



YMCA

We build strong kids,
strong families, strong communities.

YMCA Wanakita Family Camp Application Package Summer 2012

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How to Apply

Preparation

Read through the 2012 Application Package, including job descriptions and all general information.

Ensure that you have all necessary qualifications valid through 2012 or are enrolled in courses that you require.

The Application

1. Complete the 'summer 2012 staff application form' and save it to your computer.
2. Create an email addressed to: ruth_mills@ymca.ca
3. In the subject line write your name followed by "Summer 2012 Application"
For example: Jane Smith_ Summer 2012 Application
4. Attach a copy of your complete application form.
5. Attach scanned copies of all required qualifications. Only attach current qualification valid through September 1st, 2012. See qualification chart for details.
6. If you do not have current qualification, we will accept proof of enrolment (*scanned receipts showing you are registered for the necessary courses*).
7. Cover letters and resumes may be included, but are not necessary unless specified in job criteria.
8. The application deadline is NOV 20th. Late submissions may be considered, however, there is a reduced chance of receiving an interview.

*If you do not have access to a computer, scanner or other necessary means to complete your application, please call 1800-387-5081 ext. 245 for assistance.

The Next Step

To be considered for an interview all the above steps must be followed correctly.

Interview invitations will be sent via email so please ensure that ruth_mills@ymca.ca and info@ymca-wanakita.on.ca are added to your safe senders list.

Please direct your questions to ruth_mills@ymca.ca

Wages and Dates

Position	Weeks	Weekly Wage	Summer Total	Contract Dates
<i>Family Camp Intern</i>	10	\$ 50.00	\$ 500.00	June 22 nd – Sept 1 st
<i>Activity Specialist</i>	10	\$ 350.00	\$ 3,500.00	June 22 nd – Sept 1 st
<i>Activity Director</i>	10	\$ 400.00	\$ 4,000.00	June 22 nd – Sept 1 st
<i>Facilitator</i>	11	\$ 475.00	\$ 5,225.00	June 18 th – Sept 2 nd
<i>Week 9 Staff</i>	1	Varies	Varies	August 25 th – Sept 1 st

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Qualifications

The following chart describes the most commonly submitted qualifications and the time period that they are valid for YMCA Wanakita positions:

Qualification	Last Tested/Re-certified
Bronze Med	<i>Not valid for any position, do not include on application</i>
Bronze Cross	Valid for 2 years (No earlier than Sept 1 st 2010)
NLS	Valid for 2 years (No earlier than Sept 1 st 2010)
LSS Instructors/Examiners	Valid for 2 years (No earlier than Sept 1 st 2010)
Emergency First Aid	<i>Not valid for any position, do not include on application</i>
Standard First Aid & CPR C	Valid for 3 years (No earlier than Sept 1 st 2009)
Wilderness First Aid	Valid for 3 years (No earlier than Sept 1 st 2009)
Wilderness First Responder	Valid for 3 years (No earlier than Sept 1 st 2009)
Ropes Challenge Courses	<i>Contact Wanakita for details</i>
G2 / G Class Drivers License	<i>Expiry as listed on card</i>
F-Class Drivers License	<i>Expiry as listed on card</i>
CRC/VSS	Valid for 5 months (No earlier than March of 2012)
Qualifications not listed here	<i>Contact Wanakita for details</i>

Please read individual job descriptions for specific qualification criteria.

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Job Descriptions & Criteria

In addition to the descriptions & criteria below, we expect that all staff possess:

- **Strong work ethic**
- **Positive, team oriented attitude**
- **Camper first perspective**
- **Good judgment**

Family Camp Intern 8 positions available

The Family Camp Intern position is designed for those looking to gain their first professional experience in the field of summer camping. Successful applicants will spend the summer working in all areas of the Family Camp program, gaining a well-rounded set of skills and experience. Under the direction of the Family Camp Program Facilitators and Family Camp Director, Interns will assist with and provide programs in all three areas (waterfront, adventure, and arts) as well as additional programs such as evening programs and special events. Interns will also provide support on the waterfront as lifeguards, and experience other aspects of camp including site maintenance and kitchen support.

- **Must be 17 years of age by December 31st 2012**
- **Minimum Qualifications of Standard First Aid, CPR C, and Bronze Cross must be met**
- **NLS is strongly recommended**

Program Specialists

The Program Specialists are responsible for the development and delivery of the Family Camp program, including care and maintenance of program equipment and areas. Working together with their program area team, program specialists create, prepare, and instruct programs that are developmentally appropriate for campers of all ages. Throughout the summer, program specialists are expected to maintain program quality by refining their lessons. Program specialists are also required to participate in additional programs such as evening program and special events, as well as creating a welcoming atmosphere by building relationships with family campers each week.

Position Requirements:

- **Must be 18 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR C must be met**
- **Candidates with NLS will be given preference**
- **Must have experience instructing in their preferred program area**

Adventure Program Specialists 3 positions available

Adventure Program Specialists must be able to facilitate programs in a minimum of four of the following areas: low and high ropes, out trip, sports, archery, wilderness and environmental pursuits, and mountain biking. The ability to facilitate depends upon knowledge, training, and previous experience.

- **Previous experience/training in low and high ropes facilitation is recommended**
- **Preference is given to applicants with Wilderness First Aid**
(successful applicants may be eligible to receive support in obtaining WFA)

Arts Program Specialists 4 positions available

Arts Program Specialists must be able to facilitate programs in a minimum of four of the following areas: Kids Corner (3-5 year olds), performing arts, music (specifically guitar and percussion), dance, yoga, and arts & crafts. The ability to facilitate depends upon knowledge, training, and previous experience.

- **Early Childhood Education is considered an asset**
- **Certified yoga instructors are preferred**

Waterfront Program Specialists 3 positions available

Waterfront Program Specialists must be comfortable facilitating programs in a minimum of four of the following areas: windsurfing, swimming, sailing, canoeing, and kayaking. The ability to facilitate depends upon knowledge, training, and previous experience.

- **Must have NLS and Pleasure Craft Operator card (or equivalent)**
- **Certification as an ORCKA instructor is preferred**

Program Directors 3 positions available

Program Directors are responsible for the overall quality and delivery of their program area. In addition to developing and delivering program with their team, Program Directors will ensure the quality of the program, including the constant evaluation and refinement of programs, while ensuring compliance with OCA and provincial standards. Throughout the summer they will also provide leadership to their team of program specialists, providing feedback and ensuring that program specialists are meeting expectations and providing a high quality program. During week 9 of Family Camp, Program Directors will contribute as part of the Program Facilitator team.

Position Requirements:

- **Must be 20 years of age by December 31st 2012**
- **A minimum of 2 years working at summer camp or related experience**
- **Minimum qualifications of Bronze Cross, Standard First Aid and CPR C must be met**

Adventure Program Director

The Adventure Program Director will oversee all aspects of the following programs: low and high ropes, out trip, sports, archery, wilderness and environmental pursuits, and mountain biking. A sound understanding of all areas is required. Responsibilities specific to this role include planning and packing overnights and monitoring ropes equipment and care.

- **Must have a minimum of Level I Ropes Course Instructor from an ACCT accredited provider**
(successful applicants may be eligible to receive support in obtaining this certification from Wanakita)
- **Candidates with NLS are preferred**
- **Preference is given to applicants with Wilderness First Aid**
(successful applicants may be eligible to receive support in obtaining WFA)

Arts Program Director

The Arts Program Director will oversee all aspects of the following programs: Kids Corner, performing arts, music, dance, yoga, and arts & crafts. A sound understanding of all areas is required.

- **Early Childhood Education is considered an asset**
- **Preference will be given to certified yoga instructors**

Waterfront Program Director

The Waterfront Program Director will oversee all aspects of the following programs: windsurfing, swimming, sailing, canoeing, and kayaking. A sound understanding of all areas is required, as is managing and supervising a team of lifeguards. Additional responsibilities include taking a lead role on emergency and waterfront procedures.

- **Must have current NLS and Pleasure Craft Operator Card (or equivalent)**
- **YMCA Canada and/or LSS Instructor certification is preferred**
- **Must have experience supervising guards in a waterfront or pool setting**
- **Candidates with instructor certifications in other areas (ex. CYA, ORCKA) will be preferred**

Program Facilitators 2 positions available

The Program Facilitators are responsible for the overall running of the Family Camp program. Responsibilities include coordinating and training Family Camp staff, working with Program Directors to produce weekly program schedules, and providing overall support to staff and campers to ensure a smooth and high quality Family Camp experience. Facilitators are also responsible for staff schedules and supervision, scheduling and supporting Assistant Counselors (ACs), and responding to daily questions and concerns from staff and campers. Successful applicants will have strong administrative and organizational skills, a good knowledge of and background in general camp programming, and strong problem solving and public relations skills. Program Facilitators will work alongside the Family Camp Director, and may be required to engage in a number of other tasks as required.

- **Must be 21 years of age by December 31st 2011**
- **Minimum Qualifications of Bronze Cross, Standard First Aid and CPR C, and a Pleasure Craft Operator Card must be met**
- **Previous camp & outdoor centre supervisory experience is an asset, as is NLS**

Family Camp Week 9

YMCA Wanakita's Summer Family Camp provides a unique opportunity for qualified individuals to work with our program for one week at the end of the summer, from **August 25th-September 1st**. Week 9 opportunities are open to both YMCA Wanakita Kids Camp staff, as well as eligible applicants outside of Wanakita. Positions available are listed below. Please refer to the job descriptions above for further information. For any other questions, please contact ruth_mills@ymca.ca

Role	Positions Available
Family Camp Intern	8
Program Specialists	4 adventure; 4 arts; 5 waterfront
Program Directors	1 adventure; 1 arts; 1 waterfront
Facilitator (specifically to assist in coordinating special events)	1

Please note that week 9 employment for Wanakita Summer Kids Camp staff is contingent upon successful completion of their Kids Camp contract.

Other Employment Opportunities at YMCA Wanakita

Residential and Day Camp

There are a wide variety of program positions available at YMCA Wanakita's Kids Camps. Please follow this link to access the Kids Camp Application Package: http://www.ymcahbb.ca/locations_wanakita_employment.cfm. You may apply to both Family Camp and Kids Camp positions simultaneously using the same application form. Write "FC" beside any Family Camp position choices and send your application to both andrew_dzenis@ymca.ca and ruth_mills@ymca.ca.

Kitchen

Kitchen staff will assist in food preparation, and are responsible for the care, maintenance, and cleanliness of the food service equipment and environment.

- **Must be 18 years of age by December 31st 2012**
- **Minimum qualifications are Standard first aid and CPR-C certification**

House and Grounds Keeping

Responsibilities include twice daily cleaning of washroom and shower facilities, grounds upkeep, grass cutting, and garbage collection and disposal.

- **Must be 20 years of age by December 31st 2012**
- **Minimum qualifications are Standard first aid and CPR-C certification**

Summer Health Care Staff

Responsible for the delivery of Wanakita's health services under the co-ordination of the Health & Wellness Section Director and Kids Camp Director. 1, 2 and 4 week placements are available for doctors and nurses. Students in the medical field would be welcome to apply to assist those doctors and nurses responsible.

- **Minimum Qualifications are BCLS, Standard First Aid, and a license to practice medicine or nursing in the province of Ontario.**

Outdoor Centre Employment

Outside of the summer season, YCMA Wanakita operates during the fall, winter and spring as an Outdoor Centre. If you are interested in applying for an Instructor Position at Wanakita's Outdoor Centre, please email [Cam Green](#) and attach a copy of your resume or CV to your message. Please advise that the Summer Programs and the Outdoor Centre have separate hiring processes.

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[Applying from Abroad](#)

International Job Opportunities

If you are not a Canadian citizen and wish to apply for a position at YMCA Wanakita please begin by filling out the application form and following the steps listed in this application package. In your initial email please be sure to mention the status of your citizenship along with any information pertinent to your summer availability. Foreign workers are welcome to apply to all summer positions and will be considered for positions where job criteria are met. If the necessary qualifications are not available in your country of residence please contact Wanakita to discuss which foreign qualifications can be transferred, which can be acquired and in certain cases which qualifications are not necessary.

Successful foreign applicants will be required to obtain a Canadian work permit and make flight arrangements at their own expense. Please be aware that a large degree of independence is required of all individuals applying from abroad. Please contact ruth_mills@ymca.ca if you require assistance with any portion of the hiring process.

International Volunteer Opportunities

YMCA Wanakita's International Volunteer Program is designed for the mutual benefit of volunteers, staff members and participants. The purpose of this program is to enrich the quality of the YMCA Wanakita camp community through cultural exchange and shared learning experiences. This exciting opportunity is made available to candidates who show excellent leadership abilities and are passionately engaged in the healthy development of youth. Our hope is that the joys and challenges of this experience will provide volunteers with the opportunity to grow and improve their skills as well as providing a valuable service to today's youth. Individual volunteer placements will be arranged with prior to the summer season and will vary depending on each individual's skill set, their desired experience and YMCA Wanakita program needs. Please contact ruth_mills@ymca.ca if you wish to apply.

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[Volunteers](#)

If you are interested in volunteering for a portion of the summer, contact ruth_mills@ymca.ca with the dates you have available and other pertinent information. Volunteers will be selected based on their experience, qualifications and willingness to contribute to the mission, vision and core values of YMCA Wanakita. Suitable volunteers will be contacted as opportunities present themselves prior to or during the summer season. Volunteer must be a minimum of 17 years of age by Dec 31st 2012.

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Applicants must read and understand conditions of employment listed below

YMCA WANAKITA CONDITIONS OF EMPLOYMENT FOR PART-TIME SUMMER STAFF 2012

- 1.** All Wanakita staff members must be concerned with the health, safety and well being of every participant at Wanakita and at all times uphold the mission/ core values/ vision of the YMCA of Hamilton/ Burlington/ Brantford.
- 2.** The philosophy of YMCA Wanakita promotes respect for, and compliance with the law. Staff members are advised that non-compliance with the Liquor Control Act, Liquor License Control Act, Food and Drug Act, Narcotic Control Act and Trespass to Property Act will result in termination. In particular, the possession or use of intoxicants is prohibited while on Wanakita property, or while responsible for program off Wanakita property. YMCA Wanakita staff who have not reached the age of majority in Ontario may not consume alcohol at any time during the dates covered by their contracts.
- 3.** The use or possession of tobacco products is prohibited while on Wanakita property, or while responsible for program off Wanakita property. Breach of this condition may result in termination. Tobacco products may be used only during a designated day off, and only off Wanakita property. Smoking close to Wanakita property (on the lake, the camp road, the public dock or in the woods) is strongly discouraged, keeping in mind our public image as a YMCA Camp, and participant role modeling.
- 4.** Staff must be aware that at ALL TIMES their behaviour represents YMCA Wanakita. Improper public behaviour that reflects poorly on Wanakita's community relations or public image will result in disciplinary action which may include termination of employment and a loss of contract bonuses.
- 5.** Summer staff receive one day off per week, assigned depending on work schedules. There may also be the opportunity for time off during session changeovers. All staff must submit written requests for special time off to their Supervisor and must have permission to leave the property when not on scheduled time off. If extended time off is needed for any reason, it will be reflected in future time off or pay. Staff may not accumulate time off.
- 6.** STAFF VISITORS - Permission must be given by your Supervisor in advance with regards to visitors. Visitors must check in and out of the main Longhouse office, and must display a visitor's pass while on site. Visitors may not use Wanakita's program facilities, or stay overnight on Wanakita property. Staff will be held accountable for the actions of their visitors while on Wanakita property. Visits on site are recommended to be short and must be hosted on staff time off.
- 7.** Staff will be responsible for replacing any carelessly damaged or lost Wanakita property.
- 8.** All staff must meet the minimum qualifications for their respective positions and their certifications must remain current during the dates covered by their contracts.
- 9.** Staff are required to wear lifejackets at all times (on or off duty) when in any watercraft while on contract with YMCA Wanakita. Failure to do so will result in termination of employment.
- 10.** While on canoe trips Wanakita does not participate in white water activity or on jumping/diving from elevated areas into water. Counsellors that do not adhere to this policy will be in breach of the conditions of employment, specifically point 1 above, and this will result in termination of employment and a loss of contract bonuses.
- 11.** Should it become necessary to terminate a staff member's contract, notice of cause shall be given and salary will be adjusted to the date of termination. Complete incentives will not be awarded to individuals who are dismissed. When the affected staff member is less than 18 years old, his or her parents or legal guardians will be notified immediately.
- 12.** All policies and procedures not stated in these conditions are reviewed in pre-season training programs and staff manuals (vehicle policies, dress code, dining hall and emergency procedures, administration policies etc). These are all considered to be conditions of employment.
- 13.** Each staff member agrees to co-operate fully, and support YMCA Wanakita, its objectives and programs and to comply with all rules deemed necessary by the YMCA of Hamilton/ Burlington/ Brantford and YMCA Wanakita, whether now in effect or hereafter adopted. This includes providing accurate information necessary to qualify the staff member for receipt of regular pay. (i.e.: social insurance number, birth certificate, certification of skills/education, criminal reference check, health card number, driver's license). Failure to do so may result in termination.
- 14.** Staff are required to read the staff manual before their arrival at Wanakita for the beginning of their contract.
- 15.** Staff are required to attend and participate in designated training events as part of the qualification process for all staff positions. There shall be no payment made to the employee in respect to the attendance of such mandatory training sessions.
- 16.** Staff are required to submit a criminal reference check including a vulnerable sector search if available for their age group, which will be acquired at the staff members expense.
- 17.** Wanakita is not responsible for the loss or damage of any staff member's belongings, whether in transit or on site.

Side note: If you have read until this point, well done! Please be sure to include an alias/nickname in brackets after your proper name on the application form. If you do not have an alias or would prefer to keep it anonymous please add a few exclamation points instead.

AS A MEMBER OF THE WANAKITA STAFF YOU ARE BOUND BY THE RULES AND POLICES OUTLINED IN THESE CONDITIONS OF EMPLOYMENT, THE STAFF MANUAL AND TRAINING SESSIONS. YOUR CONTRACT CAN BE TERMINATED IMMEDIATELY BY THE SUMMER CAMP DIRECTOR DUE TO UNSATISFACTORY PERFORMANCE, DECREASED PARTICIPANT ENROLLMENT, BREACH OF CONTRACT POLICIES PROVIDED IN THIS PACKAGE OR IN ANY OTHER TRAINING/STAFF MEETING, OR ANY OTHER JUST CAUSE.

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About YMCA Wanakita

History

YMCA Wanakita is a branch of the YMCA of Hamilton/Burlington/Brantford. In Summer 2012, Wanakita will celebrate its 59th anniversary on Koshlong Lake in the Haliburton Highlands. Wanakita's history extends back to the 1920's, when the Hamilton YMCA operated Camp Tekahoinwake on the Grand River. Tekahoinwake moved to Lake Erie and became Erie Heights, where it remained until 1953, when the YMCA moved the camping operation to Koshlong Lake and renamed it Wanakita. Wanakita was a boys camp until 1969, and then became a co-ed camp for 8-16 year olds. In 1976 Wanakita became a four-season facility and continued to grow to meet the needs of the community. In 2009, Wanakita served over 3750 summer day, residential, and family campers. An additional 8000 participants of all ages took part in a variety of recreational and educational programs during winter, spring, and fall at the Wanakita Outdoor Centre.

Our Charitable Mission

The YMCA of Hamilton/ Burlington/Brantford is a charitable organization helping people achieve personal growth in spirit, mind and body through participation and service to the community.

Our Vision

Creating healthy communities in which individuals and families have opportunities to reach their potential.

Our Core Values

Caring, Honesty, Respect and Responsibility

YMCA Wanakita Vision

As a branch of the YMCA of Hamilton/Burlington/Brantford, YMCA Wanakita is recognized as a premier summer children's camp, summer family camp, and a fall, winter and spring Outdoor Education, Recreation and Retreat Centre. Wanakita is recognized for excellence in providing opportunities and experiences that contribute significantly to the lives of people of all ages and backgrounds.

Goals - YMCA Wanakita provides experiences for a wide range of individuals and groups working towards building strong kids, strong families and strong communities. A welcoming, supportive and challenging environment is provided:

1. To develop self reliance and responsibility to realizing leadership potential, expanding ones personal resources and placing a high value on having a positive attitude.
2. To be socially co-operative by relating positively to others, understanding interdependence and friendships, group building and co-operative living.
3. Towards health, fitness and lifelong learning through understanding emotional, mental and physical well being and the importance of active lifestyles and learning new skills that carries forward through life.
4. To be motivated by principle developing values that guide life such as trust, honor, love, justice, peace, fun, honesty, equality, courage, spiritual understanding and appreciation of the diversity of people.
5. To appreciate and understand the workings of the natural world and our place in it.

YMCA Wanakita Staff

Positive Role Models

At YMCA Wanakita we are looking for staff who can be positive role models. Staff must be able to represent our vision, mission and goals and provide participants with opportunities to develop. We need staff to be self motivated and interested in their own growth and development. Wanakita staff must be able to work well on a team, and adapt to the needs of the Outdoor Centre and Summer Camp. Work at Wanakita is both challenging and enjoyable.

Providers of Rewarding Experiences

The days are long and the environment intense, but the experience is very rewarding. Wanakita staff become key figures in the lives of the children, youth, and adults with whom they come in contact, and make friends themselves that last a lifetime.

Team Players

Wanakita takes pride in its staff team. These individuals make the program delivery possible, and have built Wanakita's excellent reputation across Canada and around the World. The Summer Camp and Outdoor Centre staffs are entrusted with a great deal of responsibility, so Wanakita takes great care to make sure we select skilled individuals with positive attitudes and strong work ethics for employment.

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[Gervais Family Education Award](#)

This award is offered annually to provide one or more YMCA Wanakita Summer Staff to pursue post secondary education. An amount up to \$3,000 is available annually (i.e. 1 individual at \$3000, or 2 individuals at \$1,500 each, or 3 individuals at \$1,000 each).

Please follow this link to apply: <http://www.ymcahbb.ca/gervais-family-education-award.cfm>

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