



**YMCA of
Hamilton | Burlington | Brantford**

Summer Kids Camp Assistant Director

YMCA Wanakita
1883 Koshlong Lake Road
Haliburton, ON K0M 1S0

Salary Range: Level 6 (Starting Salary of \$34,320)

Position Status: 1 Year Contract

Positions Available: 2

Placement: October 2019

Nature and Scope:

YMCA Wanakita is seeking two Summer Kids Camp Assistant Directors. These positions are year-round roles focussing on preparation and delivery of YMCA Wanakita's Summer Kids Camp Program. During the summer, the Assistant Directors will help in providing guidance and support to Wanakita's team of Section Directors under the direction of the Summer Kids Camp Director. During the Fall, Winter and Spring the Assistant Directors will assist in program development, hiring & provide support to YMCA Wanakita's Outdoor Centre Programs. Successful applicants will be required to live on site during the summer season and on an as needed basis during the Spring, Fall and Winter seasons. A competitive room and board package is available to successful applicants.

Responsibilities:

Fall, Winter, Spring

- Facilitate and organize applicants during the hiring process (November-February)
- Research and develop programming from various sources to improve summer program quality & delivery
- Assist in creating & developing staff development sessions
- Assist in training and onboarding new staff in their roles
- Process summer seasonal staff employment packages
- Place campers into cabins and program areas with assistance from the registrar, ensuring registrations reflect program abilities and needs
- Support Outdoor Centre programs and ensure site and facilities are prepared for daily operation

Summer

- Facilitate camp programming and special events
- Deliver and facilitate staff training with a focus on program development
- Provide support and guidance to staff, maintaining accountability for both facility and camping best practices
- Staff management including regular evaluations, staff appreciation events and addressing staff behavior

Organizational Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Responsibility, Honesty, Caring, Belonging and Respect, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire.



Charitable Registration #
10808 3825 RR0001





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Qualifications/Experience:

- Standard First Aid & CPR-C
- National Lifesaving Service Award (NLS)
- G Class License with clean driver's abstract
- Current criminal reference check with VSS
- 2 or more years of supervisory experience
- Challenge Course Facilitator Level 2 Certification from an ACCT accredited trainer or willingness to obtain within a reasonable period of timeframe once an offer has been made
- Thorough knowledge of camping practices and above average public relation skills
- Experience in Outdoor Recreation/Education program planning and delivery
- Computer skills using Microsoft Office, internet and email applications
- Strong organizational and time management skills
- Excellent interpersonal and communication skills including written and verbal
- Two years post-secondary education in a related field or equivalent Experience

Additional qualifications (assets):

- Wilderness First Aid/Responder
- Lifesaving Society, Red Cross and/or YMCA Swim Instructor Certification
- ORCKA Instructor or equivalent in Canoeing or Kayaking
- F-Class Drivers License
- Swift Water Rescue Technician Certification or equivalent

Competencies

Teamwork

Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience.

Initiative

Does the right thing at the right time without being asked.

Forward Thinking

Thinks beyond the current situation to anticipate changes that may affect the future of the organization.

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

Health and Safety

Acknowledges and understands how to manage and educate others of risk and harm reduction.

Child and Youth Focused

Commits to assisting growth and development among children and youth level.

YMCA Wanakita:

YMCA Wanakita, located in the Haliburton Highlands on Koshlong Lake, is a four season YMCA Camp and Outdoor Centre affiliated with the YMCA of Hamilton/Burlington/Brantford. Situated 2 ½ hours north of Toronto on a beautiful forested 1000 acre site, Wanakita operates (for the 10 weeks in and around July and August) as a summer residential children's camp, a summer day camp and a summer family camp. From September to June, Wanakita operates as an Outdoor Education, Recreation and Retreat Centre for schools, colleges, universities, families, adults, businesses, clubs and other special interest groups. Wanakita currently serves over 150 different groups annually.

YMCA Wanakita maintains 130 buildings and has accommodation and dining for up to 700 people during the summer months and up to 250 in the winter; programs and equipment for swimming, canoeing, kayaking, sailing, cross country skiing, snow shoeing, high/low ropes courses, wilderness and environmental programs, crafts, performing arts and more. Wanakita offers outdoor experiences to over 13,000 participants annually. Currently employed are 12 full time staff members with seasonal staff support ranging from 18 - 180 employees. Over 250 volunteers a year are also involved in Wanakita's success.



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Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Acts (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.

Applications will continue to be accepted until the positions have filled. To apply, please send resume to:

Mike Thaler
Summer Kids Camp Director
mike.thaler@ymcahbb.ca

We thank all applicants, however, only those considered for an interview will be contacted.



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