



**YMCA Camp Henry
Employment Opportunities
Summer 2018**

www.camphenry.ca



Applicants to YMCA Camp Henry

Staff members will be positive role models that are committed to ensuring safe and enjoyable experiences for all of our participants that reflect the mission and core values of the YMCA of Western Ontario. Staff members must be 17 by December 31, 2018 in order to be eligible for employment.

Mission Statement:

The YMCA of Western Ontario is a multi-service charity that provides opportunities for growth in spirit, mind and body for people of all backgrounds, beliefs and abilities.

Core Values:

Caring, Respect, Honesty, Responsibility

Successful applicants for employment at YMCA Camp Henry are committed to the personal growth and development of children and young adults. They have a background working with these age groups, and are highly flexible, willing to learn and display a strong work ethic. Successful applicants are also committed to achieving high quality outcomes.

YMCA camping staff will actively participate in all aspects of the camp's program, give active and loyal support to the camp, its philosophy and objectives as well as abide by all camp regulations and policies. YMCA camping staff use a supportive and professional manner when working with fellow staff members, visitors, volunteers and campers. They also maintain a professional appearance that promotes the positive values of good health and hygiene.

In consideration of the above, the YMCA of Western Ontario and YMCAs across Southwestern Ontario agree to provide opportunities for the staff to excel within the position they hold at camp. Formal and informal feedback is provided throughout their employment. The opportunity to express any concerns or grievances is also provided throughout their employment.

All members of the YMCA Camping branch strive to:

- Demonstrate a personal and professional commitment to the YMCA's mission, vision, & values
- Manage risk and reduce harm for themselves, campers, participants, and colleagues
- Have fun and use play as a fundamental approach to child and youth development
- Show initiative by doing the right thing at the right time without being asked
- Empower themselves and others to accomplish goals by planning ahead, organizing people and resources, and reflecting on the process and outcomes
- Communicate in a thorough, clear, and timely manner that supports information sharing,
- Build positive relationships with colleagues, campers, and community members
- Provide high quality experiences to campers, participants, and families
- Facilitate continuous learning and development for themselves, campers, participants, and colleagues
- Demonstrate integrity through responsible behaviour at all times

Facility Summaries

YMCA of Western Ontario Camping Services

YMCA Camp Henry is a part of a larger branch operated out of the YMCA of Western Ontario in London. Our Branch is responsible for overnight camps, extended outtripping experiences, day-camps, YMCA Children's Safety Village Educational Programs, youth leadership programs, outdoor education and corporate training opportunities.

YMCA Camp Henry

YMCA Camp Henry is a very exciting and unique camp that is being run in partnership with YMCA of Western Ontario, YMCAs across Southwestern Ontario, and Point Pelee National Park with Parks Canada. The camp is located in Point Pelee National Park. This year is YMCA Camp Henry's second year in operation and similar to last summer, we will be running one week programs throughout the summer for campers aged 5-15. All programs will run for either 4 or 5 days, allowing for an ideal introductory overnight camp experience for youth across Ontario. We will offer a wide range of programs with an intentional focus on individual growth and appreciation for the outdoors.

Employment Responsibilities & Requirements

Pre-Camp (June 24-29, 2017) *Paid Training*

All Camp Henry employees are required to participate in a week long training process that serves as the foundation for ensuring that our employees are able to successfully carry out their jobs, and that the staff team as a whole is prepared for the summer. This training is mandatory for **all** Camp Henry employees.

Online Training (Paid Training)

All YMCA Camp Henry employees are required to complete a small number of short online training sessions covering topics such as WHMIS and AODA training needed for employment. Information on how to access the online training will be posted at a date to be determined, and completion of the training must be done before the start date of employment contract.

Qualifications & Certifications

While Camp Management can aid in finding and registering for some courses, it is ultimately the responsibility of the applicant to ensure that they hold all necessary certifications by the start of employment. Camp Henry does not pay staff for time spent in courses. Please address any questions or concerns regarding qualifications and certifications at the time of your interview. In terms of payment for these courses, employees are required to cover the full cost of the following certifications if required for their job: NLS, CPR-C, Standard First Aid, Pleasure Craft Operator Card, G class Drivers license.

Criminal Record Check Policy

All YMCA staff will require a Criminal Record Check (CRC). Positions where employees will work unsupervised with vulnerable persons (every position at YMCA Camp Henry) **must also receive a Vulnerable Sector Record Check** as a condition of employment. Criminal Record Checks and Vulnerable Sector Record Check will be obtained through the staff members' local Police records division. Staff and volunteers upon hiring for the first time, will be responsible for the cost of criminal record checks where a fee is charged. Subsequent checks will be completed on all employees at the expense of the YMCA upon the employee's anniversary date every 3 years. Employees will be required to sign an annual declaration indicating there has been no change to their record, or disclosing any changes that have occurred. Employees who are rehired within the association will not be required to obtain a new CRC if there is one on file from within 36 months of the date of rehire. They will require a declaration to be signed. The Association will then pay for a new CRC when it becomes 3 years old provided the employee is currently active. If the employee is rehired and the CRC is older than 36 months at the time of rehire, they will be required to provide a current one at their own expense. Failure to provide a criminal record check or providing a record check that is unacceptable to the Association will result in termination of employment placement without notice or payment. **An acceptable report will be on file on or before the first day of employment.** Criminal Record Checks must be original, dated within the calendar year of employment (2018) and they must indicate the employer is the YMCA of Western Ontario.

Interview Information

First year applicants may be invited to one of four group interviews consisting of

- Leading an activity
- 1 on 1 questions
- Small group component/discussion

Second year applicants will be asked to create a short (5 minute) presentation on a camping related topic/question assigned to them ahead of time. Presentations will be made to a small group of returning applicants. All applicants will then be required to answer additional questions on the topic as well as situational questions in a group forum. The presentation may be aided by use of media (power point, slideshow, etc.) but should not be a pre recorded video.

Applicants applying to non counselling positions and have 2 or more years experience working in camping or equivalent experience may be selected for individual interviews with the Camp Henry management team based on mutual availability.

Please note we are looking for specific fit to match qualities and qualifications to reflect the specific YMCA program or role. Many applicants have who have great qualities and quality previous performance but may not fit the specific role may be offered another position or not offered a position. If you are interested in various positions please indicate so on your application and cover letter.

Interview Dates – Applicants who receive an interview will be contacted by email to confirm a specific time and location.

First year applicants contacted for an interview will be expected to attend one of the group interview times:

London: December 9th (daytime) or December 11th (evening)

GTA: December 16th

2nd year or older applicants will be contacted about dates after December 1.

How to Apply

There are several factors that contribute to our hiring decisions at YMCA Camp Henry:

1. Previous job/volunteer performance at other places of employment or placements (references)
2. Experience and qualifications
3. Professionalism of your application package
4. Performance (including punctuality) during the interview

We recognize that often we must turn away qualified applicants simply based upon the strength of other applicants.

All applicants must submit the following documents:

- Cover Letter
- Résumé
- 3 references that can attest to your character and/or your previous job performance (note: it is YMCA policy to contact references prior to any offer of employment)

In order to be considered for the initial round of hiring, applications need to be received by 4:00 pm on December 1st, 2017. Applications can be submitted by email, mail, or dropped off in person. Please select only one method of entry.

Mail/Drop Off*:

YMCA Camping Services
Attn: Camp Henry Employment 2017
165 Elmwood Ave E
London, ON
N6C 0A8

Email:

PDF and/or Word documents only
kreynolds@ymcawo.ca

*If you are dropping off applications in person the Wortley Office is generally open during normal business hours. If it is closed you will be unable to drop off your package. Please call ahead to confirm hours.

Once all applications have been reviewed, you may be contacted **by email** for an interview. **Please note that we can only discuss the application and hiring process directly with the applicant.**

The YMCA of Western Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

We thank all interested applicants however only those selected for an interview will be contacted.

Questions regarding the application process can be directed to:

Kelly Reynolds
Camp Director, YMCA Camp Henry
519-453-8858 x1103
kreynolds@ymcawo.ca

Overnight Staff Wages

Experience	2018 Wages
1st year	\$240
2 nd year	\$290
3 rd year	\$345
4 th year	\$425
5 th year	\$505
6 th year	\$550
7 th year	\$565-625

YMCA Camp Henry Summer 2018 Positions

Overnight Camp Counsellors

June 24 – August 31, 2018

Camp Henry is looking for both first year counsellors, as well as experienced counsellors. Counsellors work as part of a counselling team with a primary focus of working directly with campers, providing support and 24 hour supervision. They are responsible for the mental and physical health and wellbeing of the campers in their care. Counsellors will assist with all camp wide programs, as well as create and facilitate activities with their own cabin group. They fill program instruction roles and give leadership to specific program resource areas throughout camp. Throughout the summer, Counsellors may have the opportunity to support different areas of camp by working with the kitchen or program team. All counsellors will report directly to the Assistant Director.

Required Qualifications: Standard First Aid, CPR C, NLS (preferred), Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: Fun and responsible individuals looking to focus on the needs of campers. Successful completion of a leadership program and/or counselling experience is an asset.

Leadership Counsellor

June 24 – August 31, 2018

Camp Henry is looking for leadership Counsellors to run both standard cabin sessions as well as our three leadership program sessions. Leadership Counsellors will work as part of a counselling team with a primary focus of working directly with campers, providing support and 24 hour supervision. They are responsible for the mental and physical health and wellbeing of the campers in their care. Leadership Counsellors will assist with all camp wide programs, as well as create and facilitate activities with their own cabin group. They fill program instruction roles and give leadership to specific program resource areas throughout camp. Throughout the summer, Leadership Counsellors may have the opportunity to support different areas of camp by working with the kitchen or program team. As an added responsibility, Leadership Counsellors will work closely with the Camp Director and Assistant Director to expand upon and facilitate three leadership programs for campers aged 13-15. Responsibilities include: delivering creative programs, facilitating sessions on leadership skills, fostering personal growth opportunities, providing feedback on performance, and evaluation of participants.

Required Qualifications: Standard First Aid, CPR C, NLS (preferred), Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: Fun and responsible individuals looking to focus on the needs of campers.

Independently motivated person with extensive camp experience and other relevant experiences who relates well to youth, and delivers consistent and positive feedback.

Inclusion Counsellor

June 24 – August 31, 2018

Inclusion Counsellors work as part of a counselling team with a primary focus of working directly with inclusion campers that need different levels of support and supervision. They are responsible for the mental and physical health and wellbeing of the campers in their care. They may work one on one with campers or provided support at certain times of the day for certain campers. They are responsible for running programs and developing techniques to ensure that campers feel included and comfortable in the camp environment. They will also be responsible for developing a professional and caring relationship with the camper families to ensure that there is good communication before the camper arrives at camp and throughout their camp experience. This position may be alternated with a

traditional Counselling position. Flexibility and a willingness to take on new challenges are essential qualities for all Inclusion Counsellors.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, experience working with campers who need different levels of support, NLS (preferred)

Preferred Applicants: Fun and responsible individuals looking to focus on the individual needs of campers. Successful completion of at least one year of counselling experience.

Prep Cook

June 24 – August 31, 2018

Prep Cooks work as part of the Food Service team. Their primary focus is on working directly with the delivery of food service to campers and staff at Camp Henry. They support the food service and operations areas of camp through food preparation and baking, food storage, and by ensuring a clean and sanitary kitchen. This individual will have many opportunities to work with campers and staff in programs each day outside of their food service responsibilities.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A positive person with a strong work ethic and desire to work with children in a camp setting. Experience in a leadership program and/or food service experience is an asset. Food Safe Handling preferred.

Food Service Coordinator (2 roles)

June 24 – August 31, 2018

The Food Service Coordinator is a cooperative role for two individuals who will work either morning, or afternoon shifts, overlapping over the lunch hours. These staff members are responsible for the overall food service operation at camp. Each Food Service Coordinator will be in charge of all meals during their shifts at camp. This team will work with 1-2 prep cooks at a time. Together, they will share all responsibilities related to YMCA Camp Henry's kitchen and food needs. They are responsible for all purchases with regards to food supplies, kitchen supplies and equipment, and are expected to manage this area's large budget. The Food Service Coordinators oversee the preparation and serving of all meals to campers and staff of the camp, with consideration given to specific dietary needs, as well as ensuring that the kitchen and food storage areas are maintained at a consistently high level of cleanliness. The Food Service Coordinators should be comfortable working in an industrial kitchen and have experience with up keep of large commercial grade kitchen appliances. The Food Service Coordinators are expected to be flexible, willing to take on new projects, meals, and eager to train staff in a fast paced, energetic environment. These people also provides leadership to the staff team as a whole and works closely with other area coordinators at camp to ensure smooth coordination of service delivery to all campers. These positions will report directly to the Camp Director.

Required Qualifications: Standard First Aid, CPR C, Food Safe Handlers, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A mature person with exceptional organizational skills and experience working in a kitchen and/or camp environment

Wellness Coordinator

June 24 – August 31, 2018

The Wellness Coordinator will be a part of the senior team at Camp Henry. The focus of this staff member will be ensuring the health and wellbeing of all campers and staff throughout the summer. This person will work closely with the counselling and management team to ensure all campers are happy

and healthy while at camp. They will facilitate all wellness checks at the start and end of every camp session. They will be responsible for administering and organizing all camper medications as well as ensuring Camp Henry's first aid supplies are in good order and sufficiently stocked. The Wellness Coordinator will be in charge of overseeing any campers that need medical attention and stay in the Wellness Centre; are responsibly for all calls home related to camper health and wellness; and will document these calls and share any pertinent information with the rest of the staff team and camp management. In addition to wellness duties, this individual will be a member of the non-counselling team and will be involved in running programs with campers each day. This individual will report directly to the Camp Director.

Required Qualifications: Standard First Aid, CPR C, NLS (preferred), Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling or similar experience.

Preferred Applicants: Extremely positive and patient individuals with extensive and varied counselling experience and the ability to positively coach a large number of staff. Individual with an interest in health and wellbeing.

Waterfront Coordinator

June 24 – August 31, 2018

The Waterfront Coordinator is responsible for the safety and supervision of all activities on the waterfronts at YMCA Camp Henry. This includes the coordination and support of waterfront program areas, campers and staff. They will work to ensure all waterfront programs are fun, creative, safe, and engaging in a way that supports the YMCA core values and the goals of the YMCA Camp Henry community. The Waterfront Coordinator is responsible for overseeing the safety and emergency procedures on the waterfronts at camp, the coordination and supervision of lifeguards, and ongoing in-service lifeguard training throughout the summer. The Waterfront Coordinator will ensure all activity and safety equipment and supplies are always stocked and in good working condition. A large portion of this role will be instructing kayaking and canoeing programs with cabin groups throughout each week. This person will report directly to the Camp Director.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum of 2 previous seasons working in a lifeguarding and/or waterfront camp environment.

Preferred Qualifications: Red Cross Instructors, YMCA Swim Instructors, LSS Instructors, LSS Examiners, Waterfront NLS Individuals with experience in waterfront programming, positive energy, the ability to instruct activities at a high level and effectively manage large groups of campers in all camp activities.

Communications Coordinator

June 24 – August 31, 2018

The Communication Coordinator's primary role is to connect the YMCA Camp Henry campers with their parents/families, and the rest of the camping community, throughout the duration of their stay at camp. They are directly responsible for creating a positive, uplifting window into YMCA Camp Henry life by taking photos of all camp programs, highlighting fun activities and connecting campers to their loved ones through mail and social media outlets (Facebook, Instagram, Twitter, Email). The Communication Coordinator is an active member of the YMCA Camp Henry Senior team and will be required to support all program areas and cabins as needed. This may include helping out with meal times and preparation in the kitchen, leading cabin/all-camp activities, providing additional supervision/care of campers, set-up/clean-up of camp areas and light, general maintenance of equipment. This individual will report to the Camp Director.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, G Class License (preferred)

Preferred Applicants: A positive person with a strong work ethic and the ability to be organized, self-motivated, to work independently and as a member of a small team. A mature and computer literate person with excellent communication and customer service skills.

Program Coordinator

June 24 – August 31, 2018

The Program Coordinator is responsible for the safety and supervision of all land based activities at YMCA Camp Henry. This includes the coordination and support of all programming areas. This staff member works closely with counsellors instructing land based programs. They will work to ensure all programs are fun, creative, safe, and engaging in a way that supports the YMCA core values and the goals of the YMCA Camp Henry community. With the support of the senior staff team and Camp Director, this individual will be directly responsible for the safety and quality the following programming areas: archery, biking, arts and crafts, creative arts, low ropes and initiatives, wilderness survival skills, environmental learning programs, and all sports and games played at camp. This individual will create a program curriculum, assist other staff in the delivery of programs and ensure that each program area and all special events are run at a high standard of safety and of quality. The Program Coordinator will ensure all activity and safety equipment and supplies are always stocked and in good working condition. This person will report directly to the Camp Director.

Required Qualifications: Standard First Aid, CPR C, NLS (preferred), G License (preferred) Criminal Record Check including Vulnerable Position Screening, minimum 3 seasons of camp experience.

Preferred Applicants: Individuals with experience in programming, a lot of positive energy, the ability to instruct activities at a high level and effectively manage large groups of campers in all camp activities.

Assistant Director

Early May until Early October, 2018

The Assistant Director is part of the senior management team at YMCA Camp Henry along with the Camp Director. This individual is responsible for ensuring all campers, leadership participants and their families receive high quality experiences that reflect YMCA core values and the YMCA's Camping Quality Recommended Practices. The Assistant Director is a key leadership position on the staff team and is responsible for supervising all Counsellors and establishing a camper-focused attitude amongst the team. They will offer coaching and feedback to all staff members, address unique, challenging, and/or persistent situations that arise involving campers and/or staff, facilitate excellent communication and smooth program delivery across various areas of camp, and most importantly create a positive, fun, enthusiastic, safe, and camper-focused attitude amongst the entire staff team. This individual constantly monitors the level of camper care and supervision. They will work closely with the Camp Director to ensure all campers and staff are happy and safe throughout their time at camp. This person will also act as the on-site designate for the Camp Director in their absence.

Required Qualifications: Standard First Aid, CPR C, G Drivers License, NLS (preferred), Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling experience, minimum 1 season of staff supervision experience.

Preferred Applicants: Mature, patient, creative, and fun individual with a commitment to staff development through positive coaching, a strong understanding of Y mission and values, and extensive organizational and programming experience in a camp setting.