



**YMCA of  
Hamilton | Burlington | Brantford**

WILFRID LAURIER UNIVERSITY

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# Day Camp Summer Employment Postings 2022

## Laurier Brantford YMCA

100 Water Street,  
Brantford, Ontario  
N3T 0P1

### Job Descriptions & Criteria

Leadership Positions

**Day Camp Program Specialist (Indoor)**

**Position Status:** Summer Contract

**Day Camp Program Administrator (Indoor)**

**Position Status:** Summer Contract

### **Counsellor Positions**

Camp Counsellor - Indoor (Stepping Stones, Sports, Kidventure)

Supply Camp Counsellor

Extended Care Camp Counsellor

**Position Status:** Summer Contract

### **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 mission and values of both Wilfrid Laurier University and the YMCA. It requires a commitment to the YMCA mission and core values of: Belonging, Responsibility, Caring, Honesty and Respect, as well as, a commitment to building developmental assets in children and adults. Wilfrid Laurier University is devoted to excellence in learning, research, scholarship and creativity. It fulfills its mission by advancing knowledge, supporting and enhancing high-quality undergraduate, graduate and professional education, and emphasizing co-curricular development of the whole student.



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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 Criminal Records and Judicial Matters 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.

**Accessibility:**

The Laurier Brantford YMCA 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 Laurier Brantford YMCA is an equal opportunity employer.

**Internal YMCA Applicants:**

The Laurier Brantford YMCA encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation and Wilfrid Laurier University to submit their application.

Please note that in so doing, the Laurier Brantford YMCA 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 Laurier Brantford YMCA to contact your current Association.



## How to Apply

### Preparation

- Please read the 2022 Application Package, including job descriptions and all general information. There have been some important changes.
  - All Leadership (Program Specialists) must be available to commence employment on **May 24, 2022**
  - All other positions commence employment the week of **June 20, 2022 for pre-camp training**
- Ensure you have and show proof of all the necessary qualifications valid through 2021, or show proof of being enrolled in courses you still need to acquire. (Standard First Aid and CPR-Level C for **all staff**)
- Please **DO NOT** get a Police Records Check/Vulnerable Sector Screening prior to receiving an employment offer.

### The Application

1. Please complete the online application located at <https://www.ymcahbb.ca/work-y/current-opportunities>
2. When you are done your application **please email your resume and copies of all required qualifications (First Aid, CPR etc...)** **Please do not email a Criminal Reference Check or Vulnerable Sector Screening.** Only attach current and valid qualifications or proof of enrollment in courses to acquire valid certifications. Resumes can be sent to: [laurierbrantford.camps@ymcahbb.ca](mailto:laurierbrantford.camps@ymcahbb.ca)

## Important Contract Information and Dates

Position Title	Location	Duration of Contract	Contract Start	Contract End
<b>Leadership Positions</b>				
Program Specialist	Laurier Brantford YMCA, 100 Water Street Brantford ON	15 Weeks	May 24, 2022	September 3, 2022
Office Admin Support Staff	Laurier Brantford YMCA, 100 Water Street Brantford ON	15 Weeks	May 24, 2022	September 3, 2022
<b>Counsellor Positions</b>				
Stepping Stones Counsellors	Laurier Brantford YMCA, 100 Water Street Brantford ON	11 weeks	Week of June 20, 2022	September 3, 2022
Kidventure Counsellors	Laurier Brantford YMCA, 100 Water Street Brantford ON	11 weeks	Week of June 20, 2022	September 3, 2022
Sports Counsellors	Laurier Brantford YMCA, 100 Water Street Brantford ON	11 weeks	Week of June 20, 2022	September 3, 2022

Supply Counsellors	Laurier Brantford YMCA, 100 Water Street Brantford ON	11 weeks	Week of June 20, 2022	September 3, 2022
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## Descriptions & Criteria

Please have a look at the following postings and indicate the positions you would be interested in for the 2022 season application. **\*Please note applicants for all positions must be 17 years of age before the summer season\***

## Available Positions

### Program Specialist- Laurier Brantford YMCA

The Program Specialist is responsible for creating and facilitating the delivery of safe age appropriate and site- specific programming. The Program Specialist will provide direct leadership to a team of Counselors, and Campers. The Program Specialist is generally on site all day and reports to the General Manager. Program Specialists are knowledgeable in camp activities, song, behavior management, and supervising a staff team (approximately 5-10 staff).

#### Responsibilities:

- Skilled in teaching activities in variety of camp areas
- Assist with recruitment and selection of staff
- Provide input into staff meetings
- Provide support and guidance to all staff including the supervision of camp counselors and volunteers
- Oversee the development and execution of programs, activities, and the schedule
- Assist the General Manager with the day-to-day operations of camp
- Parent communication and child guidance
- Maintains high standards in program delivery, communication, coaching and mentoring of all staff assigned to program area
- Reports directly to the General Manager
- Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- Further support staff in the planning, supervision, and leading of activities when needed
- Responsible for managing supplies and making purchasing decisions
- Additional duties as assigned

#### Qualifications:

- Standard First Aid and CPR C valid through summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- 2 year post-secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- Previous YMCA camping or child and youth program experience is preferred
- Strong interpersonal skills
- Supervisory experience, preferably in a camp setting
- Must submit clear Vulnerable Sector Check prior to commencing work
- that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Office Administration Support Staff- Laurier Brantford YMCA

The Office Administrator is responsible for the administrative duties required for the summer day camps at the Laurier Brantford YMCA. The Office Administrator will report directly to the Site Supervisor and be responsible for monitoring attendance, following up with incidents or absent campers, answering phone calls to camp and working as a team to ensure safe, quality programs.

### Responsibilities:

- Must have your own transportation to and from camp\*
- Ensures bus monitors hand in attendance, then compares bus attendance to attendance sheets submitted by the Camp Counsellors
- Ensures counsellor program sheets are handed in on time, then passed to Site Supervisors and Section Heads for approval
- Answers camp phone and assists Site Supervisor with addressing parents questions and concerns when needed
- Prepares counsellor group lists for each week of camp, and ensures the bus monitors receive their updated lists
- Signs visitors in and out for campers who are dropped off and picked up
- Ensures there are adequate medical supplies in the office
- Scheduling of activities
- Attends staff meetings, records and types up minutes
- Assists with the completion of all administrative duties delegated by Site Supervisor (i.e. camp attendance, bus attendance, accident/incident reports, camp newsletter, alphabetically file behavior logs, sign in and out of walkie-talkies)
- Provides assistance with Day Camp set up and tear down (June and last week of camp)
- Other responsibilities as required in dynamic working environment

### Qualifications:

- Standard First Aid and CPR C valid through Summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- 2 year post-secondary degree/diploma, or pursuing the same, in any office administration or business discipline
- Must submit clear Police Records Check prior to commencing work
- Previous YMCA camping or child and youth program experience is preferred
- If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

## Camp Counsellor (Indoor)

A group counsellor is responsible for the supervision and programming of activities for a group of campers in a day camp environment. Counsellors will work with a specific age group (between the ages of 4-13 years) to deliver a comprehensive, dynamic, and exciting program stream. Different day camp programs requiring group leaders include:

- Indoor Camp:
  - Stepping Stones Camp (developmentally geared program for children aged 4-5)
  - Sports Camp (Sports skills and games for ages 6-13)
  - Kidventure (Creative and drama themed program for ages 6-13)

### Responsibilities:

- Greet parents/guardians each morning when they drop off children and in the evenings at pick up
- Liaise with before and after care staff
- Ensure safe, quality programs for participants and staff – submit program plans weekly
- Act as a group counsellor; Responsible for the direct supervision of approximately 8-12 campers at the assigned site/program
- Develop and implement comprehensive camp programs
- Assist with parent liaison, promotion, set up, and clean up

- Responsible for attending all staff training and staff meetings (some weekends and evenings)
- Provide leadership to all campers by following routine and delivering a specific camp program
- Complete weekly phone calls home to parents
- Complete documentation accurately and timely when required
- Other duties as assigned

#### **Qualifications:**

- Standard First Aid and CPR C valid through summer 2022 (must provide proof of certification or enrollment in course before contract signing)
- 17 years of age before the summer
- Attending or completion of post-secondary school, preferably in the area of leisure and recreation, social services, child and youth worker or education
- Previous YMCA camping or child and youth program experience is preferred
- Must submit clear Vulnerable Sector Check prior to commencing work
- that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption

#### **Here's a bit more detail:**

**A Stepping Stones Counselor:** is responsible for the supervision and programming of activities for a group of campers at any of the YMCA Day Camp indoor locations. Stepping Stones Counsellors will work with campers ages 4-5 to deliver age appropriate activities that give campers the opportunities to play, learn and discover basic movements such as hopping, throwing running and kicking a ball. Activities may include arts and crafts, songs, music, swimming and small group games.

**A Sports Counselor:** is responsible for the supervision and programming of activities for a group of campers at any of the YMCA Day Camp indoor locations. Sports Counsellors will work with campers ages 6-13 to deliver age appropriate activities that give campers the opportunities to learn the basic fundamental movement skills through fun and interactive sports activities. Activities may include arts and crafts, swimming, soccer, volleyball, non-traditional sports, and group games. Sports counsellors will ensure to focus on sportsmanship, participation, fair play, fitness, and team spirit when facilitating activities.

**A KidVenture Counselor:** is responsible for the supervision and programming of activities for a group of campers at any of the YMCA Day Camp indoor locations. KidVenture Counsellors will work with campers ages 6-13 to deliver age appropriate activities that give campers the opportunities to explore their creativity in a safe and fun environment. Activities may include arts and crafts, swimming, drama & dance, co-operative games, and outdoor play.

#### **Supply/ Extended Care Counsellor**

A Supply/ Extended Care Counsellor will work on an on-call basis and is responsible for the supervision and programming of activities for a group of campers in any site/program assigned. Extended Care counsellors will be responsible for working before/ after camp. Supply Counsellors will work with a specific age group (between the ages of 4-15 years) that has been designated to deliver a comprehensive, dynamic, and exciting program stream. Supply counsellors may also cover other positions at camp that require the support. When at all possible, staff will be hired for Extended Care & Supply and used for both positions.

#### **Responsibilities:**

- Greet parents/guardians each morning when they drop off children and in the evenings at pick up
- Ensure safe, quality programs for participants and staff
- Responsible for the direct supervision of approximately 8-12 campers at the assigned site/program
- Follow and carry out program activities as outlined
- Assist with parent liaison, promotion, set up, and clean up
- Responsible for attending all staff training and staff meetings (some weekends and evenings)
- Provide leadership to all campers by following routine and delivering a specific camp program
- Complete weekly phone calls home to parents

- Complete documentation accurately and timely when required
- Other duties as assigned

**Qualifications:**

- Standard First Aid and CPR C valid through summer 2021 (must provide proof of certification or enrollment in course before contract signing)
- 17 years of age before the summer
- Attending or completion of post-secondary school, preferably in the area of leisure and recreation, social services, child and youth worker or education
- Previous YMCA camping or child and youth program experience is preferred
- Must submit clear Vulnerable Sector Check prior to commencing work
- that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption