



Rotary



# Rotary YMCA Camp Presqu'ile 2024 Staff Application Guide



Rotary



## Table of Contents

General Information .....	3
Camp Presqu'île Staff Team .....	3
Application Process.....	3
Interview Dates.....	3
Accessibility Statement.....	4
Pay Scale .....	4
Minimum Age Requirements.....	4
Housing and Time Off.....	5
Training & Certifications .....	5
Police Records Check.....	5
Summer Positions.....	6
Senior Staff Positions.....	6
Inclusions Section Head .....	6
Program Director .....	7
Counselling Team.....	7
Counsellors .....	8
Support Team .....	8
Head Cook .....	8
Wellness Team .....	9
Contact With Camp.....	9



Rotary



## General Information

### Camp Presqu'île Staff Team

Thanks for your interest in working at Rotary YMCA Camp Presqu'île for Summer 2024! Camp Presqu'île aspires to be a great workplace through an environment that embraces diversity and social inclusion, valuing differences and supporting full participation by all employees. We recognize the contributions of our staff through innovative practices, fair wages and growth opportunities.

Our staff work together to create fulfilling experiences for the children and families we work with. While striving to create the best experiences possible for our campers we are committed to supporting staff in their own development. Being a role model, focusing on positive leadership and demonstrating good judgment while caring for children should be the focus of all of our staff.

We value staff who are enthusiastic, hardworking and are committed to working co-operatively as supportive members of our community to provide the best possible experience for campers and participants.

### Application Process

Please make sure that you have read through the job description information carefully, on pages 6-10. If you find a position that aligns with your interest, level of experience, and you possess (or are willing to obtain) the required qualifications, please complete the following steps:

- **Step 1** Read through the job descriptions and choose the position(s) you wish to apply for.
- **Step 2** Visit our [online portal](#) to fill out our online application. You will be required to submit a resume, cover letter in addition to providing information in the portal. You will be asked for the following information on your application:
  - Why you think you would make a good fit for employment at Camp Presqu'île
  - Which positions you are applying for in order of preference.
  - *Contact information* including your **own** personal email, permanent mailing address and phone numbers that you can be easily reached at.
  - Work and Education History
  - **Qualifications that you possess and/or your plan to obtain those necessary (This is required for your application to be accepted, more information in email)**
  - 3 References for **all** staff applicants

You will receive confirmation that your application has been submitted. If you do not see this, please ensure you have completed all steps in the online application. You will be asked to schedule an interview in our doodle poll at this time.

### Interview Dates

We will be conducting all our interviews over Microsoft Teams this year. We will be conducting interviews in the weeks of January 15<sup>th</sup>- 26<sup>th</sup>. You will be asked to select an interview through our doodle poll at the time you submit your application online. We will be scheduling interviews in



Rotary



hopes of accommodating school and work schedules. If you are unable to make any interview times, please email us at [presquile@osgb.ymca.ca](mailto:presquile@osgb.ymca.ca). Interviews will be 30 minutes in length for all positions.

**Selection Process**

**Preferred candidates will be those that can commit to the entire operating season contract.**

Summer: June 10<sup>th</sup> – August 30<sup>th</sup> for Assistant Directors(Some contracts may start earlier)

June 17<sup>th</sup>- August 24<sup>th</sup> for Program and Inclusions Director

June 23<sup>rd</sup> – August 24<sup>th</sup> for Counselling and Support Staff



Positions may be offered to suitable applicants on an ongoing basis; applications will be dated upon receipt and will be considered accordingly. You will be informed at the end of your interview when you can expect to be notified about the position.

**Accessibility Statement**

The YMCA of Owen Sound Grey Bruce values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

**Pay Scale**

At Camp Presqu'ile, salary for all summer positions is determined by a set pay scale based on years of relevant experience and your position.

Years of Experience	Without National Lifesaving Certification	With National Lifesaving Certification
1	\$350 a week	\$400 a week
2	\$375 a week	\$425 a week
3	\$400 a week	\$450 a week
4	\$425 a week	\$475 a week
5	\$450 a week	\$500 a week

**Wages for those who have 6+ years of experience will be determined based on job responsibilities, experience, and qualifications.**

Meals and accommodations are included with all employment offers – there are no deductions from your wages for these benefits.

**Minimum Age Requirements**

In compliance with The Ontario Camping Association Standards for operation, **all staff are required to be 16 years of age by December 31st, 2023.** Some positions have specific age restrictions to be in compliance with various YMCA, OCA or government guidelines; these requirements are noted in the specific job descriptions.



Rotary



### Housing and Time Off

All positions are residential and days off are scheduled around our on-site program. Schedules will be set each session by members of the supervisory team. If you have a conflicting date during your contract, please inform camp **during the interview process** to try to accommodate your request.

At minimum, staff will earn one day off for every six days worked. Time off details will be further explained during the interview process.

### Training & Certifications

We are committed to providing training and development opportunities for all members of our staff team. **Mandatory training occurs at the beginning of each camp season** and throughout the contract, to help our staff members improve existing skills and develop new ones.

Staff will also be asked to complete a number of online mandatory trainings prior to coming to camp to ensure we can spend as much time as possible during training on experiential learning.

All staff are required to hold current Standard First Aid and CPR-C certifications. Additionally, staff are encouraged to gain lifeguarding certifications. **Staff who hold their National Lifesaving Certification will be paid an additional \$50/week.** Courses to receive this certification can be found at your local YMCA or recreation centers.

### Police Records Check

All YMCA of Owen Sound Grey Bruce staff 18 years or older are required to complete a Vulnerable Police Records Check (VPRC) prior to their first day of employment. All staff under the age of 18 years of age will be asked to sign a Declaration stating they have not committed any crimes.

In our commitment to providing a safe and nurturing environment for our campers, all offers of staff positions, paid or volunteer, are made contingent on the YMCA receiving the original copy of a satisfactory Vulnerable PRC prior to the first day of the contract period. Staff will not be able to report for work without a current Vulnerable Police Records Check. As such, your original Vulnerable PRC must be submitted to camp prior to your arrival. Please make sure you get extra copies made as we will not be able to return it to you once your contract is completed.

**The PRC must be dated within 90 days of the contract start date.**



Rotary



## Summer Positions

### Senior Staff Positions

#### Seasonal Assistant Summer Camp Director

The Seasonal Assistant Summer Camp Director will work directly with the Summer Camp Director to ensure the smooth operation of daily life at Presqu'île. They will provide direct leadership and supervision to our counselling team. They will help to run staff meetings, review camp schedules, coordinate departments throughout camp and act as the staff lead during the Summer Camp Directors time off throughout the summer. This staff will be responsible for the oversight of either the leadership program, wellness department, facilities, or kitchen. Division of responsibilities is based on skill set and interest of director team. This person should have a basic understanding of all departments at camp and can see how they are interconnected. Being able to make decisions that keep in mind a variety of schedules, personnel needs and camper experience is a requirement of this position.

6

Specific task will include but are not limited to:

- Scheduling of staff time off
- 'Resource Schedule' creation
- Support of departments around camp as needed
- Maintenance of site as needed
- Nightly meetings with director team
- Supervision of staff team along with weekly feedback provided to staff
- Coverage for staff team as needed
- Responsibilities as needed to support overall camping operation

The Seasonal Assistant Summer Camp Director is supported directly by **the Summer Camp Director**.

Position	Dates	Minimum Requirements	Preferred
Seasonal Assistant Director (2)	June 10 <sup>th</sup> , 2024- August 24 <sup>th</sup> , 2024 (Contract may start earlier)	Standard First Aid and CPR-C	NLS, any relevant outdoor education certifications

#### Inclusions Section Head

The Inclusion Section Head is responsible for overseeing the care and well-being of campers that are working with a 1:1 staff member. The Inclusions Section Head is responsible for properly preparing each staff who will be working with a 1:1 participant prior to their arrival. They are also the main contact between camp and those campers' families. The Inclusion Section Head will work with 1:1 staff and participants on a daily basis to provide coaching, support, and quality programming. They will be in charge of welcoming volunteers with special needs and



Rotary



supporting them throughout their stay. The Inclusions Section head is supported directly by **the Summer Camp Director**

Position	Dates	Minimum Requirements	Preferred
Inclusion Section Head (1)	June 17th 2024 – August 24 <sup>th</sup>	Standard First Aid, CPR C, and minimum 2 years counselling experience	NLS, experience working 1:1

**Program Director**

This position is responsible for ensuring that YMCA, CQRP, and OCA standards are met in each program area. This person is responsible for facilitating the delivery of fun, inclusive and safe programming consistently at Presqu'île. Specifically, the program director will:

- Plan and deliver special events;
- Planning and execution of daily evening program with support from staff team
- Scheduling of program staffing for each session
- Oversee program areas, ensuring skill levels are followed and tracked
- Contribute to staff training, and program resource development.
- Mentor counselling team members and provide timely and frequent feedback
- Ensure that all program equipment is in good working order
- Help develop and implement programming with the help of Counsellors at program areas



The successful applicant for this role will have exceptional organizational skills, have demonstrated exceptional program delivery, enjoy mentoring and coaching others and communicate well with others. The Program Director is directly supported by **the Summer Camp Director**.

Position	Dates	Minimum Requirements	Preferred
Program Director	June 17th – August 24 <sup>th</sup> 2024	Standard First Aid, CPR C,	3 years counselling experience, NLS

**Counselling Team**

Counsellors make up most of our staff and are at the heart of the camp experience for our campers. Counsellors give leadership in pairs to camper groups or 1:1 support for inclusion campers. Counsellors at Presqu'île are group leaders, lifeguards and program instructors, responsible for providing leadership in a wide variety of camp activities and skill areas. We do our best to pair one experienced Counsellor and one new Counsellor together in each cabin. This is not always the case however and sometimes two new staff will be paired with each other throughout the summer.

If given the opportunity to work 1:1 with an inclusion participant, staff provide the assistance, accommodation and extra supports required for a camper with specific needs to participate fully in the camp program as a member of the cabin.



Rotary



Attributes of strong counsellors are enthusiasm, creative programming, independence, genuine care for others and a strong work ethic. The counselling team is supported by the **Senior Staff Team**.

**Counsellors**

Counsellors spend their summer working with our various camper programs, including 1-Week and 2-Week overnight programs as well as inclusions support and our leadership participants. In addition to the duties listed above, all counselling staff should be prepared to share duties in other areas of camp when needed (maintenance, kitchen, program etc.).

Position	Dates	Minimum Requirements	Preferred
Counsellor (32)	June 23rd - August 24th 2024	Standard First Aid, CPR C	NLS



**Support Team**

**Head Cook**

The Head Cook is responsible for building menus, all food ordering, prep and food service of each meal, ensuring a high cleanliness standard and managing the prep cooks. They are responsible for running the kitchen, and supervising Prep Cooks. The Head Cook must ensure that all meals and kitchen procedures are in accordance with the standards of the YMCA, the Ontario Camping Association and the Ministry of Health. This position is in place to ensure the safety of all clients in regard to dietary needs and allergies. The Team Lead must have good time management, an ability to multi task, understanding of healthy food options and be flexible. The Head Cook is supported and supervised by **Summer Camp Director**.

**Prep Cooks**

Prep Cooks play an important role in planning, preparing and presenting meals for the entire camp. Prep cooks will work with the team lead to ensure food service for the entire camp throughout the day. They are also responsible for maintaining a clean and healthy kitchen in accordance with the Ministry of Health including washing dishes after each meal. All kitchen staff are supported and supervised by **the Head Cook**.

Position	Dates	Minimum Requirements	Preferred
Head Cook (1)	June 17 <sup>th</sup> - August 24 <sup>th</sup> 2024	Standard First Aid, CPR C, Safe Food Handling Certificate, experience managing a food service	Supervisory experience and previous experience working in a camp environment





Rotary



Prep Cook (2)	June 23 <sup>rd</sup> - August 24 <sup>th</sup> 2024	Standard First Aid, CPR C, Safe Food Handling Certificate	
---------------	--	---	--

### Wellness Team

The Wellness team cares for the mental and physical health of the Presqu'ile community. Daily responsibilities such as health and wellness checks, first aid assessments, medication administration, and stocking first aid kits are important components to keeping our staff and campers well. Wellness staff must be willing to listen, problem solve, and work as a team to promote wellness and health at camp. They will provide leadership and role modelling to all camp staff regarding sun safety, healthy eating, adequate sleep and regular exercise among others. The Wellness staff is directly supervised **by the Summer Camp Director**.



Position	Dates	Minimum Requirements	Preferred
Wellness Director (1)	June 17th – August 24 <sup>th</sup> 2024	18 years old, Standard First Aid and CPR-C	RN Student

### Contact With Camp

Thanks for your interest in joining the Camp Presqu'ile team! We look forward to going through the application process with you.

Please send your complete application by **December 17th, 2023** for our first round of hiring. **Applications will remain open until all positions are filled.**

**Phone: 519-376-5999**

**Email: [presquile@osgb.ymca.ca](mailto:presquile@osgb.ymca.ca)**

For more detailed information on our Summer programs please go to:

<https://www.ymcaowensound.on.ca/camps/camp-presquile/>. If at any time in the application process you have questions or would like more information please send us an email or give us a call! We can't wait to hear from you!