



YMCA

We build strong kids,
strong families, strong communities.

YMCA Wanakita Kids Camp Application Package Summer 2012

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Preparation

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

Ensure that you have all the necessary qualification valid though 2012 or are enrolled in courses that you still need to acquire.

The Application

1. Complete the 'summer 2012 staff application form' and save it to your computer.
2. Create an email addressed to: andrew_dzenis@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 completed application form.
5. Attach scanned copies of all required qualifications. Only attach current qualification valid through Aug 25th 2012. See *qualification chart* for details.
6. If you do not have current qualifications, 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. Certain positions may be offered prior to this date.

*If you do not have access to a computer, scanner or other necessary means to complete your application, please call 1800-387-5081 ext. 246 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 andrew_dzenis@ymca.ca and info@ymca-wanakita.on.ca are added to your safe senders list.

Please direct your questions to andrew_dzenis@ymca.ca

Wages and Dates

A completion incentive worth an additional 15% of the contract value will be awarded to individuals who successfully complete the full duration of their contract.

Summer Wages

Level	Weeks	Weekly Wage	Summer Total	Completion Incentive	Summer Total with Completion Incentive
Assistant Counsellor	9	\$ 42.50	\$ 382.50	\$ 67.50	\$ 450.00
J / I Counsellor	9	\$ 148.75	\$ 1,338.75	\$ 236.25	\$ 1,575.00
Senior Counsellor	9	\$ 212.50	\$ 1,912.50	\$ 337.50	\$ 2,250.00
Resource Specialists	9	\$ 212.50	\$ 1,912.50	\$ 337.50	\$ 2,250.00
SC1 Counsellors	9	\$ 233.75	\$ 2,103.75	\$ 371.25	\$ 2,475.00
SC2 Counsellors	9	\$ 297.50	\$ 2,677.50	\$ 472.50	\$ 3,150.00
J / I SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Sen Trad SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Sen Spec SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Transport SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Inclusion SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Special Projects SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Equipment/Media SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Air Adventure SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Day Camp SD	9.5	\$ 348.50	\$ 3,310.75	\$ 584.25	\$ 3,895.00
Student Counsellor SD	10	\$ 403.75	\$ 4,037.50	\$ 712.50	\$ 4,750.00
Resource SD	10	\$ 403.75	\$ 4,441.25	\$ 783.75	\$ 4,750.00
Health and Wellness SD	11	\$ 403.75	\$ 4,441.25	\$ 783.75	\$ 5,225.00
Program Administrator	12	\$ 403.75	\$ 4,441.25	\$ 783.75	\$ 5,700.00
Program Facilitator	12	\$ 403.75	\$ 4,845.00	\$ 855.00	\$ 5,700.00

Contract Dates

Counsellors and Specialists	June 22 nd to Aug 23 rd
Section Directors	June 18 th to Aug 23 rd
SC / Res / H&W SDs	negotiable to Aug 27 th
Summer Management positions	negotiable to Aug 27 th

Qualified Kids Camp staff have the opportunity to extend their contract to September 1st 2012 and work for the final week of Family Camp. To apply for a position, please refer to the Family Camp Application Guide.

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 Aug 25 th 2010)
NLS	Valid for 2 years (No earlier than Aug 25 th 2010)
LSS Instructors/Examiners	Valid for 2 years (No earlier than Aug 25 th 2010)
Emergency First Aid	<i>Not valid for any position, do not include on application</i>
Standard First Aid	Valid for 3 years (No earlier than Aug 25 th 2009)
Wilderness First Aid	Valid for 3 years (No earlier than Aug 25 th 2009)
Wilderness First Responder	Valid for 3 years (No earlier than Aug 25 th 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

Some of the qualities we seek in candidates and expect from staff:

- **Strong work ethic**
- **Positive team oriented attitude**
- **Good judgment**

Assistant Counsellors (ACs) 50 positions available

This entry level position is for those who are looking to gain their first professional experience in the field of summer camping. Throughout the summer, ACs will circulate through the Residential Camp, Day Camp, Family Camp, Special Projects and Food Service departments providing a well rounded appreciation for all areas at camp.

In residential cabin placements ACs will be paired with an experienced counselling partner; together they will supervise campers 7 to 12 years old for a minimum of 2 weeks. During this time they are responsible for the health and well being of campers on a 24 hours basis. They are responsible to plan and facilitate daily and weekly cabin programs. They will also work closely with Wanakita's team of Area Specialists instructing campers each morning during Personal Choice Activities. Some individuals will also have the opportunity to help supervise campers 12 to 14 years old in the Senior Section and help instruct a 5 day canoe-trip. While working in Day Camp, Assistant Counsellors will be assigned to groups of 6-10 campers during the day and assist with program prep for a portion of the late afternoon/evening. While working at Family Camp ACs will be required to lifeguard and instruct in wide variety of activities under the supervision of Family Camps Program Specialists. While working in Food Services, ACs will help prepare and serve food, carry out dish duties and maintain the general cleanliness of the dining hall and kitchen area under the direction of a Kitchen Supervisor. While working in Special Projects ACs will help with various maintenance duties and unique projects around camp. If interested, ACs may apply to work 1-1 with special needs campers. While not in residential camper cabin placements ACs will live in dormitory-style facilities.

- **Must be 17 years of age by December 31st 2012**

- **Minimum Qualifications of Standard First Aid, Bronze Cross, CPR level “C” must be met**
- **NLS is strongly recommended**

Junior / Intermediate Counsellors (JIs) 26 positions available

J/Is will be responsible for the 24-hour supervision of campers between the ages of 7 and 13. With their co-counsellor they will plan and facilitate daily and weekly programming for one and two week camper groups. Each morning they will be responsible to assist Wanakita’s Program Specialist in the delivery of Personal Choice Activities. If interested, counsellors may apply to work 1-1 with special needs campers. Residential Kids Camp Counsellors may be required to spend one or two weeks in another area of camp such as Resource, Family Camp, Food Services, Special Projects, Seniors or Day Camp to accommodate staffing needs.

- **Must be 18 years of age by December 31st 2011.**
- **Must have at least 1 years experience working at Summer Camp or equal related experience**
- **Minimum Qualifications of First Aid, Bronze Cross, CPR level “C” must be met**
- **NLS certification is strongly recommended**
(those will NLS with have a significantly greater chance of receiving a job offer).
- **WFA will be considered an asset**

Senior Counsellors 14 positions available

Senior Counsellors will facilitate both Traditional and Specialty programming for two week periods. Senior Counsellors are responsible for the 24-hour supervision of campers between the ages of 13 and 15. With their co-counsellor they will be responsible for planning and facilitating daily and weekly programming. Each morning they will be responsible to assist Wanakita’s Program Specialist in the delivery of Personal Choice Activities. In each Specialty placement counsellors will lead a 3 day/2 night canoe excursion on Wanakita’s Koshlong Lake. The primary focus of the Specialty Program is skill development and team building through on site programming. In each Traditional placement counsellors will lead a 5 day/4 Night out of camp canoeing trip. Senior Counsellors may also be selected to facilitate Wanakita’s ‘Tripper’ program and lead a 10 day/9night canoe trip. Senior Counsellors may apply to work 1-1 with special needs campers if they are interested.

- **Must be 19 years of age by December 31st 2011**
- **A minimum of 2 years working at summer camp or related experience**
- **Minimum qualifications of NLS, Wilderness First Aid (WFA), and CPR level C must be met**
(Successful applicants may be eligible to receive support in obtaining WFA)
- **Additional ORCKA and tripping related qualifications will be considered assets and may be required**

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Leadership Instructors

First Year SC Counsellors (1st yr SCs) 6 positions available

First Year Leadership Counsellors are responsible for delivering two one-month long skill-intensive programs to a group of 15-year-old Student Counsellors. SC Counsellors must be highly proficient in all aspects of the camp program. Canoeing, kayaking, out tripping, high ropes, archery, sailing, windsurfing, and swimming form the backbone of the program and counsellors must be capable of instructing in all of these areas. Counsellors will be solely responsible for a cabin group of 8-10 campers, and will reside with those campers for the duration of their camp stay.

- **Must be 20 years of age by December 31st 2012**
- **A minimum of 3 years working at summer camp or related experience.**
- **Minimum qualifications: NLS, WFA, Standard First Aid, CPR C and ORCKA Flatwater Instructor.**
- **LSS instructor/examiners will be considered a strong asset along with further instructor certifications in sailing, climbing, canoeing and kayaking.**
(Successful applicants may be eligible to receive support in obtaining WFA, LSS instructors/Examiners and ORCKA levels)

Second Year SC Counsellors (2nd yr SCs) 4 positions available

Second Year Leadership Counsellors are responsible for delivering two one-month leadership programs designed to teach participants in their 16th year of age the skills necessary to teach and work effectively with children and peers in a residential or day camping environment. The Leadership Counsellors need to be familiar with program design, instructional techniques, and camp systems and will need to work with a significant amount of independence.

- **Must be 21 years of age by December 31st 2011**
- **A minimum of 3 years working at summer camp or related experience.**
- **Minimum Qualifications of NLS, Standard First Aid and CPR level C must be met.**
- **Qualifications in canoeing, kayaking and high ropes would be considered assets as would an F class or class 4 driver's license**

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Resource Area Specialists

Resource specialists are responsible for Wanakita's various program areas as well as fulfilling an equally important role as support personnel. **Throughout the hiring process we will be selecting individuals who take pride in quality program delivery and are willing to contribute to an inspired and motivated team environment.**

Program instruction is central to all resource positions as well as the maintenance, cleanliness, upkeep and scheduling of their program area. They have additional responsibilities in the planning and delivery of special events, campfires, mealtime supervision of campers, overnight canoe trips, support activities as well as providing leadership within their area. Each resource staff member will be assigned to a cabin group to provide extra support and guidance. Area Specialists live in dormitory style accommodations. Where eligible, resource staff may be given the opportunity to switch areas for a portion of the summer. In certain cases, exceptions may be made to the minimum age criteria. Resource staff may be required to attend various training events prior to the summer season. **Successful applicants may be eligible to receive support in obtaining relevant qualifications outside of the general swimming, CPR and First Aid qualifications.**

Day Camp Specialist

The Day Camp Specialist will assist in all aspects of Wanakita's Day Camp programming. Under the guidance of the Day Camp Section Director they will help train and provide support for new staff members each week. They will be responsible for the upkeep of Day Camp Central as well as ensuring Day Camp Counsellors keep all other program areas tidy. The Day Camp Specialist is expected to greet parents each day during drop off and pick up times and to help address any concerns they might have. The Day Camp Specialist is also required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C must be met**
- **Must have excellent interpersonal skills**
- **Any previous leadership experience will be considered an asset**
- **A valid Ontario boaters license will be considered an asset**

Sports & Archery Specialist

The Sports and Archery Specialist manages archery and all other land sports available at camp. Their duties include: activity instruction, creative programming, equipment maintenance and cabin scheduling. They will be responsible for managing staff members in multiple areas during program periods. The Sports and Archery Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR level C must be met**
- **Must have instructional experience in a wide variety of land sports and archery**

- Any coaching experience will be considered an asset
- NLS will be considered an asset

Mountain Biking Specialist

The Mountain Biking Specialist manages all biking programs at camp. They are responsible to deliver progressive skill based instruction, maintain Wanakita's bikes and related equipment and cabin scheduling. The Mountain Biking Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, WFA, Standard First Aid, and CPR level C must be met**
- **Must have official mountain biking instructors training**
- **NLS will be considered an asset**

WEP Specialist

The Wilderness and Environmental Pursuits specialist at Wanakita is responsible for teaching the WEP skills programs on topics such as local flora and fauna, outdoor cooking and orienteering. They will direct and assist staff during morning PCAs and during cabin program slots. Certain responsibilities will be shared with the Advance WEP Specialist such as preparing cabin counsellors to deliver programming on overnights and teaching astronomy lessons. The WEP Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, WFA Standard First Aid, and CPR level C must be met**
- **Extensive experience and knowledge in back woods travel, navigation, route planning and environmental aspects are required**
- **Qualifications from previous environmental and wilderness experience will be considered an asset**
- **NLS will be considered an asset**

Advanced Wilderness Skills Specialist

The Advanced Wilderness Skills Specialist is responsible for the program delivery for cabin groups to experience more advanced wilderness skills. Senior campers will be taught advanced navigation skills, on-trail and off-trail forest travel, thorough map reading comprehension, flora and fauna education, various techniques for fire starting along with other advanced skills taught at their discretion. Certain responsibilities will be shared with the WEP Specialist such as preparing cabin counsellors to deliver programming on overnight and teaching astronomy lessons. The Advanced WEP Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, WFA, Standard First Aid, and CPR level C must be met**
- **Extensive experience and knowledge in back woods travel, navigation, route planning and environmental aspects are required**
- **Qualifications from previous environmental and wilderness experience will be considered an asset**
- **NLS will be considered an asset**

Dance Specialist

The Dance Specialist will be responsible for the development and delivery of Residential Camps Dance program. Each morning they will instruct PCA dance lessons. Lessons will be tailored to the abilities of each group and will work towards a weekly Corey's place performance. The Dance Specialist will have the opportunity to collaborate with the Theatre and Music Specialist on various performances. They may also have the opportunity to incorporate traditional dances into staff socials. A successful candidate may be asked to provide individual cabin group lessons for those interested. Furthermore they will be needed to cover a wide variety of program areas outside of dance. The Dance Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**

- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR level C must be met**
- **Proficiency and teaching experience in multiple dance styles will be necessary**
- **NLS will be considered an asset**

Theatre Specialist

The Theatre Specialist is responsible for the delivery of the theatre program and the upkeep of Corey's Place (Theatre, Sanctuary and Museum). Each week they will write and direct a performance for each of their program groups. The primary focus of theatre at Wanakita is the personal and group development of participants. They will work closely with the Music and Dance Specialists towards weekly Corey's Place performances and various collaborative projects. They will also be responsible to assist with costumes and props for various special events at Wanakita. The Theatre Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR level C must be met**
- **Previous experience instructing in theatre arts will be necessary**
- **Must be competent leading a wide variety of drama activities**
- **NLS will be considered an asset**

Music Specialist

The Music specialist's primary responsibility is the delivery of Wanakita's Guitar and Percussion programs. They will be expected to teach and orchestrate kids in a musical performance each week. They will work closely with the Theatre Arts and Dance Specialists on Corey's place performances. They will look after sound equipment in their area and throughout camp for dances, open mics and various events. They will have the opportunity to take on the recording and production of a staff CD. The Music Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR level C must be met**
- **Previous instructors experience in Guitar and percussion will be necessary**
- **NLS will be considered an asset**
- **Must be skilled in a variety of instruments and musical techniques**
- **Working knowledge of sound/recording equipment will be considered a strong asset**

Arts and Crafts Specialist

The Arts and Crafts Specialist manages inventory and program delivery. Programs include candles, tie-dye, silk-screen, and numerous traditional camp crafts. They are required to developing new and creative programming in order to engage returning campers. They are also responsible to assist with props, posters, costumes etc. for special events at camp. The Arts and Crafts Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR level C must be met**
- **Artistic ability and instructional experience in a wide variety materials are necessary**
- **Any experience with collaborative art projects will be considered an asset**
- **NLS will be considered an asset**

Paddle Making Specialist

The Paddle Making Specialist is responsible for delivering Wanakita Paddle Making program. Each week participants will be given a paddle "blank" which will be rasped, sanded down, engraved and finished by the end of the week. During the non-PCA times, the role of the Paddle Making Specialist will be to fill in as a Resource floater and helping out where

needed while maintaining the cleanliness of their program area. Motivational skills ethic and appreciation for fine craftsmanship is essential in this role. The Paddle Making Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR level C must be met**
- **Must have a strong aptitude for woodworking**
- **NLS will be considered an asset**
- **Knowledge surrounding the history and construction of a canoe paddle will be considered an asset**

Sailing Specialists 2 positions available

Sailing Specialists are responsible for the delivery of Wanakita's sailing program. They are required to provide high quality skill based lessons appropriate for the various ages and skill levels that use their area. They will supervise a group of PCA staff and maintain Wanakita's fleet of Pico's,,Hobie-crafts and other various sailing vessels. Sailing Specialists report to the Resource Section Director and are required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C must be met**
- **Must have official sailing instructors training**
- **Must have a valid Ontario boaters license**

Windsurfing Specialist

The Windsurfing Specialist is responsible for the delivery of Wanakita's windsurfing program. They are required to provide high quality skill based lessons appropriate for the various ages and skill levels that use their area. They will supervise a group of PCA staff, maintain Wanakita's fleet of boards, sails, related equipment and keep a tidy waterfront area. The Windsurfing Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C must be met**
- **Must have official windsurfing instructors training**
- **Must have a valid Ontario boaters license**

Canoeing Specialist

The Canoeing specialist co-ordinates program instruction throughout the summer for the various age groups and skill sets at camp. The canoeing specialist is responsible for the upkeep of Wanakita's fleet of canoes and related equipment as well as maintaining compliance with OCA and provincial regulations. They must coordinate the scheduling of canoes for out-tripping, PCAs, cabin programs on overnights. The Canoeing Specialists reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C must be met**
- **Must have official canoe instructor training i.e. ORCKA Camp Canoe Instructor**

Kayaking Specialists

The Kayaking Specialist is responsible for Wanakita`s kayaking programs, including white water instruction at the Gull River and on-lake flat water programming. They are required to co-ordinate all aspects of kayak instruction during the summer camp season including the upkeep of Wanakita's fleet of 50 kayaks and related equipment. The Kayaking Specialist reports to the Resource Section Director and is required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**

- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C must be met**
- **Must have official white water instructors and rescue training**
- **Must have official flat water instructors training**

Aquatics Specialists 2 positions available

Aquatics specialists are responsible for the overall safety, supervision, and operation of Wanakita's swimming areas. They co-ordinate swim instruction based on YMCA levels during the summer camp season, along with instructing Bronze Medallion and Bronze Cross courses for Wanakita's leadership groups. Aquatics Specialists report to the Resource Section Director and are required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, CPR level C must be met**
- **Must have an understanding and teaching ability in standard YMCA swimming levels**
- **LSS Instructors and Examiners are highly valued and will be considered an asset in this position**

Resource Floater 2 positions available

Resource Floaters are responsible to instruct in a wide variety of areas. Their daily program schedules will be determined by the required coverage in each individual program area. In all other regards their duties will be identical to those of an area specialist. This job will be ideal for those who wish to provide a greater diversity of program instruction as opposed to focusing on a specific program area for the summer. Resource Floaters report to the Resource Section Director and are required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C must be met**
- **Must have a valid Ontario boaters license**
- **Strong General knowledge and teaching ability in most resource areas is necessary**

Out Tripping Specialists 3 positions available

Out tripping specialists organize, schedule and prepare for all aspects of the out tripping program at Wanakita. Out tripping specialists sign out, repair and maintain the camp's tents, packs, stoves, maps, and fleet of tripping canoes. They organize the site sign out, menu, route and trip planning needs of campers and staff leaving on day-trips and out-trips of one to ten nights in duration. They will also be required to provide support in other program areas when not pre-occupied at OT. Out Tripping Area Specialists report to the Out Tripping Section Director and are required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012.**
- **Minimum Qualifications of Bronze Cross, Standard First Aid and CPR level C must be met**
- **NLS will be considered an asset**
- **Must have a valid Ontario boaters license**
- **Thorough knowledge and experience in out-tripping practices is necessary**

Air Adventure Specialists 3 positions available

Air Adventure Specialists are responsible for program delivery in the various ropes and initiative areas. They are responsible for the ongoing maintenance of Wanakita's challenge course areas, and for the upkeep of all related equipment. Wanakita operates two high ropes courses, a climbing wall, a dangle-duo, a high team element, a flying squirrel, two low ropes courses, and a variety of stand-alone initiatives. Air Adventure Specialists will provide guidance to all staff members while utilizing these areas and will report to the Air Adventure Section Director and are required to assist in general resource responsibilities..

- **Must be 19 years of age by December 31st 2012**

- **Minimum Qualifications of Standard First Aid, CPR level C and Challenge Course Training**
(Wanakita can provide assistance in acquiring Challenge Course training for successful applicants)
- **Bronze Cross or NLS will be considered an asset**

Retail Specialist

Responsible for operating Wanakita's Tuck Shop (candy, souvenirs and mail). Tracking inventory, bookkeeping, sales and a variety of administrative tasks are all part of the job. The Tuck Shop Specialist is responsible for managing all incoming and outgoing staff and camper mail. They will work closely with Inclusion staff and participants, the Resource Section Director and will report directly to Wanakita's full time administrative staff. The Retail Specialist is also required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012**
- **Minimum Qualifications of Standard First Aid, CPR-C must be met**
- **Strong organization skills and aptitude for time management are necessary**
- **Retail experience, computer skills and accounting knowledge will be considered assets**
- **Bronze Cross or NLS will be considered an asset**

Inclusion Specialists 2 positions available

The primary responsibility of the Inclusion Specialists is to make sure that Wanakita is an inclusive environment, accommodating the integration of campers with special needs. They will provide both support and guidance for counsellors who are paired one on one with campers. A large part of this role involves providing coverage for 1:1 counsellors on time off. They will work in co-operation with Reach for the Rainbow and the health services department. Inclusion Specialists report directly to the Inclusion Section Director and are required to assist in general resource responsibilities.

- **Must be 19 years of age by December 31st 2012 must be met**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, CPR level C and experience in related fields**
- **NLS will be considered an asset**
- **Non-violent crisis intervention certificate will be considered an asset**

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Supervisory Positions

Day Camp Section Director

The Day Camp Section Director organizes the entire day camp operation at Wanakita for children between the ages of 5 and 14. Day Camp runs Monday through Friday, 8am-4pm for 7 weeks of the summer. They are responsible for a staff team of up to 16 counselors at one time. Other primary responsibilities include site cleanliness, parent interaction and scheduling logistics. The Day Camp Section Director supervises programming separate from residential camp but shares the same facilities. The Day Camp Section Director will also be required to assist with a number of the general section director responsibilities.

- **Must be 22 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C**
- **An F class or class 4 driver's license will be necessary** (*assistance may be lent in the acquisition thereof*)
- **Previous supervisory experience in a related field will be necessary**
- **A valid Ontario boaters license is highly recommended**

- **Any previous experience working in Day Camps will be considered an asset as will a thorough understanding of YMCA program philosophy**

Junior/Intermediate (J/I) Section Directors 3 positions available

J/I Section Directors oversee all J/I campers and J/I counselling staff. In this section the campers range from 7 to 13 years old. J/I Section Directors are responsible for ensuring that the camp experiences of their campers are safe and as fun as possible. J/I Section Directors design and facilitate section-wide programs, provide constant guidance and support to the counselling team, organize the administrative needs of their section, ensure that cabin areas are clean and organized at all times and respond to parent concerns and inquiries. As a team they are responsible for the largest section of camp.

- **Must be 21 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR-C must be met**
- **NLS would be considered an asset**
- **A valid G2, G, F or class 4 driver's license would be considered an asset**
- **A valid Ontario boaters license will be considered an asset**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Senior Specialty Section Director

The Senior Specialty SD will supervise all cabin groups and counselling staff in the Senior Specialty program. The camper ages range from 13 to 15 and attend camp for two full weeks. This section director is responsible for ensuring that the camp experience of their campers is safe and as fun as possible. Working closely with the Senior Tripping Section Director they will design and facilitate section-wide programs, provide constant support to the counselling team, organize the administrative needs of their section, ensure that cabin areas are clean and organized and respond to parent concerns and inquiries.

- **Must be 21 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR-C must be met**
- **NLS would be considered an asset**
- **Must have a valid Ontario boaters license**
- **A valid driver's G2, G, F or class 4 driver's license would be considered an asset**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Senior Tripping Section Director

The senior tripping section director is responsible for 8 cabins of 13-16 year old campers. The senior traditional program consists of a one-week in camp stay, and a 5-day canoe trip. The trippers participate in a 10-day out trip. The senior tripping section director designs and runs section-wide programs, provides constant support to the counseling team, organizes the administrative needs of his or her section, and responds to parent concerns and inquiries.

- **Must be 21 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid first aid, and CPR-C must be met**
- **Must have strong understanding of canoe tripping practices and tripping experience**
- **NLS would be considered an asset**
- **A valid G2, G, F or class 4 driver's license would be considered an asset**
- **A valid Ontario boaters license will be considered an asset**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Inclusion Section Director

The Inclusion Section Director is responsible for the overall management of Wanakita's Inclusion program. This program helps to integrate campers with a variety of disabilities into Wanakita's programs. The Inclusion Section Director coordinates the necessary support for all staff, volunteers and campers with disabilities and works closely with Reach for the Rainbow as they send campers to Wanakita and assist in the delivery of the program. The Inclusion Section Director supervises 2 Specialists and up to 8 staff per week working as one-on-one support. The Inclusion Section Director is also responsible to fill in for Inclusion staff during time off and to assist with general section director responsibilities.

- **Must be 21 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR-C must be met**
- **NLS would be considered an asset**
- **Must have a strong experience in related fields**
- **Must have a valid Ontario boaters license**
- **A valid driver's G2, G, F or class 4 driver's license would be considered an asset**
- **Non-violent crisis intervention certificate will be considered an asset**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Out Tripping Section Director

The Out Tripping Section Director is responsible for the overall management of Wanakita's Out-Tripping program. This department prepares food and equipment for both on lake and off lake programs as well as instructing staff and campers on proper camping/canoe-tripping practices. The out-tripping department helps to maintain Koshlong Lake's crown land sites and provides assistance to the Wanakita groups while they are utilizing them. In addition to fulfilling the responsibilities of an out tripping specialist, the area head is responsible for the co-ordination, evaluation and scheduling of Out Tripping Specialists to effectively deliver the OT program during the summer camp season.

- **Must be 21 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR-C must be met**
- **NLS would be considered an asset**
- **Must have a valid Ontario boaters license**
- **A valid driver's G2, G, F or class 4 driver's license would be considered an asset**
- **Must have strong understanding of canoe tripping practices and tripping experience**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Air Adventure Section Director

The Air Adventure Section Director is responsible for the delivery of Wanakita's Air Adventure Program. They are responsible for the ongoing maintenance of Wanakita's challenge course areas, and for the upkeep of all related equipment. Wanakita operates two high ropes courses, a climbing wall, a dangle-duo, a high team element, a flying squirrel, two low ropes courses, and a variety of stand-alone initiatives. In addition to running regular programs, the Air Adventure Section Director is responsible for the co-ordination, evaluation and scheduling of 3 Air Adventure Specialists and rotating PCA staff. They are responsible for ensuring that all aspects of the adventure program are delivered safely and effectively during the summer camp season. They must also assist with general Section Director responsibilities.

- **Must be 21 years of age by December 31st 2012**
- **Minimum qualifications of Standard First Aid and CPR-C.**
- **Must have a Level Two Challenge Course Practitioner certificate by an ACCT accredited trainer, i.e. CUI or Adventureworks (Wanakita may provide assistance in acquiring challenge course certification)**
- **Experience facilitating high ropes, low ropes, initiatives and teambuilding activities is necessary.**
- **Bronze Cross or NLS would be considered an asset.**
- **A valid Ontario boaters license will be considered an asset**
- **A valid G2, G, F or class 4 driver's license will be considered an asset**

Transport Section Director (Driver)

The Driver's primary responsibility is to shuttle campers to Halliburton's health care facility and to keep them company while they wait for treatment. They are responsible to shuttle staff to the bus pick up point and to drive Day Camper pick-ups on weeks that a bus is not required. The Driver will be responsible for driving to Pearson Airport in Toronto for pick ups and drop offs between camp sessions. The Driver will also be responsible for regular supply runs into the town of Haliburton and surrounding areas. They are responsible to assure that all staff respect and use all vehicles according to YMCA Wanakita standards. When driving duties are not required this person may be needed to assist in other areas of camp.

- **Must be 21 years of age by December 31st 2011**
- **Strong interpersonal skills are required along with a high degree of flexibility**
- **Minimum qualifications are Standard first aid, CPR-C, and a valid F or Class 4 driver's license**
- **A valid Ontario boaters license will be considered an asset**

Special Projects Section Director

The role of the Special Projects Section Director will focus on the daily supervision of Assistant Counsellors in non-cabin placements. This involves liaising between the kitchen, maintenance, family camp and day camp departments to satisfy their daily staffing demands. Each week they will be responsible for a group of ACs providing guidance and support as they take on various projects around camp. The Special Projects Section Director will be responsible for a daily garbage run, the co-ordination of Wanakita's laundry service, a wide variety of maintenance related tasks and general section director responsibilities.

- **Must be 21 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR-C must be met**
- **Must be comfortable with a wide variety of tools and have a solid set of maintenance related abilities**
- **Must have a valid G2 or G class driver's license.**
- **Must have a valid Ontario boaters license**
- **An F or class 4 driver's license would be considered an asset**
- **NLS would be considered an asset**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Equipment and Media Section Director (EMD)

This new position has two primary areas of responsibility: they are responsible to manage the equipment needs of all program areas and to ensure that Wanakita programs are delivered with a high standard of excellence. This job will involve regularly circulating all program areas and checking in with Wanakita's program specialists. Secondly, they are responsible to film and photograph the activities, events and cabin groups at Wanakita. They will be responsible to update our blog and twitter pages regularly, create slide shows, upload cabin photos and maintain Wanakita's photo library. The EMD will also be responsible to maintain the dining hall laundry room and assist in a variety of general section director responsibilities.

- **Must be 21 years of age by December 31st 2012**
- **Minimum Qualifications of Bronze Cross, Standard First Aid, and CPR-C must be met**
- **Must have a strong knowledge of summer camp program equipment and delivery**
- **Experience with a variety of program activities in an outdoor rec/ed setting is necessary**
- **Must be skilled in photography, digital video recording and related computer media**
- **Must have a valid G2 or G class driver's license**
- **Must have a valid Ontario boaters license**
- **An F or class 4 driver's license would be considered an asset**
- **NLS would be considered an asset**

Resource Section Director

The Resource Section Director plays a central role in organizing YMCA Wanakita summer programming. They are responsible for organizing programs and co-ordinating staff in the following areas; Sailing, Windsurfing, Canoeing, Kayaking, Paddle Making, Swimming, Crafts, WEP, Advanced WEP, Archery and Sports, Dance, Music, and Performing Arts Resource Staff. Resource Facilitators will be required to organizing staffing for PCAs, cabin programming and oversee camper attendance. They will work closely all Section Directors and Senior Camp leadership on a variety of program and staffing matters. A important aspect of the Resource Section Director positions is to help fostering a sense of owners and pride amongst all resource staff members in their respective areas.

- **Must be 22 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid and CPR-C.**
- **A thorough understanding of YMCA program philosophy is essential along with previous supervisory experience**
- **A valid G2 or G class drivers license is necessary**
- **An F or class 4 driver's license will be considered an asset**
- **A valid Ontario boaters license will be considered an asset**
- **Experience working as an activity specialist will be considered an asset as would experience with a camp leadership program**

Health and Wellness Section Director

Each week as new nurses and doctors arrive at camp, the Health and Wellness Section Director will introduce and help to familiarize them with Wanakita and Health Centre protocol. This person will be responsible to assist the Health Care Staff where needed in duties such as rounding up campers for meds, communicating with various departments of Camp and a variety of others. Extensive medical training is not necessary for this position as they will not be expected to perform the duties of a nurse or doctor. The Health and Wellness Section Director is required to assist in regular section director duties and may be required to assist in other areas of camp when needed.

- **Must be 22 years of age by December 31st 2012**
- **Minimum Qualifications of Standard First Aid, Bronze Cross and CPR level C must be met.**
- **Experience with patient care will also be considered an asset**
- **A valid G2, G, F or class 4 driver's license will be considered an asset**

Student Counsellor (SC) Section Director

The SC Section Director is responsible for all aspects of the Student Counsellor Leadership program during the summer. The SC section director designs and implements SC programming, runs section-wide programs, provides constant support to the counselling team, organizes the administrative needs of his or her section, and responds to parent concerns and inquiries.

- **Must be 22 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C**
- **Must have a valid Ontario boaters license**
- **An F class or class 4 driver's license will be necessary** (assistance may be lent in the acquisition thereof)
- **Minimum of two years supervisory experience in a summer camp setting along with experience instructing in a camp leadership program (or related experience)**
- **A thorough understanding of YMCA program philosophy will be considered an asset**

Program Administrator *Senior Leadership Position*

The role of the Program Administrator will primarily focus on the logistical organization of camp program and administration. The Program Administrator will work directly with the Kids Camp Director and the Program Facilitator as a senior leader amongst all summer staff and Section Directors. Responsibilities include: generating cabin groups, organizing materials for Section Directors, payroll, camp-wide scheduling and being a direct contact with the Summer

Registrar. Along with these duties the Program Administrator will be expected to perform secretarial duties such as tracking and filing certifications, CRCs, staff and camper files and answering general information on the phone or in person. This position requires thorough knowledge of camp program, administration, procedures and structure.

- **Must be 23 years of age by December 31st 2012**
- **Minimum qualifications of Standard First aid and CPR-C must be met**
- **2 or more years in a Supervisory Role at YMCA Wanakita or equivalent experience in necessary**
- **Must have a thorough knowledge of camping practices and above average public relation skills**
- **A wide range of administrative skills is required including Microsoft Excel, Microsoft Word and Microsoft Access**

Program Facilitator *Senior Leadership Position*

The Program Facilitator will work closely with the Program Administrator and Kids Camp Director as a senior leader amongst all YMCA Wanakita summer staff members. The Program Facilitator will be responsible for providing guidance and support to Wanakita's team of Section Directors and participate in executive decision making on a regular basis impacting all aspects of Summer Kids Camp programming. Some specific duties include; the coordination of special events, creating and implements staff development sessions, organization of camper bussing, contacting parents, staff and camper behaviour management, filling for other supervisory positions as required.

- **Must be 23 years of age by December 31st 2012**
- **Minimum Qualifications of NLS, Standard First Aid, and CPR level C**
- **Must have a valid Ontario boaters license**
- **An F or class 4 driver's license will be considered an asset**
- **2 or more years in a Supervisory Role at YMCA Wanakita or equivalent experience is necessary**
- **Must have a thorough knowledge of camping practices and above average public relation skills**

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Other Employment Opportunities at YMCA Wanakita

Family Camp

There are a wide variety of program positions available at YMCA Wanakita's Family Camp. Please follow this link to access the Family Camp Application Package: http://www.ymcahbb.ca/locations_wanakita_employment.cfm. You may apply to both Family Camp and Kid's 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.

Qualified Kids Camp staff may have the opportunity to extend their contract to September 1st 2012 and work one extra week at Family Camp's Week 9.

- **Please refer to the Family Camp application package for job descriptions and employment criteria, including applying to work week 9.**

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 andrew_dzenis@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 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 andrew_dzenis@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 andrew_dzenis@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 and hold a current CRC/VSS.

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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 one's 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 carry 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 staff 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.

Please 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, just add a few exclamation points instead. *Please don't mention this little detail to other applicants so they can pick up (or miss) this detail with honesty and independently. Thank you!*

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Gervais Family Education Award

This award is offered annually to provide one or more YMCA Wanakita Summer Staff assistance in pursuing 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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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.

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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