



Rotary YMCA Camp Presqu'ile 2025 Staff Application Guide



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General Information

Camp Presqu'ile Staff Team

Thanks for your interest in working at Rotary YMCA Camp Presqu'ile for Summer 2025! Camp Presqu'ile 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 development. Being a role model, focusing on positive leadership and demonstrating good judgment while caring for children should be our staff's focus.

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

Application Process

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

- **Step 1: Read** 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 do you think you would make a good fit for employment at Camp Presqu'ile?
 - Which positions are you 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 6th- 17th. When you submit your application online, you will be asked to select an interview through our poll. We will be scheduling interviews in hopes of accommodating school and work schedules. If you cannot make any interview times, please email us at presquile@osgb.ymca.ca. Interviews will be 30 minutes in length for all positions.



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Selection Process

Candidates will be those who can commit to the entire operating season contract.

Summer: June 9th – August 29th for Assistant Director (Some contracts may start earlier)

June 16th– August 23rd for Program and Inclusions Director

June 22rd – August 23rd 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.

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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'île, the 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
2	\$350 a week	\$375 a week
3	\$375 a week	\$400 a week
4	\$400 a week	\$425 a week
5	\$425 a week	\$450 a week

Wages for those who have 6+ years of experience will be determined based on job responsibilities, knowledge, 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, 2025.** Some positions have specific age restrictions to comply with various YMCA, OCA or government guidelines; these requirements are noted in the specific job descriptions.

Housing and Time Off

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



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

Staff are required to work their entire contract in the summer of 2025. If staff have family trips that occur in the summer, we are unable to accommodate that during our operational weeks at camp. There is a week at the end of the summer, August 23rd- 31st, before the start of school, where we intentionally do not run the program to allow staff time with their families in the summer months. Staff are also given 1.5- 2.5 days off between sessions, during which they are encouraged to leave the site and spend time with their families.

If staff have a specific event in the summer for a family wedding, reunion, etc., please let us know in advance, and we can accommodate that. However, We cannot accommodate special time off longer than 2 days. Requests made at the beginning of the summer or in the middle of the summer may not be honoured, and requests must be made in advance.

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 several online mandatory trainings before 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. **All New 2025 staff who will be working with children are required to have a current National Lifesaving Certification. Returning staff are encouraged to obtain their National Lifesaving Certification** but will be allowed to work regardless. Returning Staff who hold their National Lifesaving Certification will be paid an additional \$25/week. Courses to receive this certification can be found at your local YMCA or recreation centers. The cost of this course falls to the individual and is not covered by the camp.

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 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.

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



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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 run staff meetings, review camp schedules, coordinate departments throughout camp and act as the staff lead during the Summer Camp Directors' time off. This staff will oversee the leadership program, wellness department, facilities, or kitchen. The division of responsibilities is based on the skill set and interests of the 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.

Specific tasks 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 the 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 (1)	June 9 th , 2025- August 29 th , 2025	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 who are working with a 1:1 staff member. The inclusions section head is responsible for adequately preparing each staff member working with a 1:1 participant before arrival. They are also the primary contact between the camp and those campers' families. The Inclusion Section Head will work with 1:1 staff and participants daily to provide coaching, support, and quality programming. They will be in charge of welcoming volunteers with special needs and supporting them throughout their stay. The Inclusions Section head is supported directly by **the Summer Camp Director**



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Position	Dates	Minimum Requirements	Preferred
Inclusion Section Head (1)	June 16th – August 23 th , 2025	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 consistent delivery of fun, inclusive, and safe programming 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 in 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 16th – August 23 th ,2025	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 various camp activities and skill areas.

New this Summer

The counselling team is divided into three levels based on the years worked at camp. Each cabin will be staffed with a J-Led, S-Led, and C. Each role comes with different expectations and responsibilities throughout the summer.

- Junior Leaders (J-Led) is a person's first year on staff as a counsellor. The junior leader will be on one-week cabin rotations and spend one week in the kitchen as a prep cook during the summer. J-Leds will have 8 different positions during the summer.



- Senior Leader (S-Led) is a person's second year on staff as a counsellor. Sleds will move every 2 weeks to be in the same cabin for two 1-week sessions. In total, S-Leds will have four cabin placements throughout the summer.
- Counsellor (C) is a person's third year or more on staff as a counsellor. They are the lead of a cabin Group. The C is responsible for mentoring their J-led and S-led throughout the session.

Please make sure you indicate which counselling position you will be applying for on your staff application. Please feel free to reach out if you are still determining which position you qualify for.

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.

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 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 the camp when needed (maintenance, kitchen, program, etc.). **Counsellors are required to work their full summer contract. Please see 'Housing and Time Off Section' for more details.**

Position	Dates	Minimum Requirements	Preferred
Junior Leader (1 st year Counsellor)	June 22nd - August 23th 2025	Standard First Aid, CPR C, NLS	
Senior Leader (2 nd year Counsellor)	June 22nd - August 23th 2025	Standard First Aid, CPR C	NLS
Counsellor (3 rd Year + Counsellor)	June 22nd - August 23th 2025	Standard First Aid, CPR C	NLS

Support Team

Head Cook

The head cook is responsible for building menus, ordering all food, preparing and serving each meal, ensuring a high cleanliness standard, and managing the prep cooks. They are responsible for running the kitchen and supervising J-Leds working as 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 regarding dietary needs and allergies. The head cook must have good



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time management skills, the ability to multi-task, an understanding of healthy food options, and be flexible. The Head Cook is supported and supervised by the **Summer Camp Director**.

Position	Dates	Minimum Requirements	Preferred
Head Cook (1)	June 16 th - August 24 th 2025	Standard First Aid, CPR C, Safe Food Handling Certificate, experience managing a food service	Supervisory experience and previous experience working in a camp environment

Wellness Team

The Wellness team cares for the mental and physical health of the Presqu'île community. Daily responsibilities such as health and wellness checks, first aid assessments, medication administration, and stocking first aid kits are essential 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. The Summer Camp Director directly supervises the Wellness staff.

Position	Dates	Minimum Requirements	Preferred
Wellness Director (1)	June 16 th – August 23 th 2025	18 years old, Standard First Aid and CPR-C	RN Student

Contact With Camp

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

Please send your complete application by **December 18th, 2025** for our first round of hiring.
Applications will remain open until all positions are filled.

Phone: 519-376-5999

Email: 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!