staff with daily cleaning and maintenance procedures.
- *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 assist Rover Coordinator in writing 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.
- *Inclusiveness:* Understands and commits to promoting equal opportunity and support for all participants regardless of ability.

- *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.