



# Summer Kids & Family Camp Employment Postings 2023

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Charitable Registration #  
10808 3825 RR0001



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## About Wanakita

### **YMCA of Hamilton | Burlington | Brantford**

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.

### **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 10 weeks as a summer residential children's 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.

### ***Our Charitable Mission***

The YMCA of Hamilton/ Burlington is a charitable organization helping people achieve personal growth in spirit, mind and body through participation and service to the community. YMCA Wanakita offers roughly \$100,000 of annual funding support to help participants attend YMCA Wanakita programs throughout the year.

### ***YMCA Wanakita Vision***

As a branch of the YMCA of Hamilton/Burlington, 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.

### What we look for in YMCA Wanakita staff

#### Positive Role Models

At YMCA Wanakita we are looking for staff members who are positive role models. Our staff members represent our vision, mission, values and goals and provide participants with opportunities to grow. They are self-motivated and interested in their own growth and development, while providing exceptional learning opportunities for our participants. Wanakita staff adapt to the needs of our programs. Work at Wanakita is challenging, rewarding, and enjoyable.

#### Providers of Rewarding Experiences

Working outside every day in a camp environment is a very rewarding experience. Wanakita staff become key figures in the lives of the children, youth, and adults with whom they teach, lead and have fun with; and make friends themselves that last a lifetime.

#### Team Players

YMCA 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. 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 ethic to offer the unique Wanakita experience to our clients.

#### 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.

## Summer 2023 & The COVID-19 Pandemic

At the discretion of the YMCA and or as mandated this policy maybe revised and/or revoked, currently this policy remains in effect until further notice.

As you are aware, the COVID-19 community-health crisis has yet to be declared over. The YMCA and YMCA Wanakita are continuing to adapt in order to do our part in helping to contain the spread of COVID-19 by following the direction of the Ministry of Education, Public Health Ontario, the Provincial Government as well as other members of the camping industry.

The COVID-19 pandemic has had a large impact on many people and many businesses including YMCA Wanakita and the YMCA of Hamilton/Burlington/Brantford. As the pandemic continues, we are continuing with our planning and recruitment for our Summer 2023 season.

We do not know exactly what Summer 2023 will look as there continues to be new information about COVID-19 and the virus SARS-cov2 which causes it. Based upon the information that we have from the industry we can say that camp will look a little different in Summer 2023 than it has in past summers. This will likely mean some changes to our programs and how we staff them. Please be prepared to assist with additional duties and assist with overall YMCA Wanakita operations as needed.

For Summer 2023, successful applicants will receive an official employment contract once the provincial government and other key stakeholders provide the authorization for us to open our facilities at the provided limits, if any. Please note that since staffing is contingent on participant registration, in the event that registration is insufficient or the YMCA is not able to offer this program, an offer of employment may be withdrawn at the sole discretion of the YMCA.

**If you are a successful candidate, 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.**

## Steps for Employment

All positions in this document require a commitment to the YMCA mission and core values of: Belonging, Caring, Honesty, Respect and Responsibility, 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 all required employment paperwork and documentation by the deadline outlined in the offer of employment. Successful applicants who are 18 years of age or older at the time of employment will be required to obtain a Police Check with Vulnerable Sector Check.

1. **Read Employment Postings** and choose position/s that you are interested in and possess qualifications for (or ability to obtain qualifications for) \*
2. **Application** – Please see [“How To Apply”](#) section for further details
3. Submit **Resume** when prompted (after application has been submitted)
4. Successful applicants chosen for an interview will be invited to **sign up for an interview\*\***
5. **Interview** – You will be invited to join us for an interview. Interviews for Summer 2023 employment will be held via phone or through a video conference application such as Zoom or Skype. Upon being invited to an interview, further information will be provided to you at that time.
6. **Employment Contract** – In early 2023 contracts will be sent out to successful applicants. Accompanying these employment contracts will be employment paperwork which must be returned by the outlined deadline which will be communicated by email.
7. **Employment Paperwork Deadline** (date to be communicated in offer of employment) – Successful applicants must submit all employment paperwork and documentation as outlined in the employment offer email including proof of being fully vaccinated against COVID-19.
8. **Online Training Completion Deadline** (date to be decided) – Successful applicants will receive their online training assignment once their employment paperwork has been submitted. This training will be due prior to the employee’s arrival to YMCA Wanakita
9. **Arrival** – Once Employment Paperwork & online training have been completed, successful applicants will receive permission for their employment to commence

\* Failure to obtain certifications required for the position by the start of the contract will result in the contract being terminated

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

\*\*\* Successful applicants that are 18 by the commencement of employment must obtain a Vulnerable Sector Check.

## Qualifications

Please read individual job descriptions for specific qualification criteria.

If you have certifications that were issued to you by a course provider outside of Canada, please contact [cameron.vanvelzen@ymcahbb.ca](mailto:cameron.vanvelzen@ymcahbb.ca) (Kids Camp inquiries) or [mercedes.dalmeida@ymcahbb.ca](mailto:mercedes.dalmeida@ymcahbb.ca) (Family Camp inquiries) to confirm that it will be recognized as equivalent. (i.e. first aid certifications or lifesaving certifications from outside of Canada.)

Please note that unfortunately not all certifications that appear to be equivalent are actually equivalent. If your certification was not issued to you by a company located in Ontario and is not listed on the chart below such as the Lifesaving Society, Red Cross, St. Johns Ambulance etc. please contact us for confirmation of equivalency.

Qualification	
Bronze Medallion	Not valid for any position, do not include on application
Emergency First Aid	Not valid for any position, do not include on application
F-Class Driver's License	Expiry as listed on card
G Class Driver's License	Expiry as listed on card
LSS Instructors/Examiners	Valid for 2 years from certification date
NL	Valid for 2 years from certification date
PCOC (Boater's Licence)	Must bring/carry original copy with you at camp
Qualifications not listed here	Contact YMCA Wanakita for details
Ropes Challenge Courses	Contact YMCA Wanakita for details
Standard First Aid & CPR C (LSS, Red Cross, St. Johns Ambulance or other Ontario provider)	Valid for 3 years from certification date unless otherwise noted on card/certificate
Wilderness First Aid	Valid for 3 years from certification date
Wilderness First Responder	Valid for 3 years from certification date

Applicants are not required to obtain certifications until an official employment offer has been provided in the form of an employment contract. Applicants are welcome to obtain required qualifications prior to receiving an employment contract however YMCA Wanakita cannot be held responsible for any costs associated with obtaining these certifications. Qualifications that are eligible for partial reimbursement as per YMCA Wanakita's qualification reimbursement program will be communicated in the employment contract at the employment offer stage. Please note that Standard First Aid, CPR-C and NL are not qualifications included in Wanakita's reimbursement program and therefore are not eligible for consideration for reimbursement.

### How to Apply

1. Visit <https://ymcawanakita.campbrainstaff.com/> to fill out an application. For new applicants, please create your own account.
2. When you are done your application, please **send an email** to either [cameron.vanvelzen@ymcahbb.ca](mailto:cameron.vanvelzen@ymcahbb.ca) (Kids Overnight Camp applications) or [mercedes.dalmeida@ymcahbb.ca](mailto:mercedes.dalmeida@ymcahbb.ca) (Family Camp applications) **with a resume & any relevant qualifications** (good thru. September 2022) to confirm/finalize your application.
3. If one or more certifications are not current through to the end of the contract, we will accept proof of enrolment (scanned receipts showing you are registered for the necessary course/s).
4. **The application deadline for the first round of hiring is November 25<sup>th</sup> 2022.** Applications after this deadline will be considered, but may not be considered until the second round of hiring.

### Room and Board

A room and board package which includes shared accommodation as well as meals will be applicable to all positions other than All Camp Counsellors. The associated fee with this room and board package is \$53.55/week.



## Summer Kids Camp Job Descriptions

### Counselling Positions

#### All-Camp Counsellor (AC)

**Positions Available:** 60  
**Reports to:** Section Director of Section Assignment  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$1,044.00 - \$1.131.00

This entry level position is for those who are looking to gain their first professional experience in the field of summer camping. The position of All-Camp Counsellor is unique to YMCA Wanakita and it forms an important component of our staff team.

In overnight cabin placements ACs will be paired with an experienced counselling partner. Together they will supervise campers 7 to 15 years old for a minimum of 1 week. During this time, with guidance from their co-counsellors, they are responsible for the health and well-being of campers on a 24-hour basis. They are responsible for assisting in the planning and facilitating of daily and weekly cabin programs. Through mentorship and assisted leadership, they will also work closely with Wanakita's team of Resource Specialists instructing campers each morning during Personal Choice Activity time. Some individuals may also have the opportunity to help supervise campers 12 to 14 years old in the Senior Section or help lead a 5 day canoe-trip. **(Potential volunteer hours on top of this)**

If interested, ACs may apply to work one-on-one with campers with special needs through Wanakita inclusion program. While not in overnight camper cabin placements, ACs will live in dormitory-style facilities with other ACs.

- **Due to Industry Guidelines & Standards, ACs must be 17 years of age by December 31<sup>st</sup> of the year of employment**
- **Minimum qualifications of LSS Bronze Cross, Standard First Aid, CPR level "C" must be met**
- **Additional qualifications of LSS National Lifeguard (NL) will yield higher contract value**

#### Counsellor 1

**Positions Available:** 26  
**Reports to:** Section Director of Section Assignment  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

Counsellor 1s will be responsible for the 24-hour supervision of campers between the ages of 7 and 15. Counsellor 1s may be placed within the Junior, Intermediate or Senior sections throughout their contract. Counsellor 1s may act as mentors to All-Camp counsellors or may be mentored by more experienced Counsellor 2s within their placements. With their co-counsellor they will plan and facilitate daily and weekly programming for the camper program they are assigned to. In addition to cabin duties Counsellor 1s, will assist in running Section Programs and assist Resource Specialists in the delivery of Personal Choice Activities. If interested, Counsellor 1s may apply to work 1 to 1 with campers who have special needs.

- **Due to Industry Guidelines & Standards, Counsellor 1s must be 18 years of age by December 31<sup>st</sup> of year of employment**

- Applicants should have at least 1 year of experience working in a summer camp setting or equivalent experience
- Minimum qualifications of Standard First Aid, CPR level “C” and NL must be met
- WFA will be considered an asset

## Counsellor 2

**Positions Available:** 16  
**Reports to:** Section Director of Section Assignment  
**Contract Duration:** June 21, 2023 - August 24, 2023  
**Contract Value:** \$5,642.00

Counsellor 2s will be responsible for the 24-hour supervision of campers between the ages of 7 and 15. Given their experience and their qualifications they will take on the role as the lead counsellor within the cabin that they are placed in. From session to session, they may be placed within the Senior, Intermediate, or Junior program where they would be responsible for running age appropriate programming for the age group they were assigned that session. In working within the Senior and Junior/Intermediate programs, Counsellor 2s hold the role as trip leader on trips ranging from 1 night to 9 nights. Due to age and qualification requirements, there is a higher likelihood that Counsellor 2s will be trip leaders for Senior trips (compared to Counsellor 1s), but they may also spend time in the Junior/Intermediate Section. They will act as a mentor for their co-counsellor in helping to further their development. Each morning Counsellor 2s will assist Wanakita’s Program Specialists in the delivery of Personal Choice Activities. Counsellor 2s may apply to work 1 to 1 with campers who have special needs if they are interested. Counsellor 2s must attend an extended training period focusing on out tripping skills unless they have previously participated in YMCA Wanakita’s Training Trip within the last 2 summer seasons or have equivalent experience.

- **Due to Industry Guidelines & Standards, must be 18 years of age by the start of their contract date.**
- **Applicants should have at least 1 year of experience working in a summer camp setting or equivalent experience**
- **Minimum qualifications of NL, Wilderness First Aid (WFA), and CPR level C must be met**
- **Additional ORCA and tripping related qualifications will be considered assets and may be required**

## Leadership Counselling Positions

### **First Year SC Counsellor**

**Positions Available:** 8  
**Reports to:** Student Counsellor Section Director  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,481.00

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, boardsailing, and swimming form the backbone of the program. SC Counsellors must be capable of instructing in all of these areas. SC 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. Additionally, they will act as the lead for a 5 night, 6 day out trip off-site, with the support of one additional staff member.

Successful applicants may be eligible to receive support in obtaining WFA, NL instructors/Examiners and ORCKA levels.

- **A minimum of 3 years working at summer camp or relevant experience.**
- **Minimum qualifications: NL, WFA, Standard First Aid, CPR level C and ORCA Camp Canoe Instructor or Lifesaving Instructors Examiners**
- **NL instructor/examiners qualification and/or further instructor certifications in sailing, climbing, canoeing and kayaking would be considered an asset.**

### **Second Year SC Counsellor**

**Positions Available:** 4  
**Reports to:** Student Counsellor Section Director  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,568.00

Second Year Leadership Counsellors are responsible for delivering two one-month leadership programs designed to teach a group of 16-year-old program participants leadership skills that will help them be active members in any community. The skills learned through this program enable leaders to reach their full potential in community environments and focuses on skills such as team and group management, goal management, and effective instruction. Second Year Leadership Counsellors should be confident in program design, instructional techniques, and camp systems and will need to work with a significant amount of independence.

- **A minimum of 3 years working at summer camp or relevant experience.**
- **Minimum qualifications of NL, Standard First Aid and CPR level C must be met.**
- **Qualifications in canoeing, kayaking and high ropes would be considered an asset.**

### **Second Year SC Counsellor Tripper (SC2T)**

**Positions Available:** 2  
**Reports to:** Student Counsellor Section Director  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$6,076.00

As a member of the Second Year SC Counsellor team, the SC2T counsellor will work alongside the other 4 Second Year SC Counsellors in the facilitation of the Second Year SC program. The SC2T counsellor will directly oversee the SC2T specific programming for the 10 participants of the SC2T program. They will work with the Tripper Area Head to develop and implement the delivery of leadership programming in a class-a-float style 6-day canoe trip. Facilitating two 1-month programs for participants the SC2T counsellor will teach 16-year-old program participants leadership skills that will help them be active members in any community. The skills learned through this program enable leaders to reach their full potential in community environments and focuses on skills such as team and group management, goal management, effective instruction and Trip Leading. Leadership counsellors are confident in program design, instructional techniques, and camp systems and will need to work with a significant amount of independence. The SC2T counsellor must attend an extended training period focusing on out tripping skills unless they have previously participated in YMCA Wanakita's Training Trip within the last 2 summer seasons or have equivalent experience.

- **A minimum of 3 years working at summer camp or relevant experience.**
- **Minimum qualifications of NL, Wilderness First Aid and CPR level C must be met.**
- **Additional qualifications and experience in areas related to canoeing, tripping and guiding in canoeing, kayaking and high ropes would be considered an asset.**

### **Resource Specialist Positions**

Resource Specialists & Area Heads are responsible for Wanakita's various program areas as well as fulfilling an equally important role of program support. 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.

With a wide range of programming offered to a large number of campers, YMCA Wanakita's program offering takes a large team to ensure the high quality program delivery that Wanakita has become known for. Program areas are staffed by 1-2 Specialists/Area Heads that are ultimately responsible for program delivery in their program area. In addition to program delivery, Specialists and Area Heads are responsible for equipment maintenance, and program area cleanliness.

Overseeing the Resource team is a team of 3 Section Directors. Two Resource Section Directors oversee the overall program delivery, equipment maintenance and cleanliness of Wanakita's 15+ program areas and the 24 staff that comprise the Resource team. In addition to these two Resource Section Directors is the Program Administration Section Director who oversees the behind-the-scenes Administration of scheduling, attendance & records keeping.

Program instruction is central to all resource positions as well as the maintenance, cleanliness, upkeep and scheduling of their program area. Resource Specialists & Area Heads have additional responsibilities in the planning and delivery of special events, campfires, overnight canoe trips, support activities, as well as providing leadership within their program area. Resource Specialists live in dormitory style accommodations. With the extra specialization required for many resource positions, some specialists will be needed at camp for the duration of the summer and will be unable to assist with programming outside of their area. 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 financial support in obtaining relevant qualifications outside of the general Swimming, CPR and First Aid qualifications.

### **Air Adventure (Ropes) Instructor**

**Positions Available:** 1  
**Supervises:** Air Adventure Specialists (3)  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,742.00

The Air Adventure Instructor is responsible for the delivery of Wanakita’s Air Adventure Program. The Air Adventure Instructor is 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 flying squirrel, two low ropes courses, and a variety of stand-alone initiatives. In addition to running regular programs, the Air Adventure Instructor is responsible for the co-ordination, evaluation and scheduling of 3 Air Adventure Specialists and rotating Personal Choice Activity (PCA) staff. They are responsible for overseeing all aspects of safely and effectively delivering the adventure program during the summer camp season. The Air Adventure Instructor will be supported by the full time Challenge Course Manager.

- **Must be 18 years of age by December 31<sup>st</sup> on the year of employment**
- **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! Inc. or equivalent.**
- **Minimum 2 years of experience facilitating high ropes, low ropes, initiatives and teambuilding activities is necessary**
- **Minimum qualifications of NL, Standard First Aid, CPR level C and experience in related fields**

### **Air Adventure (Ropes) Specialist**

**Positions Available:** 3  
**Reports to:** Air Adventure Instructor/Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

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 Instructor/ Resource Section Directors, and also assist in general resource responsibilities.

- **Minimum qualifications of Standard First Aid, CPR level C, NL and Challenge Course Training**
- **Level One Challenge Course Practitioner certificate by an ACCT accredited trainer, i.e. CUI or Adventure works or equivalent experience and/or training**
- **Participation in YMCA Wanakita Challenge Course Training is required**

### **Paddle Making Specialist**

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2022  
**Contract Value:** \$5,394.00

The Paddle Making Specialist is responsible for delivering the Paddle Making program. Each week participants will be given a paddle “blank” which the Paddle Making Specialist will teach them to rasp, sand down, engrave and finish 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, helping out where needed while maintaining the cleanliness

of the paddle making area and storage room. Motivational skills, work ethic and appreciation for fine craftsmanship are essential in this role. The Paddle Making Specialist reports to the Resource Section Directors and also assists in general Resource responsibilities.

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Must have a strong aptitude for woodworking**
- **Knowledge surrounding of the history and construction of a canoe paddle will be considered an asset**

## Mountain Biking Specialist

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Mountain Biking Specialist manages all biking programs at camp. They are responsible for delivery of progressive skill based instruction, maintenance of Wanakita’s bikes and related equipment, and running biking programs for cabin groups. The Mountain Biking Specialist reports to the Resource Section Directors and also assists in general Resource responsibilities.

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Minimum of 1 year of mountain biking instruction or equivalent**

## Sports & Archery Specialist

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

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 running programs for cabin groups. They will also teach Archery skills progression, in order to award YMCA level badges to campers. They will be responsible for managing staff members in multiple areas during program periods. The Sports and Archery Specialist reports to the Resource Section Directors and also assists in general Resource responsibilities.

- **Minimum qualifications of NL, 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**

## Theatre Specialist

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Theatre Specialist is responsible for the delivery of the theatre program and the upkeep of their program areas: Corey’s Place, and the Prop Closet. Each week they will write and direct a performance for each of their Personal Choice Activity groups. The primary focus of theatre at Wanakita is the personal and group development of participants. They will work closely with the Music Specialist and the Dance Specialist towards weekly culminating performances and various collaborative projects. They will also be responsible to assist with costumes and props for various special events at Wanakita such as camp-wise Theme Days. The Theatre Specialist reports to the Resource Section Directors and assists in general Resource responsibilities.

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Previous experience instructing in theatre arts will be considered an asset**
- **Must be competent leading a wide variety of drama activities**

## Arts and Crafts Specialist

**Positions Available:** 2  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

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

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Artistic ability and instructional experience in a wide variety materials & medium is necessary**
- **Experience with collaborative art projects will be considered an asset**

## Music Specialist

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Music specialist's primary responsibility is the delivery of Wanakita's music programs as well as the upkeep of equipment and instruments. YMCA Wanakita's Music program has use of YMCA Wanakita's percussion instruments, guitars, djembe drums & keyboard pianos. The successful applicant will be expected to teach and orchestrate campers in musical skills and performances. They will work closely with the Theatre Specialist and Dance Specialist towards weekly culminating performances and various collaborative projects. They will look after sound equipment in their area (Corey's Place) and throughout camp for dances, open mics and various events. The Music Specialist reports to the Resource Section Directors and also assists in general Resource responsibilities.

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Previous instructors experience with teaching Guitar & percussion music is required**

## Wilderness Environmental Pursuits (WEP) Specialist

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The WEP Specialist is responsible for the program delivery of the WEP program, including general wilderness skills, to both Personal Choice Activity campers and cabin groups. Campers will be taught basic fire-building skills, ecology, basic navigation using camp maps and general environmental discovery. The WEP Specialist reports to the Resource Section Directors and is required to assist in general Resource responsibilities.

- **Minimum qualifications of NL, 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 an asset**
- **Qualifications from previous environmental and wilderness experience will be considered an asset**

### **Advanced Wilderness Environmental Pursuits (WEP) Specialist**

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Advanced WEP Specialist is responsible for the program delivery of the WEP program, including advanced wilderness skill (building on the lessons taught in the general WEP program), to Senior Campers of Personal Choice Activities and cabin groups. 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 skills taught at their discretion. The WEP Specialist reports to the Resource Section Directors and also assists in general Resource responsibilities. Compared with the general WEP, Advanced WEP is a more thorough examination of WEP skills and geared to older campers. Applicants should have a broad knowledge of the natural world and wilderness skills.

- **Minimum qualifications of NL, 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 considered an asset**

### **Canoeing Specialist**

**Positions Available:** 2  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Canoeing Specialists will co-ordinate program instruction throughout the summer for Personal Choice Activity Campers and cabin groups. The program is based on progressive skill-based instruction, working towards badges in ORCKA and YMCA certification. The Canoeing Specialists are responsible for the upkeep of Wanakita’s fleet of canoes and related equipment. They coordinate the scheduling of canoes for out-tripping, PCAs, and cabin programs on overnights. The Canoeing Specialists report to the Resource Section Directors and also assists in general Resource responsibilities.

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Must have official canoe instructor training i.e. ORCKA Camp Canoe Instructor**
- **Must have a valid Ontario boaters license**

### **Kayaking Specialist**

**Positions Available:** 2  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Kayaking Specialists are responsible for Wanakita’s kayaking programs for Personal Choice Activity Campers and cabin groups, including on-lake flatwater programming, as well as white water instruction at the Gull River (Minden Wild Water Preserve). The program is based on progressive skill-based instruction, working towards badges in ORCKA and YMCA certification. The Kayaking Specialists are responsible for the upkeep of Wanakita’s fleet of 50 kayaks and related equipment. The Kayaking Specialists report to the Resource Section Directors and also assists in general Resource responsibilities.

- **Minimum qualifications of NL, Standard First Aid, Swift Water Rescue and CPR level C must be met**



- **Must have Kayak instructors training through ORCKA or Paddle Canada for flatwater and white water or equivalent**
- **Must have a valid Ontario boaters license**

## Sailing Specialist

**Positions Available:** 2  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Sailing Specialists are responsible for the delivery of Wanakita's sailing program for Personal Choice Activity Campers and cabin groups. The program is based on progressive skill-based instruction, working towards badges in YMCA certification. They will maintain Wanakita's fleet of Laser Picos, Hobicraft Waves and other sailing vessels. Sailing Specialists report to the Resource Section Directors and also assist in general Resource responsibilities. The Sailing Specialists will work closely with the Windsurfing Specialists to support both Sailing and Windsurfing programs.

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Must have experience sailing and performing sail boat maintenance**
- **Must have a valid Ontario boaters license**

## Windsurfing Specialist

**Positions Available:** 2  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Windsurfing Specialists are responsible for the delivery of Wanakita's windsurfing program for Personal Choice Activity Campers and cabin groups. The program is based on progressive skill-based instruction, working towards badges in YMCA certification. They will maintain Wanakita's fleet boards, sails, and related equipment, and will work with other Specialists to keep a tidy waterfront area. Windsurfing Specialists report to the Resource Section Directors and also assist in general Resource responsibilities. The Windsurfing Specialists will work closely with the Sailing Specialists to support both Sailing and Windsurfing programs.

- **Minimum qualifications of NL, Standard First Aid, and CPR level C must be met**
- **Must have experience windsurfing and performing equipment maintenance**
- **Must have a valid Ontario boaters license**

## Aquatics Area Head

**Positions Available:** 1  
**Reports to:** Resource SDs  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,481.00

The Aquatics Area Head is ultimately responsible for the overall safety, supervision, and operation of Wanakita's two swimming and beach areas. The Aquatics Area Head co-ordinates swim instruction based on YMCA certification levels and may run Lifesaving Society Bronze Cross/Medallion for the Leadership program. They will work with the Aquatics Specialist to ensure that Wanakita's aquatics programs are run safely and the waterfront areas stay neat and tidy. They report to the Resource Section Directors and also assist in general Resource responsibilities.

- **Due to Industry Guidelines & Standards, must be 18 years of age by the start of contract date.**

- **Minimum qualifications of NL, LSS Instructors Certificate, Bronze Med/Cross instructors & Examiners, Standard First Aid, CPR level C must be met**
- **Must have teaching ability in standard YMCA swimming levels**
- **NL Examiners Certificate is highly valued and will be considered an asset in this position**
- **Minimum of 3 years aquatics experience**

## **Aquatics Specialist**

**Positions Available: 1**

**Reports to: Aquatics Area Head/ Resource SDs**

**Contract Duration: June 24, 2023 - August 24, 2023**

**Contract Value: \$5,394.00**

The Aquatics specialist is responsible for the overall safety, supervision, and operation of Wanakita's swimming areas. Aquatics Specialists co-ordinate swim instruction based on YMCA certification levels. Lifesaving Society Bronze Cross/Medallion courses may also be run by the Aquatics Specialist. They report to the Aquatics Area Head and also assist in general Resource responsibilities.

- **Minimum qualifications of NL, Instructors Certificate, Standard First Aid, CPR level C**
- **Must have teaching ability in standard YMCA swimming levels**
- **NL Examiners Certificate is highly valued and will be considered an asset in this position**
- **Minimum of 2 years aquatics experience**

## Support Positions

### Tuck Specialist

**Positions Available:** 1  
**Reports to:** Summer Admin. SD  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The Tuck Specialist is responsible for operating Wanakita's Tuck Shop (candy, souvenirs and mail). The primary duties of this position include tracking inventory, bookkeeping, sales and a variety of administrative tasks. 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 Summer Administrator and will report directly to Wanakita's Summer Kids Camp Director and Assistant Director. The Tuck Specialist also assists in general Resource responsibilities.

- **Minimum qualifications of Standard First Aid, CPR-C, NL must be met**
- **Strong organization skills and aptitude for time management are necessary**
- **Retail experience, computer skills and accounting knowledge will be considered assets**

### Inclusion Specialist

**Positions Available:** 2  
**Reports to:** Inclusion SD  
**Contract Duration:** June 24, 2023 - August 24, 2023  
**Contract Value:** \$5,394.00

The primary responsibility of the Inclusion Specialists is to accommodate the integration of campers with special needs into Wanakita's inclusive environment, including both camper aged and adult inclusion campers. They will provide both support and guidance for counsellors who are paired one-on-one with special needs campers. A large part of this role involves providing coverage for one-to-one counsellors on their time off. They will work in co-operation with the Inclusion Section Director and Wanakita's Health & Wellness Section Director. Inclusion Specialists report directly to the Inclusion Section Director and also assist in general Resource responsibilities.

- **Minimum qualifications of NL, Standard First Aid, CPR level C and experience in related fields**
- **Non-violent intervention certificate will be considered an asset**

### Out Tripping Specialist

**Positions Available:** 3  
**Reports to:** Out Tripping SD  
**Contract Duration:** June 21, 2023 - August 24, 2023  
**Contract Value:** \$5,642.00

The Out Tripping Specialists organize, schedule and prepare for all aspects of the out tripping program at Wanakita, including on and off lake trips. Out Tripping specialists sign-out, repair and maintain the camp's tents, packs, stoves, maps, and fleet of tripping canoes. They supervise counsellors in equipment sign-out, menu planning/packing, route and trip planning needs when preparing for trips and overnights. Out Tripping specialists report to the Out Tripping Section Director and also assist in general Resource responsibilities and areas around camp. The OT Specialists (along with the OT SD) will arrive a few days before the majority of the staff team to ensure they have adequate time to prepare the Out Tripping Program.

- **Minimum qualifications of NL, Standard First Aid and CPR level C must be met**
- **Must have a valid Ontario boaters license**
- **Thorough knowledge and experience in out-tripping practices is necessary**

## Supervisory Positions

### **Kita Section Director**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** ACs, Counsellor 1s, Counsellor 2s  
**Contract Duration:** June 19, 2023 – September 2, 2023  
**Contract Value:** \$7,704.00

The Kita Section Director works in conjunction with the Junior/Intermediate Section Directors to provide a unique and fulfilling program for one-week campers, aged 7 to 13 years old. The Kita SD's main duties include organization and delivery of Section Programs, logistical support for overnights, planning and delivery of training to counsellors; as well as providing effective feedback throughout the summer. The Kita SD will also provide consistent 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. The Kita SD will also support the two-week J/I program as needed.

- **Minimum qualifications of NL, Standard First Aid first aid, and CPR-C must be met**
- **A valid driver's 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 and/or experience instructing in a camp leadership program will be considered an asset**

### **Junior/Intermediate (J/I) Section Director**

**Positions Available:** 2  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** ACs, Counsellor 1s, Counsellor 2s  
**Contract Duration:** June 19, 2023 – September 2, 2023  
**Contract Value:** \$7,704.00

The Junior/Intermediate Section Directors work together to provide a safe, engaging, and fun two-week program to Junior & Intermediate campers, ranging in age from 7 to 13 years old. They 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. The J/I SDs will also support the Kita program when required, to ensure that program quality is maintained.

- **Minimum qualifications of NL, Standard First Aid first aid, and CPR-C must be met**
- **A valid driver's 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 and/or experience instructing in a camp leadership program will be considered an asset**

### **Senior Specialty Section Director**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** ACs, Counsellor 1s, Counsellor 2s  
**Contract Duration:** June 19, 2023 – September 2, 2023  
**Contract Value:** \$7,704.00

The Senior Specialty Section Director works to provide a safe, engaging, and fun two-week program to Senior Specialty Campers, ranging in age from 12 to 15 years old. Working closely with the Senior Tripping Section Director, they design and facilitate section-wide programs, deliver staff training, provide consistent 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. They will also support the other two Senior Sections as needed.

- **Minimum qualifications of NL, Standard First Aid first aid, and CPR-C must be met**
- **A valid driver's G, F or class 4 driver's license would be considered an asset**
- **Previous supervisory experience in a summer camp setting and/or experience instructing in a camp leadership program will be considered an asset**
- **A valid Ontario boaters license will be considered an asset**

### **Senior Tripping Section Director**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** ACs, Counsellor 1s, Counsellor 2s  
**Contract Duration:** June 19, 2023 – September 2, 2023  
**Contract Value:** \$7,704.00

The Senior Tripping Section Director is responsible for the Senior Traditional and Senior Tripper Program, hosting campers 13-16 years of age. The Senior Traditional program consists of a one-week in-camp stay, and a 5-day canoe trip. The Senior Tripper Program consists of a four-day in-camp stay, and a 10-day canoe trip. The Senior Tripping SD designs and runs section-wide programs, provides constant support to the counselling team, organizes the administrative needs of their section, and responds to parent concerns and inquiries. A major component of this position involves training staff in the proper planning and facilitation of back woods canoe trips. They will also support the Senior Specialty Section when needed.

- **Minimum qualifications of NL, Standard First Aid first aid, and CPR-C must be met**
- **Must have strong understanding of canoe tripping practices and tripping experience**
- **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 and/or experience instructing in a camp leadership program will be considered an asset**

### **Inclusion Section Director**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** Inclusion Specialists and Staff working Inclusion  
**Contract Duration:** June 19, 2023 – September 2, 2023  
**Contract Value:** \$7,704.00

The Inclusion Section Director is responsible for the overall management of Wanakita's Inclusion program, which supports campers with special needs. This program helps to integrate campers with a variety of special needs into Wanakita's programs. The Inclusion Section Director co-ordinates the necessary support for all staff and campers with disabilities and contribute to the delivery of the program. The Inclusion Section Director supervises two Specialists and up to 8 staff per week working as one-on-one supports (counsellors). The Inclusion Section Director is also responsible for coverage for Inclusion staff during time off and to assist with general section director responsibilities.

- **Minimum qualifications of NL, Standard First Aid first aid, and CPR-C must be met**
- **Must have a strong experience in related fields**
- **A valid driver's G, F or class 4 driver's license would be considered an asset**

- **Non-violent intervention certificate will be considered an asset**
- **Previous supervisory experience in a summer camp setting and/or experience instructing in a camp leadership will be considered an asset**

## Student Counsellor (SC) Section Director

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** SC1, SC2 Counsellors  
**Contract Duration:** June 19, 2023 – September 2, 2023  
**Contract Value:** \$7,704.00

The Student Counsellor Section Director is responsible for all aspects of the Student Counsellor Leadership program for campers ages 14-16. The SC Program is an important component of fostering professional and personal growth among our oldest campers and future staff. The program delivers a high degree of program objectives and delivery. SC Counsellors poses an extremely high and demonstrated leadership skill set. The SC Section Director is independent and self-directed, as they supervise up to 13 staff and 124 campers in this section. A major component of this position involves training staff in the proper planning and facilitation of back woods canoe trips. This individual designs and implements SC programming, runs section-wide programs, provides consistent support to the SC Counselling team, organizes the administrative needs of their section, and responds to parent concerns and inquiries.

- **Minimum qualifications in NL, Standard First Aid and CPR level C**
- **Must have a valid Ontario boaters license**
- **Minimum of two years supervisory experience in a summer camp setting along with experience instructing in a camp leadership (or related experience)**
- **A thorough understanding of YMCA program philosophy will be considered an asset**
- **A valid G License is required**

## Health & Wellness Section Director

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** Health Centre Medical Professionals  
**Contract Duration:** June 19, 2023 – September 2, 2023  
**Contract Value:** \$7,704.00

The Health & Wellness Section Director is responsible for the organization and logistical support of Health Centre Volunteers. Each week, the Health & Wellness Section Director will introduce and help familiarize the volunteer nurses and doctors with Wanakita and Health Centre protocol. This person will be responsible for the ordering of basic supplies and to assist the Health Care Staff where needed in duties such as ensuring all campers receive any necessary medication, communicating with various departments of camp, and ensuring campers are as safe and healthy as possible. Extensive medical training is not necessary for this position, as this SD will not be expected to perform the duties of a nurse or doctor. The Health and Wellness SD also assists in regular Section Director duties and may be required to assist in other areas of camp when needed. The Health and Wellness SD will be expected to have a flexible work schedule, including late nights and being on call, and will be responsible for coordinating off-site medical visits.

- **Minimum qualifications of Standard First Aid and CPR level C must be met**
- **NL will be considered an asset**
- **Completed two-years post-secondary education in a related field**
- **Experience with patient care will also be considered an asset**

### **Camp Cleanliness and Health & Safety Section Director**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Contract Duration:** June 19, 2023 – August 24, 2023  
**Contract Value:** \$6,768.00

The primary responsibility of the Camp Cleanliness and Health & Safety Section Director is to oversee the overall cleanliness and Health and Safety of YMCA Wanakita Kids Camp programming. The Camp Cleanliness and Health & Safety Section Director will assist staff in all areas/sections of camp in identifying areas that need upkeep and will assist in cleaning and/or providing staff with feedback about cleanliness. They will be responsible for the daily cabin cleanup checks and organizing the Captain Clean Up competition. They will also act as the lead in Wanakita’s Health Centre during the Health & Wellness Section Director’s days off. The Camp Cleanliness and Health & Safety SD will work with other members of the SD team to help implement policies and procedures for ensuring a clean and healthy camp including cabin cleanliness, program area cleanliness & helping to improve YMCA Wanakita’s recycling program. The Camp Cleanliness and Health & Safety SD will also support the Health & Wellness SD as needed.

- **Minimum qualifications of NL, Standard First Aid, CPR level C and experience in related fields**
- **Minimum 3 years of camp experience**
- **Willingness to work as a team required & attention to detail considered assets**
- **Experience cleaning/housekeeping considered an asset**

### **Transport Section Director (Driver)**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** ACs as needed  
**Contract Duration:** June 19, 2023 – August 24, 2023  
**Contract Value:** \$6,768.00

The Transport Section Director’s primary responsibility is the safe, fun, and efficient transport of staff and campers off and back to site for various outings. Transport may be to and from the hospital, to and from the airport, and to and from out-trip drop-off & pick-up locations. Daily trips are required to shuttle staff to the Day Camp bus pick up locations 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, and for general upkeep. 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 start of employment (to be appointed to our insurance plan)**
- **Strong interpersonal skills are required along with a high degree of flexibility**
- **Minimum qualifications are Standard first aid, CPR-C, NL, and a valid G driver’s license**
- **A valid Ontario boaters license will be considered an asset**

### **Communications Section Director**

**Positions Available:** 1  
**Reports to:** Summer Camp Director/Assistant Director with direction and guidance set by the YMCA of HBB Marketing & Communications Team  
**Supervises:** ACs as needed  
**Contract Duration:** June 19, 2023 – September 2, 2022

**Contract Value: \$7,704.00**

The Communications Section Director will work largely to ensure we are connecting our camper families to the happenings of camp while their kids are participating in our programs. Their main role is to take photos representing all of our programs at camp, focusing on arrival, cabin photos, and highlighting fun activities. They are responsible for posting photos and information about camp events to our social media sites, as well as making cabin photos available to camper families. The Communications SD will be based out of Kids Camp and will also support Family Camp and off-site programming. The Communications SD will also support other areas of camp as needed. The successful applicant must have sound judgement and decision making as the picture their communications paint provides the view that parents & guardians see while their campers are at camp; pictures can relay 1000 words and it is important that the picture that is painted is reflective of the YMCA core values.

- **Strong interpersonal skills are required along with a high degree of flexibility**
- **Minimum qualifications of Standard First Aid and CPR-C**
- **A valid Ontario boaters license will be considered an asset**

## Program Administration Section Director

**Positions Available: 1**

**Reports to: Summer Kids Camp Director/Assistant Director**

**Contract Duration: June 19, 2023 – September 2, 2023**

**Contract Value: \$7,704.00**

The role of the Program Administration SD primarily focuses on the logistical organization of camp programs and administration. The Program Administration SD will work mainly with the Resource Section Directors. Responsibilities include, administration of Personal Choice Activities, day-off scheduling for resource areas, generating attendance lists for PCAs, camp-wide scheduling, and records keeping for camper awards. Along with these duties the Program Administration SD will be responsible for assisting other members of the Wanakita staff team to ensure high quality program delivery. This position requires thorough knowledge of camp program, administration, procedures, an eye for detail and a willingness to work closely with others.

- **Minimum qualifications of Standard First aid, CPR-C and NL 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 and Microsoft Word**

## Resource Section Director

**Positions Available: 2**

**Reports to: Summer Kids Camp Director/Assistant Director**

**Supervises: Resource Specialists/Area Heads**

**Contract Duration: June 19, 2023 – September 2, 2023**

**Contract Value: \$7,704.00**

The 2 Resource Section Directors work with the Program Administrator Section Director to oversee all operations of YMCA Wanakita's programs, supervision of the Resource team, program delivery, equipment upkeep & program area cleanliness. The 2 Resource SDs oversee all program areas and their operation and ensure that these program areas are providing quality programs to YMCA Wanakita's Summer Kids Camp campers. Together the Resource SDs supervise 24 Resource Specialists/Area Heads. Resource SDs will support the Program Administration SD in organizing staffing for Personal Choice Activities, cabin programming, and oversee camper attendance. They will be very involved with Wanakita's program areas and the programs being delivered in these areas. They work closely with all SDs and perform a variety of



program and staffing duties. An important aspect of the Resource SD position is to foster a sense of ownership and pride amongst all resource staff in their respective areas.

- **Minimum qualifications of NL, Standard First Aid and CPR-C**
- **Must have a valid Ontario boaters license**
- **A thorough understanding of YMCA program philosophy is essential along with previous supervisory experience**
- **Experience working as a resource specialist and/or experience with a camp leadership program will be considered an asset**

### **Out Tripping Section Director**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Supervises:** OT Specialist (3)  
**Contract Duration:** June 19, 2022 – September 2, 2023  
**Contract Value:** \$7,704.00

The Out Tripping Section Director is responsible for the overall management of Wanakita’s Out-Tripping program. This department prepares food and equipment for on-lake and off-lake trips as well as instructing staff and campers on proper camping & canoe-tripping practices. This role requires a detail-oriented person, as they are responsible for maintaining inventory and upkeep of all equipment as well as food and all related items for tripping. The out-tripping department helps to maintain Koshlong Lake’s crown land camping sites and provides assistance to the Wanakita groups while they are utilizing them. In addition, this SD is responsible for the coordination, evaluation and scheduling of Out Tripping Specialists, the Tripper Area Head and Jr. Trippers to effectively deliver the OT program. The Out Tripping Section Director will also support other areas of camp as needed.

- **Minimum qualifications of NL, Standard First Aid first aid, and CPR-C must be met**
- **Must have a valid Ontario boaters license**
- **A valid driver’s G, F or class 4 driver’s license would be considered an asset**
- **Must have canoe tripping experience, and a strong understanding of canoe tripping practices**
- **Previous supervisory experience in a summer camp setting, as well as experience instructing in a camp leadership program will be considered an asset**

### **Summer Administrator Section Director**

**Positions Available:** 1  
**Reports to:** Summer Kids Camp Director/Assistant Director  
**Contract Duration:** June 5, 2023 – September 2, 2023  
**Contract Value:** \$9,144.00

The role of the Summer Administrator primarily focuses on the logistical organization of camp program and Administration. The Summer Administrator will work directly with the Summer Kids Camp Director/ Assistant Director and administrative team in the front office. Responsibilities include generating cabin groups, organizing materials for Section Directors, staff paperwork collection and payroll, camp-wide scheduling, and being a direct contact with the summer registrar staff. Along with these duties the Summer Administrator will be responsible for administrative duties such as tracking and filing certifications, CRCs, staff and camper files and answering general information on the phone or in person. The successful candidate must be able to approach tasks with a focus on customer service & have a high regard for professionalism. This position requires thorough knowledge of the Wanakita camp program, administration, procedures and structure.

- **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 is 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 and Microsoft Word**
- **NL and other certifications will be considered assets**

## Summer Family Camp Job Descriptions

Wanakita Family camp is one of the province's only full-summer family camps! Our campers are all ages, ranging from babies to adults, and programming is designed to appeal to varying ages and levels of ability. As an example, you may teach a lesson to 6-12 year olds in the morning, and then lead an activity fun for the whole family in the afternoon, finishing off with a program for teens in the evening. As a staff at Wanakita Family Camp, customer service and camper interaction is our top priority. We aim to provide engaging and creative programming, while also delivering some of the traditional activities that our long-standing campers have come to cherish and expect. Campers stay in cabins per family, while staff live in dormitory-style accommodations with at least one roommate.

### Introductory Positions

#### **All-Camp Counsellor (AC) – Family Camp**

**Positions Available:**     **Approx. 5**  
**Reports to:**               **Program Facilitators (and Program Area Heads)**  
**Contract Duration:**     **June 24, 2023 – September 2, 2023**  
**Contract Value:**         **\$1,300.00**

This entry level position is for those who are looking to gain their first professional experience in the field of summer (family) camping. Throughout the summer Family Camp ACs will help run our family camp program, in various areas, assisting with programs and gaining skills to ultimately lead on their own. Family Camp ACs may second-staff programs that need assistance for ratios (such as lifeguarding, ropes or kids corner), or also where extra safety is important and additional help is necessary (such hikes, bikes, programs with fire etc.).

In preparation for moving into a Float or Area Head positions in the future, Family Camp ACs also receive training through the summer, unique to their roles. This further develops their skills in all areas of camp. Training includes lessons in “hard skills” such canoeing, archery, ropes etc., and also “soft skills” like customer service, leadership, and communication.

- **Due to Industry Guidelines & Standards, ACs must be 17 years of age by December 31<sup>st</sup> of the year of employment**
- **Minimum qualifications of Standard First Aid, CPR level “C” and NL must be met**

#### **Family Camp Float Counsellor**

**Positions Available:**     **Approx. 3**  
**Reports to:**               **Program Facilitators**  
**Contract Duration:**     **June 24, 2023 – September 2, 2023**  
**Contract Value:**         **\$6,200.00**

This is an entry level or ‘second year’ position, meant for staff who have the skills and experience to run some programs independently, but might not yet be ready to be responsible for an entire area, (such as in the Program Area Head position), or may simply not want to ‘specialize’ in one area. Family Camp Floaters will have the opportunity to run some programs on their own, covering for Area Heads in their absence, but will also assist with second staffing programs where necessary. Although Family Camp Floaters will not be responsible for maintaining a specific area of camp, it is expected that through their skills and experience, they take ownership over the areas they are assigned, and act as mentors to the first year staff and All-Camp Counsellors.

## Program Area Heads

### Report to: Program Facilitators & Family Camp Director

Family Camp Area Head positions are responsible for the upkeep and program delivery for Wanakita Family Camp's various program areas. 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. Area Heads are encouraged to not only be flexible in taking on the operation of some of our recurring/traditionally run programs, but also to develop new and creative programming in their areas.

Program areas are staffed by 1-2 Area Heads that are ultimately responsible for program delivery in their program area. In addition, Area Heads are responsible for equipment maintenance and program area tidiness and cleanliness, as well as possibly providing supervision and support to All-Camp Counsellors and Float Counsellors.

Overseeing the Area Heads is a team of 2 Program Facilitators. They provide support to the Area Heads in the form of program delivery assistance, as well as feedback and skill development.

### **Air Adventure Area Head**

**Positions Available:** 2  
**Contract Duration:** June 24, 2023 – September 2, 2023  
**Contract Value:** \$6,600.00

Air Adventure Area Heads are responsible for the training and program delivery in the Challenge Course 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 Family Camp operates a Flying Squirrel Element, High Ropes and Low Ropes Adventure courses as well as several stand-alone initiative elements and activities.

- **Minimum qualifications: Standard First Aid & CPR C. A minimum Challenges Unlimited Inc. (CUI) or Adventure works! Associates Inc. Level 1 certification or equivalent is mandatory. Higher instructor or facilitator levels would be considered significant assets**
- **Successful applicants may be eligible to receive support in obtaining Level 1 or 2 challenge course certifications**
- **Swimming qualifications of Bronze Cross or NL are considered an asset**

### **Arts & Camp Craft Area Head**

**Positions Available:** 1  
**Contract Duration:** June 24, 2023 – September 2, 2023  
**Contract Value:** \$6,200.00

The Arts & Camp Craft Area Head manages inventory, program delivery and instruction inside and outside the Craft Shop. Programs are encouraged to be nature-based with a focus on our local environment and sustainability. Programs must appeal to both children and adults of all ages, but some may be age-specific. This Area Head will have the opportunity to offer new and innovative programs as well traditional camp crafts.

- **Minimum qualifications: Standard First Aid, & CPR C**
- **Artistic ability and instructional experience are considered an asset**
- **Swimming qualifications of Bronze Cross or NL are considered an asset**

## Aquatics Area Head

**Positions Available:** 2

**Contract Duration:** June 24, 2023 – September 2, 2023

**Contract Value:** \$6,200.00

The Aquatics Area Heads are responsible for the overall safety, supervision, operation and maintenance of the Family Camp dock, beachfront and swimming area. Additional responsibilities include facilitation of aquatics based programs (aqua fit, water polo, water games etc.) and supervising/ providing instruction and guidance to Lifeguards in relation to Wanakita's waterfront policies and procedures.

- **Minimum qualifications: NL, Standard First Aid & CPR C, Pleasure Craft Operator's Card**
- **YMCA, RC, and LSS Instructor award, Advanced Instructors, First Aid Instructors, or LSS Bronze Examiners are considered assets**

## Kids Corner Area Head

**Positions Available:** 1

**Contract Duration:** June 24, 2023 – September 2, 2023

**Contract Value:** \$6,200.00

The Kids Corner Area Head is responsible for organizing and delivering a developmentally-appropriate weekly program for children ages 3-5. They will also help facilitate in other program areas at times when Kids Corner is not running. This individual enjoys working with younger children and has a knowledge of and background in working with children 3-5 years old.

- **Minimum qualifications: Standard First Aid & CPR C**
- **An ECE, or Child and Youth Worker Diploma or training is considered an asset**
- **Swimming qualifications of Bronze Cross or NL are considered an asset**

## Music & Performing Arts Area Head

**Positions Available:** 1

**Contract Duration:** June 24, 2023 – September 2, 2023

**Contract Value:** \$6,200.00

The Music & Performing Arts Area Head is responsible for the program facilitation and delivery of the Guitar, Ukulele and Rhythm programs as well as the Theatre programs gauged towards participants of all ages and experience. Programs may include but are not limited to improv. games, play writing and performance and collaboration with the Yoga and Dance Area Head and programs. Responsibilities also include planning, preparing and facilitating a weekly Talent Show, as well as the upkeep of the performing arts and music building (Hamlin Lodge).

- **Minimum qualifications: Standard First Aid & CPR C**
- **Related music/theatre or instructional experience are considered an asset**
- **Swimming qualifications of Bronze Cross, or better, NL are considered an asset**

## Paddle Sports Area Head

**Positions Available:** 2  
**Contract Duration:** June 24, 2023 – September 2, 2023  
**Contract Value:** \$6,200.00

The Paddle Sports Area Heads are responsible for program delivery and instruction in the canoeing, kayaking and stand up paddling areas at Family Camp, as well as the supervision of campers out on the lake. They are responsible for the upkeep of our fleet of canoes, kayaks, SUP boards, row boats and related equipment, as well as the supervision of campers out on the lake.

- **Minimum qualifications: NL, Standard First Aid & CPR Level C**
- **Transport Canada Approved Pleasure Craft Operator Card**
- **Flatwater or tripping canoe/kayak certifications from ORCKA or Paddle Canada (or equivalent) are considered assets**

## Sports & Archery Area Head

**Positions Available:** 1  
**Contract Duration:** June 24, 2023 – September 2, 2023  
**Contract Value:** \$6,200.00

The Sports & Archery Area Head manages the archery field, basketball and tether ball courts, field and other land sport programs at camp. Duties include creative programming, maintenance of equipment, program scheduling, tournament facilitation and thorough knowledge of popular sports.

- **Minimum qualifications: Standard First Aid, & CPR C**
- **Coaching experience or qualifications are considered an asset**
- **Swimming qualifications of Bronze Cross, or better, NL are considered an asset**

## WEP (Wilderness & Environmental Pursuits) Area Head

**Positions Available:** 1  
**Contract Duration:** June 24, 2023 – September 2, 2023  
**Contract Value:** \$6,200.00

The Wilderness and Environmental Pursuits Area Head is responsible for teaching WEP skills and programs on topics such as local flora and fauna, wetlands, outdoor cooking and living skills and orienteering. There should be a strong focus on appreciating and learning about the natural world at camp as well as applications elsewhere. This role is responsible for upkeep and organization of tripping equipment, packing and unpacking overnights, and will attend 1 to 3 of the 3 weekly camper overnights.

- **Minimum qualifications: Standard First Aid & CPR C**
- **Experiences in environmental studies at Post-Secondary Education level, naturalist pursuits or relevant skills are considered assets**
- **Swimming qualifications of Bronze Cross, or better, NL are considered an asset**

## Wind Sports Area Head

**Positions Available:** 2  
**Contract Duration:** June 24, 2023 – September 2, 2023  
**Contract Value:** \$6,200.00

The Wind Sports Area Heads are responsible for program delivery and instruction in the sailing and windsurfing areas. They are responsible for the maintenance and upkeep of Wanakita Family Camp's sailing

(Hobie & Pico) and windsurfing fleets, and cleanliness of program areas, as well as the supervision of campers out on the lake.

- **Minimum qualifications: NL, Standard First Aid & CPR C**
- **Transport Canada Approved Pleasure Craft Operator Card**
- **OSA Camp Sailing Instructor or equivalent instructor levels are considered assets**

## Yoga & Dance Area Head

**Positions Available:** 1

**Contract Duration:** June 24, 2023 – September 2, 2023

**Contract Value:** \$6,200.00

The Yoga and Dance Area Head is responsible for the program facilitation and delivery of Yoga and Dance programs catering to varying ages and skill levels. They are responsible for the cleanliness and upkeep of their program area (Lakeview Lodge) and equipment.

- **Minimum qualifications: Standard First Aid & CPR C**
- **Certification as a Yoga Teacher/Instructor**
- **Related dance experience/ instructional experience is an asset**
- **Swimming qualifications of Bronze Cross, or better, NL are considered an asset**

## Supervisory Positions

### Program Facilitator

**Positions Available:** 2

**Reports to:** Family Camp Director

**Contract Duration:** June 19, 2023 – September 2, 2023

**Contract Value:** \$7,920.00

The Family Camp Program Facilitators are responsible for the co-ordination, training and supervision of the Program Area Heads, and All Camp Counsellors, as well as overseeing all programs offered at Summer Family Camp. These individuals have a great knowledge & background of general camp programming and work closely alongside the Family Camp Director. They are comfortable with public relations and potential trouble shooting with both participants and staff. Duties may also include but are not limited to: assisting Program Area Heads at programs where needed, program scheduling, facilitating campfires, delivering announcements and participating in general camp support and upkeep wherever needed. They will be responsible for providing ongoing feedback and both mid- and end-of-summer evaluation to the program staff, as well as weekly feedback to the supporting Kids Camp AC's.

- **Minimum qualifications: NL, Standard First Aid & CPR Level C and Transport Canada Approved Pleasure Craft Operator Card**
- **Previous supervisory experience is required**
- **Previous Camp and Outdoor Centre experience is considered an asset**

## Family Camp – “Week 9” (Extra Week of Summer Employment)

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 27<sup>th</sup> - September 2<sup>nd</sup> 2023. Week 9 opportunities are open to both YMCA Wanakita Kids Camp staff, as well as eligible applicants outside of YMCA Wanakita. Positions available include at least one of all the positions described above. See those job

descriptions above for further information. For any other questions, please contact [mercedes.dalmeida@ymcahbb.ca](mailto:mercedes.dalmeida@ymcahbb.ca)

## Other Employment Opportunities at YMCA Wanakita

### Volunteers

#### Summer Program Volunteers

If you are interested in volunteering for a portion of the summer, contact the Kids Camp Director at [cameron.vanvelzen@ymcahbb.ca](mailto:cameron.vanvelzen@ymcahbb.ca) with the dates you are available and other pertinent information. Eligible candidates will be selected based upon their experience, qualifications and willingness to contribute to the mission, vision and core values of the YMCA.

- Must submit an application, provide an interview and fill out all necessary paperwork
- Must be a minimum of 17 years of age by Dec 31st the year of volunteering
- Must provide a current Criminal Reference Check with a Vulnerable Sector Search

#### Summer Health Care Volunteers

Consisting of nurses and doctors, these volunteers are responsible for the delivery of Wanakita's health services under the co-ordination of the Health & Wellness Section Director and Kids Camp Director. One, two and four-week placements are available for registered doctors and nurses. Students in the medical field would be welcome to apply to assist those doctors and nurses.

- Minimum qualifications are BCLS, Standard First Aid, and a license to practice medicine or nursing in the Province of Ontario.
- Must provide a current Criminal Reference Check with a Vulnerable Sector Search