



# YMCA of Hamilton/Burlington/Brantford

## YMCA Day Camp Summer Employment Postings 2022

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### Organizational Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Responsibility, Honesty, Caring, Respect and Belonging, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire.



Charitable Registration #  
10808 3825 RR0001



## How to Apply

### Preparation

- ❖ Please read the 2022 Application Package, including job descriptions and all general information. There have been some important changes.
  - ◆ All Senior Staff must be available to commence employment on **May 30<sup>th</sup>, 2022** for training (Site Supervisors, Section Heads and Program Instructors)
  - ◆ All other positions commence employment on **June 20<sup>th</sup>, 2022** for pre-camp training (Waterfront Positions and Helping Hands Counsellor Positions will have 1-2 days of training prior to June 20<sup>th</sup>, dates TBD)
- ❖ Ensure you have and show proof of all necessary qualifications valid through summer 2022, or show proof of being enrolled in courses you still need to acquire (Standard First Aid and CPR-Level C for **all staff**, NLS for **Waterfront Positions**) Only staff with proof will be interviewed for positions.
- ❖ Please **DO NOT** get a Criminal Reference Check or Vulnerable Sector Screening prior to receiving an employment offer
- ❖ **Please note start and end dates of all positions you apply to.** Only those who can complete full contracts will be considered for full time positions. Any staff requiring significant time off will be considered for supply positions.

### The Application

- ❖ Please complete the online application: <https://ymcahbb.campbrainstaff.com>
- ❖ When you are done your application, **please upload your resume and copies of all required qualifications through the view/upload paperwork portal after submitting your application.** Only attach current and valid qualifications or proof of enrollment in courses to acquire valid certifications. If you have any questions or difficulties uploading your documents please email: [hbb.daycampjobs@ymcahbb.ca](mailto:hbb.daycampjobs@ymcahbb.ca)

## Important Contract Information and Dates

*\*Locations are subject to change based on rental agreement for operating year\**

Position Title	Location	Duration of Contract	Contract Start	Contract End
<b>Leadership Positions</b>				
Site Supervisor	Christie Conservation, Queen Victoria School, Tansley Woods	14 weeks	May 30 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Helping Hands Site Supervisor	Christie Conservation	14 weeks	May 30 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Site Supervisor	Allan A Greenleaf School	12 weeks	May 30 <sup>th</sup> , 2022	August 19 <sup>th</sup> , 2022*
Section Head	Christie Conservation	14 weeks	May 30 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Program Specialist	Christie Conservation, Queen Victoria School, Tansley Woods	14 weeks	May 30 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
<b>Support Positions</b>				
Waterfront Specialist	Christie Conservation	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Waterfront Lifeguard	Christie Conservation	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Program Instructors	Christie Conservation	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Site Support & Maintenance	Christie Conservation	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Office Administrator	Christie Conservation	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
<b>Counsellor Positions</b>				
General Counsellors	Christie Conservation	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Specialty Counsellors: Canoe, Kayak, Eco-Explorers, Fundamentals	Christie Conservation	10 weeks	Week of June 20 <sup>th</sup> , 2022	August 26 <sup>th</sup> , 2022
Stepping Stones Counsellors	Queen Victoria School, Tansley Woods	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Kidventure Counsellors, Sports Counsellors	Tansley Woods	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Kidventure and Sports Counsellors	Queen Victoria School	9 weeks	Week of June 20 <sup>th</sup> , 2022	August 19 <sup>th</sup> , 2022*
Stepping Stones, Kidventure and Sports Counsellors	Allan A Greenleaf School	9 weeks	Week of June 20 <sup>th</sup> , 2022	August 19 <sup>th</sup> , 2022*
Helping Hands Counsellors	All Locations	11 weeks	Week of June 20 <sup>th</sup> , 2022	September 2 <sup>nd</sup> , 2022
Junior Counsellors	All Locations	9-11 weeks (based on location)	Week of June 20 <sup>th</sup> , 2022	August 19 <sup>th</sup> – September 2 <sup>nd</sup> , 2022

**\*Note:** *If you wish to work until September 2<sup>nd</sup>, there is an option to extend your contract if your position is necessary. If your position is not necessary, another position may be offered up for your extension.*

## Job Descriptions & Criteria

Please have a look at the following postings and indicate the position(s) you would be interested in for the 2022 season on the camp brain application.

***\*Please note: Applicants for all positions must be 17 years of age before the summer season with the exception of Junior Counsellor Applicants (16 years of age).***

### Available Positions

#### Leadership Positions

##### Day Camp Site Supervisor (Indoor)

The Site Supervisor is responsible for the day-to-day operations of an indoor YMCA Day Camp. The Site Supervisor reports directly to the Manager and/or Coordinator of Day Camp and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- ❖ **Tansley Woods Community Center** (Burlington: 100-120 children, 16 staff)
- ❖ **Queen Victoria School** (Hamilton: 108-110 children, 12-14 staff)
- ❖ **Allan A Greenleaf** (Waterdown: 56-60 children, 6-8 staff)

#### Responsibilities:

- ◆ Co-ordinates programs and ensures safe, quality programs for participants and staff
- ◆ Provides staff supervision, including training and performance evaluations of camp counsellors
- ◆ Develops and implements comprehensive camp programs
- ◆ Assists with all aspects of the operation of camp (registration, parent liaison, promotion, set up and camp closing)
- ◆ Maintains strong relationships with others
- ◆ Provides maximum customer satisfaction and resolves parental concerns
- ◆ Provides leadership to all staff training and upholds YMCA Policies & Procedures
- ◆ Ensures that all staff on site adhere to the Policies & Procedures developed by the YMCA
- ◆ Leads daily staff meetings/must attend all staff training sessions
- ◆ Ensures all forms are distributed to campers
- ◆ Responsible for maintaining a petty cash, maintains accurate camp documents and records
- ◆ Ensures that there is sufficient supplies and equipment for the delivery of the program
- ◆ Provides direct supervision to Counsellors/Junior Counsellors and Program Specialists/Section Heads
- ◆ Ensures SRM/Manager/Coordinator are informed of any serious occurrences/complaints about camp
- ◆ Able to make immediate decisions to ensure safety and react accordingly to a crisis
- ◆ Maintains regular contact with staff, campers, parents, community agencies and volunteers involved in program
- ◆ Other duties as assigned

#### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ 2 year post-secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Day Camp Site Supervisor (Outdoor)

The Site Supervisor is responsible for the day-to-day operations of an outdoor YMCA Day Camp. The Site Supervisor reports directly to the Manager and/or Coordinator of Day Camp and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- ❖ **Camp Chippewa** (350 children, 6 senior staff, 40-50 counsellors)

### Responsibilities:

- ◆ Co-ordinates programs and ensures safe, quality programs for participants and staff
- ◆ Provides staff supervision, including training and performance evaluations of camp counsellors
- ◆ Develops and implements comprehensive camp programs
- ◆ Assists with all aspects of the operation of camp (registration, parent liaison, promotion, set up and camp closing)
- ◆ Maintains strong relationships with others
- ◆ Provides maximum customer satisfaction and resolves parental concerns
- ◆ Provides leadership to all staff training and upholds YMCA Policies & Procedures
- ◆ Ensures that all staff on site adhere to the Policies & Procedures developed by the YMCA
- ◆ Leads daily staff meetings/must attend all staff training sessions
- ◆ Ensures all forms are distributed to campers
- ◆ Responsible for maintaining a petty cash, maintains accurate camp documents and records
- ◆ Ensures that there is sufficient supplies and equipment for the delivery of the program
- ◆ Provides direct supervision to Counsellors/Junior Counsellors and Program Specialists/Section Heads
- ◆ Ensures SRM/Manager/Coordinator are informed of any serious occurrences/complaints about camp
- ◆ Able to make immediate decisions to ensure safety and react accordingly to a crisis
- ◆ Maintains regular contact with staff, campers, parents, community agencies and volunteers involved in program
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ 2 year post-secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting
- ◆ Specialty Site Supervisor must have previous experience in an outdoor setting delivering specialized programs
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Day Camp Section Head (Outdoor)

The Section Head is responsible for managing, creating and facilitating the delivery of safe age-appropriate and site-specific programming. The Section Head reports directly to the Site Supervisor and will provide direct leadership to a team of Counsellors, Junior Counsellors and Campers assigned to their specific section areas. Section Heads are knowledgeable in camp activities, songs, behavior management, and supervising a staff team (approximately 10-15 staff). Section Heads will be hired for the following:

### Responsibilities:

- ◆ Skilled in teaching activities in a variety of camp areas
- ◆ Assists with recruitment, selection, and supervision of staff
- ◆ Provides input into staff meetings
- ◆ Provides support and guidance to all staff including the supervision of camp counsellors and volunteers
- ◆ Oversees the development and execution of programs, activities, and schedules
- ◆ Assists the Site Supervisor with the day-to-day operations of camp
- ◆ Ensures parent communication and child guidance
- ◆ Maintains high standards in program delivery, communication, coaching and mentoring of all staff assigned to program area
- ◆ Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- ◆ Provides training and supervision of seasonal staff
- ◆ Responsible for the approvals of schedules and/or assigned shifts
- ◆ Further supports staff in the planning, supervision, and leading of activities when needed
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ 2 year post-secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or program certification in camp resource areas is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Day Camp Helping Hands Site Supervisor

The Helping Hands Site Supervisor is responsible for providing supervision and assistance to the Helping Hands Counsellors, who provide 1:1 support to children with a variety of special needs. The Helping Hands Site Supervisor reports directly to the General Manager of Inclusion Services for Children. The Site Supervisor will provide leadership to the staff team (approximately 15 staff) and assist with the integration of all children into the camp environment. The integration of campers includes parental contact, completing documentation, assisting with personal care and providing direct hands-on support.

### Responsibilities:

- ◆ Provides staff supervision, including training and performance evaluations of Helping Hands counsellors
- ◆ Provide assistance with the development and maintenance of an inclusive camp program
- ◆ Assists with all aspects of the operation of camp (parent liaison, promotion, set up)
- ◆ Provides leadership to all staff training and upholds YMCA Policies & Procedures
- ◆ Leads staff meetings
- ◆ Ensures there is sufficient supplies and equipment for the delivery of an inclusive program; communication aids, adaptive equipment, etc.
- ◆ Works to address possible areas of concern in a proactive manner; minimizing the disturbance to the camp program and the child's experience
- ◆ Ensures General Manager of Inclusion Services for Children and Camp Manager are informed of any serious occurrences/complaints about camp
- ◆ Must attend all staff training sessions
- ◆ Ensures that all staff on site adhere to the Policies & Procedures developed by the YMCA
- ◆ Able to make immediate decisions to ensure safety and react accordingly to a crisis
- ◆ Provides maximum customer satisfaction and resolves parental concerns
- ◆ Maintains regular contact with staff, children, parents and community agencies involved in program
- ◆ Responsible for maintaining a petty cash
- ◆ Maintains accurate camp documents
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ 2 year post-secondary degree/diploma, or pursuing same, in any discipline but preferably to be a field with a focus on special populations
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ Significant experience working with children with special needs in a variety of settings
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Extensive knowledge of integrated recreation settings and how to achieve them
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting
- ◆ Non-violent crisis intervention is an asset
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Program Specialist

The Program Specialist is responsible for creating and facilitating the delivery of safe age-appropriate and site-specific programming. The Program Specialist will provide direct leadership to a team of Counsellors, Junior Counsellors, and Campers. The Program Specialist is generally on-site all day and reports directly to the Site Supervisor. Program Specialists are knowledgeable in camp activities, song, behavior management, and supervising a staff team (approximately 10-15 staff).

### Responsibilities:

- ◆ Skilled in teaching activities in a variety of camp areas
- ◆ Assists with recruitment, selection, and supervision of staff
- ◆ Provides input into staff meetings
- ◆ Provides support and guidance to all staff including the supervision of camp counsellors and volunteers
- ◆ Oversees the development and execution of age and developmentally appropriate programs, activities, and schedules
- ◆ Assists the Site Supervisor with day-to-day operations of camp
- ◆ Plans and initiates staff and Junior Counsellor training sessions
- ◆ Ensures parent communication and child guidance
- ◆ Maintains high standards in program delivery, communication, coaching and mentoring of all staff assigned to program area
- ◆ Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- ◆ Provides training and supervision of seasonal staff
- ◆ Responsible for the approvals of schedules and/or assigned shifts
- ◆ Further supports staff in the planning, supervision, and leading of activities when needed
- ◆ Responsible for managing supplies and making purchasing decisions
- ◆ Additional duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ 2 year post-secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption



## Outdoor Support Positions

### Waterfront Specialist

The Waterfront Specialist is responsible for the overall safety and supervision of the waterfront areas for Camp Chippewa and Specialty Chippewa at Christie Conservation Area. The Waterfront Specialist will assist in providing support to the waterfront staff (lifeguards, canoe and kayak instructors) and will assist/facilitate with program areas (lifeguarding, canoeing, kayaking, water games), if necessary. The Waterfront specialist is on-site all day and reports directly to the Site Supervisor. Waterfront Specialists are knowledgeable in waterfront safety, lifeguarding standards, as well as canoe and kayak safety. Waterfront Specialists will be hired for the following:

- ❖ **Camp Chippewa** (supporting a team of lifeguards and canoe instructors)

#### Responsibilities:

- ◆ Skilled in waterfront activities/games
- ◆ Works alongside Site Supervisors, Program Specialists and Section Heads to ensure safety measures are met
- ◆ Maintains high standards of safety and risk management in delivery and communication of staff assigned to waterfront areas
- ◆ Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- ◆ Assists with waterfront training to all waterfront staff
- ◆ Oversees maintenance of the equipment (canoes, kayaks, paddles, lifejackets, first aid, lifeguard tubes, etc.)
- ◆ Further supports staff in the planning, supervision, and leading of activities when needed
- ◆ Other duties as assigned

#### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ 2 year post-secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ NLS certification is required and must be valid through Summer 2022
- ◆ NLS Waterfront training is an asset
- ◆ ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Waterfront Lifeguard

Waterfront Lifeguards are responsible for the change room and waterfront supervision of campers attending Camp Chippewa at Christie Conservation Area. Lifeguards are responsible for upholding the YMCA and OCA Policies & Procedures for all waterfront activities, and providing leadership to counsellors and campers. Waterfront staff participate in all camp training and report directly to the Waterfront Specialist and/or Site Supervisor of Camp Chippewa. They are responsible for planning creative and engaging water activities when necessary.

### Responsibilities:

- ◆ Greet parents/guardians at designated bus stop each morning and afternoon
- ◆ Ensure stringent waterfront safety Policies & Procedures
- ◆ Perform weekly waterfront searches and daily documentation
- ◆ Co-ordinate and ensure safe, quality programs for all participants and staff
- ◆ Develop and implement comprehensive camp programs and water-based activities
- ◆ Assist with all aspects of swimming, including change room/waterfront supervision and child guidance
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ 17 years of age before the summer
- ◆ Attending or completion of post-secondary school
- ◆ NLS certification is required and must be valid through Summer 2022
- ◆ NLS Waterfront training is an asset
- ◆ Previous YMCA camping, guarding or child and youth program experience is preferred
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Site Support and Maintenance

The Site Support and Maintenance is responsible for supporting the daily operations at Camp Chippewa to ensure safe, quality programs. Site Support and Maintenance will report directly to the section head/program specialist.

### Responsibilities:

- Greets parents/guardians at designated bus stop each morning and afternoon
- Ensures there is enough program equipment for campers and staff
- Delivers the equipment required for daily programming to counsellors at the appropriate location
- Maintains and keeps track of program equipment
- Ensures all the equipment is returned to the appropriate location at the end of the day
- Sets up and takes down camp activities daily
- Disinfects picnic tables and other eating areas before and after lunch
- Disinfects and clean bathroom facilities throughout the day
- Operates golf cart to deliver materials to various sections of camp
- Maintains shed in an organized manner
- Ensures camp environment is clean and free of litter
- Provides supervision to campers when required
- Assists in the implementation of special camp activities
- Other duties as assigned

### Qualifications:

- Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- Must submit clear Police Records Check prior to commencing work
- 17 years of age before the summer
- Minimum G1 license to operate golf cart
- Attending or completion of post-secondary school
- Previous YMCA camping or child and youth program experience is preferred
- If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Office Administration and Support (Outdoor/Indoor)

The Office Administrator is responsible for the administrative duties required for the summer day camps at Camp Chippewa and Specialty Chippewa. The Office Administrator will report directly to the Site Supervisor and be responsible for monitoring attendance, following up with incidents or absent campers, answering phone calls to camp and working as a team to ensure safe, quality programs.

### Responsibilities:

- Must have your own transportation to and from camp\*
- Ensures bus monitors hand in attendance, then compares bus attendance to attendance sheets submitted by the Camp Counsellors
- Ensures counsellor program sheets are handed in on time, then passed to Site Supervisors and Section Heads for approval
- Answers camp phone and assists Site Supervisor with addressing parents questions and concerns when needed
- Prepares counsellor group lists for each week of camp, and ensures the bus monitors receive their updated lists
- Signs visitors in and out for campers who are dropped off and picked up
- Ensures there are adequate medical supplies in the office
- Scheduling of activities
- Attends staff meetings, records and types up minutes
- Assists with the completion of all administrative duties delegated by Site Supervisor (i.e. camp attendance, bus attendance, accident/incident reports, camp newsletter, alphabetically file behavior logs, sign in and out of walkie-talkies)
- Provides assistance with Day Camp set up and tear down (June and last week of camp)
- Other responsibilities as required in dynamic working environment

### Qualifications:

- Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- 2 year post-secondary degree/diploma, or pursuing the same, in any office administration or business discipline
- Must submit clear Police Records Check prior to commencing work
- Previous YMCA camping or child and youth program experience is preferred
- If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Program Instructors (Archery, Canoeing, and Arts/Crafts)

A Program Instructor is responsible for the supervision of campers and programming of activities for YMCA Day Camps. The Program Instructor will report directly to the Section Head/Program Specialist. The Program Instructor will have specific qualifications and skills related to the position and will be responsible for training both staff and campers in the area. Program Instructors will not have the direct responsibility for a group of campers but will assist with supervision, child guidance, and parent interactions. Instructors will provide age-appropriate, skill building, safe, and dynamic programming for rotating groups of children.

### Responsibilities:

- ◆ Greets parents/guardians at designated bus stop each morning and afternoon
- ◆ Ensures safe, quality programs for participants and staff
- ◆ Programs activities and events on a rotational basis for camper groups
- ◆ Develops and implements comprehensive camp programs
- ◆ Assists with parent liaison, promotion, set up, and clean up
- ◆ Provides maximum customer satisfaction and resolves parental concerns
- ◆ Provides leadership to all campers
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
  - ◆ Must submit clear Police Records Check prior to commencing work
  - ◆ 17 years of age before the summer
  - ◆ Attending or completion of post-secondary school
  - ◆ Bronze Cross certification is an asset (Canoe Instructor positions)
  - ◆ ORCA certification is an asset (Canoe Instructor positions)
  - ◆ Previous YMCA camping or child and youth program experience is preferred
  - ◆ Demonstrated experience in specific area
  - ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption
- 

## Details

### Archery Instructor

- ❖ An Archery Program Instructor is responsible for the supervision of campers and programming of archery activities at Camp Chippewa, located at Christie Lake Conservation Area. The Archery Program Instructor will have specific experience and skills related to the position and will be responsible for training both staff and campers in the area. Archery Program Instructors will not have the direct responsibility for a group of campers, but will assist with supervision and guidance of campers.

### Canoe Instructor

- ❖ A Canoe Program Instructor is responsible for the supervision of campers and programming of canoe-based activities at Camp Chippewa, located at Christie Lake Conservation Area. The Canoe Program Instructor will have specific certifications and skills related to the position and will be responsible for training both staff and campers in the area. Canoe Program Instructors will not have the direct responsibility for a group of campers, but will assist with supervision and guidance of campers.

### Arts & Crafts Instructor

- ❖ An Arts & Crafts Program Instructor is responsible for the supervision of campers and programming of arts & crafts activities at Camp Chippewa, located at Christie Lake Conservation Area. The Arts & Crafts Program Instructor will have specific experience and skills related to the position and will be responsible for the program planning and facilitation of arts & crafts programs. The Arts & Crafts Program Instructor will not have the direct responsibility for a group of campers, but will assist with supervision and guidance of campers.

## Counsellor Positions

### Camp Counsellor (Outdoor)

A Group Counsellor is responsible for the supervision and programming of activities for a group of campers at Christie Lake Conservation Area. They will report directly to the Section Head, Program Specialists, or Site Supervisor at each location. Counsellors will work different age groups (between the ages of 6-15 years) to deliver a comprehensive, dynamic, and exciting program stream. Transportation is provided for outdoor Counsellor positions. Different day camp programs requiring Group Counsellors include:

- ◆ **Camp Chippewa Group Camp Counsellor** (outdoor leader for ages 6-7, 8-9, 10-13)
- ◆ **Camp Chippewa Specialty Fundamentals Camp Counsellor** (back to basics camping and survival for ages 10-13)
- ◆ **Camp Chippewa Specialty Canoe Camp Counsellor** (teaching instructional canoe curriculums for ages 8-13)
- ◆ **Camp Chippewa Specialty Kayak Camp Counsellor** (teaching instructional kayak curriculums for ages 10-13)
- ◆ **Camp Chippewa Specialty Eco-Explorers Camp Counsellor** (environmental education for ages 8-11)
- ◆ **Leaders In Training Camp Counsellor** (mentoring and instructing future leaders aged 14-15)

### Responsibilities:

- ◆ Greet parents/guardians at designated bus stop each morning and afternoon
- ◆ Liaise with before and after care staff
- ◆ Ensure safe, quality programs for participants and staff – submit program plans weekly
- ◆ Act as a group counsellor
- ◆ Responsible for the direct supervision of approximately 8-12 campers at the assigned site/program
- ◆ Develop and implement comprehensive camp programs
- ◆ Assist with parent liaison, promotion, set up, and clean up
- ◆ Responsible for attending all staff training and staff meetings (some weekends and evenings)
- ◆ Provide leadership to all campers by following routines and delivering a specific camp program
- ◆ Participate in specialty programming and waterfront/pool activities
- ◆ Provide supervision on bus rides to and from camp
- ◆ Complete documentation accurately and timely when required
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ 17 years of age before the summer
- ◆ Attending or completion of post-secondary school, preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Bronze Cross certification is an asset (Canoe/Kayak Counsellors)
- ◆ Coaching or ORCA certification is an asset (Canoe/Kayak Counsellors)
- ◆ Previous YMCA camping or child and youth program experience is preferred. If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

### Camp Counsellor (Indoor)

A Group Counsellor is responsible for the supervision and programming of activities for a group of campers at any of the YMCA Day Camp indoor locations in a day camp environment. They will report directly to the Program Specialist or Site Supervisor at each location. Counsellors will work with different age groups (between the ages of 4-15 years) to deliver a comprehensive, dynamic, and exciting program stream. Indoor Camp Counsellors must have their own transportation to locations. Not all locations have all three of the camp programs listed below. Different day camp programs requiring group leaders include:

- ❖ **Stepping Stones Camp** (developmentally geared program for ages 4-5)
- ❖ **KidVenture Camp** (creative and drama themed program for ages 6-13)
- ❖ **Sports Camp** (sports skills and games for ages 6-13)

**Responsibilities:**

- ◆ Greets parents/guardians at designated bus stop each morning and afternoon
- ◆ Liaise with before and after care staff
- ◆ Ensures safe, quality programs for participants and staff – submits program plans weekly
- ◆ Acts as a group counsellor
- ◆ Responsible for the direct supervision of approximately 8-12 campers at the assigned site/program
- ◆ Develops and implements comprehensive camp programs
- ◆ Assists with parent liaison, promotion, set up, and clean up
- ◆ Responsible for attending all staff training and staff meetings (some weekends and evenings)
- ◆ Provides leadership to all campers by following routine and delivering a specific camp program
- ◆ Participates in specialty programming and waterfront/pool activities
- ◆ Completes weekly phone calls home to parents
- ◆ Completes documentation accurately and timely when required
- ◆ Other duties as assigned

**Qualifications:**

- ◆ Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- ◆ Must submit clear Police Records Check prior to commencing work
- ◆ 17 years of age before the summer
- ◆ Attending or completion of post-secondary school, preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

**Details****Stepping Stones Counsellor**

- ❖ Stepping Stones Counsellors will work with campers ages 4-5 to deliver age-appropriate activities that give campers the opportunities to play, learn and discover basic movements such as hopping, throwing running and kicking a ball. Activities may include arts and crafts, songs, music, swimming and small group games.

**Sports Counsellor**

- ❖ Sports Counsellors will work with campers ages 6-13 to deliver age-appropriate activities that give campers the opportunities to learn the basic fundamental movement skills through fun and interactive sports activities. Activities may include arts and crafts, swimming, soccer, volleyball, non-traditional sports, and group games. Sports counsellors will ensure to focus on sportsmanship, participation, fair play, fitness, and team spirit when facilitating activities.

**KidVenture Counsellor**

- ❖ KidVenture Counsellors will work with campers ages 6-13 to deliver age-appropriate activities that give campers the opportunities to explore their creativity in a safe and fun environment. Activities may include arts and crafts, swimming, drama & dance, co-operative games, and outdoor play.

## Helping Hands Counsellor

The Helping Hands Counsellor is responsible for working 1:1 with a variety of children with developmental and behavioral special needs at one of eight YMCA Day Camp sites (most often Christie Lake Conservation Area). A Helping Hands counsellor reports directly to the Helping Hands Site Supervisor and is responsible for ensuring safe, quality, and developmentally appropriate programming for a child aged 4-15. Personal care, including toileting, changing, feeding and lifting is required. Daily reports and communication with parents is also required.

### Responsibilities:

- Greets parents/guardians at designated bus stop each morning and afternoon
- Provides direct 1:1 supervision of a child with a physical or developmental special need
- Works at Christie Lake Conservation Area or/and assigned indoor locations
- Assists with the implementation of programs and ensures safe, quality programs for all participants and staff
- Performs daily written reports and documentation on campers accurately
- Provides supervision and implementation of programming on busses, both to and from the camp site (where applicable)
- Assists with parent liaison, promotion, set up and clean up
- Responsible for attending all staff training and staff meetings
- Provides on-going communication with other camp counsellors to ensure the well-being, participation and inclusion of their camper
- Makes quick decisions to ensure maximum participant integration and safety
- Contributes to an inclusive environment
- Reads, understands and applies information from camper profile
- Understands and commits to confidentiality
- Participates in specialty programming and waterfront/pool activities
- Completes weekly phone calls home to parents

### Qualifications:

- Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- Attending or completion of post-secondary school, in any discipline but preferably in the area of special needs or education
- Must submit clear Police Records Check prior to commencing work
- 18 years of age prior to summer
- Previous experience working with children with special needs
- Previous YMCA camping or child and youth program experience is preferred
- Non-violent crisis intervention is an asset
- If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption



## Junior Counsellor

A Junior Counsellor (16 years before the summer) is responsible for the co-facilitation of a group of campers or an activity with campers at one of the designated locations. Junior Counsellors will report directly to the Program Instructor/Section Head. They will receive training relevant to working in a camp environment, shadow camp counsellors, and have an introduction to being a camp leader.

**\*Please note: This position is compensated through an Honorarium for successful completion**

### Responsibilities:

- Ensures safe, quality programs for participants and staff
- Assists Group Counsellors in the development of camp programs
- Assists with parent liaison, promotion, set up, and clean up
- Responsible for attending all staff training and staff meetings (some weekends and evenings)
- Provides leadership to all campers
- Assists in programming group activities and camper supervision
- Models and complies with policies, procedures and employee expectations
- Learns and develops skills appropriate to become a Group Counsellor
- Other duties as assigned

### Qualifications:

- ◆ Must submit clear Police Records Check prior to commencing work
- Must be 16 years of age before the summer
- Attending or completing high school
- Bronze Cross certification is an asset
- Coaching or ORCA certification is an asset
- Previous experience in LIT or YMCA Leader Corps is an asset
- Previous YMCA camping or child and youth program experience is preferred
- If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption