

# Day Camp Postings Summer 2023

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## Organizational Overview:

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

This position requires a commitment to the YMCA mission and core values of: Responsibility, Honesty, Caring, Respect and Belonging, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Vulnerable Sector 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.

## How to Apply

### Preparation

- Please read the 2023 Application Package, including job descriptions and all general information.
- Please note: Applicants for all positions must be 17 years of age before July 3, 2023 with the exception of Junior Counsellor Applicants who must be 16 years of age before July 3<sup>rd</sup>, 2023.
- All Senior Staff must be available to commence employment on **May 29, 2023**, for training (Site Supervisors, Section Heads and Program Instructors).
- All other positions commence employment on **June 22, 2023**, for pre-camp training (Waterfront Positions, Office Administration Positions and Helping Hands Counsellor Positions will have 1-2 days of training prior to June 22<sup>nd</sup>).
- Ensure you have and show proof of all necessary qualifications valid through summer 2023 or show proof of being enrolled in courses you still need to acquire (Standard First Aid and CPR-Level C for **all staff**, NLS for **Waterfront Positions**).
- Please **DO NOT** get a Criminal Reference Check or Vulnerable Sector Screening prior to receiving an employment offer.
- **Please note the start and end dates of all positions you apply to.** Only those who can complete full contracts will be considered for full-time positions. Any staff requiring significant time off will be considered for supply positions.

### The Application

- Please complete the staff application online: <https://ymcahbb.campbrainstaff.com>
- **Please note that the staff application takes the place of a resume and cover letter. Please take your time and be thorough when filling out the application, especially in the Education, Work Experience and References section, as if these sections are not completely filled out, your application will be not be considered for an interview.**
- When you are done with your application, **please upload copies of all required qualifications through the view/upload paperwork portal after submitting your application.** Only attach current and valid qualifications or proof of enrollment in courses to acquire valid certifications.

If you have any questions or difficulties uploading your documents, please email: [hbb.daycampjobs@ymcahbb.ca](mailto:hbb.daycampjobs@ymcahbb.ca)

## Important Contract Information and Dates

*\*Locations are subject to change based on rental agreement for operating year\**

Leadership Positions				
Position Title	Location	Duration of Contract	Contract Start	Contract End
Site Supervisor	Christie Conservation Queen Victoria School Tansley Woods	14 weeks	May 29, 2023	September 1, 2023
Helping Hands Site Supervisor	Christie Conservation	14 weeks	May 29, 2023	September 1, 2023
Section Head	Christie Conservation	14 weeks	May 29, 2023	September 1, 2023
Program Specialist	Christie Conservation Queen Victoria School Tansley Woods	14 weeks	May 29, 2023	September 1, 2023
Outdoor Support Positions				
Position Title	Location	Duration of Contract	Contract Start	Contract End
Waterfront Specialist	Christie Conservation	10 weeks	June 22, 2023	August 25, 2023
Waterfront Lifeguard	Christie Conservation	10 weeks	June 22, 2023	August 25, 2023
Program Instructors	Christie Conservation	10 weeks	June 23, 2023	August 25, 2023
Site Support & Maintenance	Christie Conservation	10 weeks	June 23, 2023	August 25, 2023
Office Administrator	Christie Conservation	10 weeks	June 22, 2023	August 25, 2023
Office Administrator	Downtown Hamilton YMCA	19 weeks	April 17, 2023	September 1, 2023
Counsellor Positions				
Position Title	Location	Duration of Contract	Contract Start	Contract End
General Counsellors	Christie Conservation	10 weeks	June 23, 2023	August 25, 2023
<b>Specialty Counsellors:</b> Canoe, Kayak, Eco-Explorers	Christie Conservation	10 weeks	June 23, 2023	August 25, 2023
Kidventure & Sports Counsellors	Tansley Woods	10 weeks	June 23, 2023	August 25, 2023
Kidventure & Sports Counsellors	Queen Victoria School	9 weeks	June 23, 2023	August 18, 2023*
Helping Hands Counsellors	All Locations	Based on Location	June 20, 2023	August 25, 2023
Junior Counsellors	All Locations	Based on Location	June 23, 2023	August 25, 2023
Supply Counsellors	All Locations	Based on Location	June 23, 2023	August 25, 2023

*\*Note: If you wish to work until August 25th, there is an option to extend your contract if your position is necessary. If your position is not necessary, another position may be offered up for your extension.*

# Job Descriptions & Criteria

Please look at the following postings and indicate the position(s) you would be interested in for the 2023 season when you complete the Day Camp application at [ymcahbb.campbrainstaff.com](http://ymcahbb.campbrainstaff.com)

*\*Please note: Applicants for all positions must be 17 years of age before July 3, 2023 with the exception of Junior Counsellor Applicants who must be 16 years of age before July 3, 2023.*

## Available Positions

### Leadership Positions

#### Day Camp Site Supervisor (Indoor)

The Site Supervisor is responsible for the day-to-day operations of an indoor YMCA Day Camp. The Site Supervisor reports directly to the Manager and/or Coordinator of Day Camp and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- ❖ **Tansley Woods Community Center** (Burlington: 80 children, 15 staff)
- ❖ **Queen Victoria School** (Hamilton: 50 children, 10 staff)

#### Responsibilities:

- ◆ Co-ordinates programs and ensures safe, quality programs for participants and staff
- ◆ Provides staff supervision, including training and performance evaluations of camp counsellors
- ◆ Develops and implements comprehensive camp programs
- ◆ Assists with all aspects of the operation of camp (registration, parent liaison, promotion, set up and camp closing)
- ◆ Maintains strong relationships with others, including campers and staff
- ◆ Provides maximum customer satisfaction and resolves parental concerns
- ◆ Provides leadership to all staff training and upholds YMCA Policies & Procedures and ensures that all staff on site adhere to the Policies & Procedures developed by the YMCA
- ◆ Leads daily staff meetings/must attend all staff training sessions
- ◆ Contributes to an inclusive environment
- ◆ Understands and commits to confidentiality
- ◆ Ensures all forms are distributed to campers
- ◆ Responsible for the approvals of schedules and/or assigned shifts
- ◆ Responsible for maintaining accurate camp documents and records
- ◆ Ensures that there is sufficient supplies and equipment for the delivery of the program
- ◆ Provides direct supervision to Counsellors/Junior Counsellors and Program Specialists/Section Heads
- ◆ Ensures Indoor Camps Supervisor/Day Camp Manager/General Manager are informed of any serious occurrences/complaints about camp
- ◆ Able to make immediate decisions to ensure safety and react accordingly to a crisis
- ◆ Maintains regular contact with staff, campers, parents, community agencies and volunteers involved in program
- ◆ Other duties as assigned

#### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ 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
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ Coaching certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting

## Day Camp Site Supervisor (Outdoor)

The Site Supervisor is responsible for the day-to-day operations of an outdoor YMCA Day Camp. The Site Supervisor reports directly to the Manager and/or Coordinator of Day Camp and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- ❖ **Camp Chippewa** (250 children, 7 senior staff, 40-50 counsellors)
- ❖ **Specialty Chippewa** (110 children, 1 senior staff, 12-14 counsellors)

### Responsibilities:

- ◆ Co-ordinates programs and ensures safe, quality programs for participants and staff
- ◆ Provides staff supervision, including training and performance evaluations of camp counsellors
- ◆ Develops and implements comprehensive camp programs
- ◆ Assists with all aspects of the operation of camp (registration, parent liaison, promotion, set up and camp closing)
- ◆ Maintains strong relationships with others
- ◆ Provides maximum customer satisfaction and resolves parental concerns
- ◆ Provides leadership to all staff training and upholds YMCA Policies & Procedures
- ◆ Ensures that all staff on site adhere to the Policies & Procedures developed by the YMCA
- ◆ Leads daily staff meetings/must attend all staff training sessions
- ◆ Contributes to an inclusive environment
- ◆ Understands and commits to confidentiality
- ◆ Ensures all forms are distributed to campers
- ◆ Responsible for the approvals of schedules and/or assigned shifts
- ◆ Responsible for maintaining accurate camp documents and records
- ◆ Ensures that there is sufficient supplies and equipment for the delivery of the program
- ◆ Provides direct supervision to Counsellors/Junior Counsellors and Program Specialists/Section Heads
- ◆ Ensures Day Camp Manager/General Manager are informed of any serious occurrences/complaints about camp
- ◆ Able to make immediate decisions to ensure safety and react accordingly to a crisis
- ◆ Maintains regular contact with staff, campers, parents, community agencies and volunteers involved in program
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ 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
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting
- ◆ Specialty Site Supervisor must have previous experience in an outdoor setting delivering specialized programs

## Day Camp Section Head (Outdoor)

The Section Head is responsible for managing, creating, and facilitating the delivery of safe age-appropriate and site-specific programming. The Section Head reports directly to the Site Supervisor and will provide direct leadership to a team of Counsellors, Junior Counsellors and Campers assigned to their specific section areas. Section Heads are knowledgeable in camp activities, songs, behavior management, and supervising a staff team (approximately 10-15 staff). Section Heads will be hired for the following:

### Responsibilities:

- ◆ Skilled in teaching activities in a variety of camp areas
- ◆ Co-ordinates programs and ensures safe, quality programs for participants and staff
- ◆ Provides input into staff meetings
- ◆ Provides support and guidance to all staff including the supervision of camp counsellors and volunteers
- ◆ Oversees the development and execution of programs, activities, and schedules
- ◆ Assists the Site Supervisor with the day-to-day operations of camp
- ◆ Ensures parent communication and child guidance
- ◆ Maintains high standards in program delivery, communication, coaching and mentoring of all staff assigned to program area
- ◆ Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- ◆ Provides training and supervision of seasonal staff
- ◆ Contributes to an inclusive environment
- ◆ Understands and commits to confidentiality
- ◆ Responsible for the approvals of schedules and/or assigned shifts
- ◆ Further supports staff in the planning, supervision, and leading of activities when needed
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ 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
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or program certification in camp resource areas is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting

## Day Camp Helping Hands Site Supervisor

The Helping Hands Site Supervisor is responsible for providing supervision and assistance to the Helping Hands Counsellors, who provide 1:1 support to children with disabilities and/or who require additional support. The Helping Hands Site Supervisor reports directly to the General Manager of Inclusion Services for Children. The Site Supervisor will provide leadership to the staff team (approximately 15 staff) as well as plan for and assist with the inclusion of children attending through the Helping Hands program for their safety, well-being, belonging and engagement at camp. This includes parental/caregiver contact, completing intakes and documentation, assisting with personal care and providing direct hands-on support.

### Responsibilities:

- ◆ Provides staff supervision, including leadership to all staff training/meetings and performance evaluations of Helping Hands counsellors
- ◆ Contributes to an inclusive camp environment
- ◆ Assists with all aspects of the operation of camp (parent/caregiver liaison, promotion, set up and shut down)
- ◆ Completes intakes and develops individual support plans for campers that may require one of or a combination of developmental, physical, medical and/or behavioural modifications and accommodations
- ◆ Support with the personal care needs of a camper which can include feeding, toileting and lifting
- ◆ Ensures there are sufficient supplies and equipment for the delivery of an inclusive program; communication aids, adaptive equipment, etc.
- ◆ Ensure the health and safety of children is maintained at all times; Must have knowledge of potential hazards and the ability to put a preventative plan in place
- ◆ Provides on-going communication with Helping Hands counsellors, as well as camp counsellors and supervisors, children, parents/caregivers and community agencies to ensure the well-being, participation and inclusion of campers
- ◆ Ensures General Manager of Inclusion Services for Children and Camp Manager are informed of any serious occurrences/complaints about camp
- ◆ Must attend all staff training sessions
- ◆ Upholds YMCA Policies & Procedures and ensures that all staff have knowledge of and adhere to the Policies & Procedures developed by the YMCA
- ◆ Able to make immediate decisions to ensure safety and react accordingly to a crisis
- ◆ Provides maximum customer satisfaction and resolves parental/caregiver concerns
- ◆ Understands and commits to confidentiality
- ◆ Responsible for the approvals of schedules and/or assigned shifts
- ◆ Responsible for maintaining a petty cash
- ◆ Maintains accurate camp documentation
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ 2-year post-secondary degree/diploma, or pursuing same, in any discipline but preferably to be a field with a focus on special populations
- ◆ 18 years prior to start of summer
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ Significant experience working with children with disabilities in a variety of settings
- ◆ Previous YMCA camp, childcare, or child and youth program experience is preferred
- ◆ Extensive knowledge of inclusive recreation settings and how to achieve them
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting
- ◆ Non-violent crisis intervention is an asset



## Program Specialist

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 Counsellors, Junior Counsellors, and Campers. The Program Specialist is generally on-site all day and reports directly to the Site Supervisor. Program Specialists are knowledgeable in camp activities, song, behavior management, and supervising a staff team (approximately 10-15 staff).

### Responsibilities:

- ◆ Skilled in teaching activities in a variety of camp areas
- ◆ Co-ordinates programs and ensures safe, quality programs for participants and staff
- ◆ Provides input into staff meetings
- ◆ Provides support and guidance to all staff including the supervision of camp counsellors and volunteers
- ◆ Develops and implements comprehensive camp programs
- ◆ Oversees the execution of age and developmentally appropriate programs, activities, and schedules
- ◆ Assists the Site Supervisor with day-to-day operations of camp
- ◆ Plans and initiates staff and Junior Counsellor training sessions
- ◆ Ensures parent communication and child guidance
- ◆ Maintains high standards in program delivery, communication, coaching and mentoring of all staff assigned to program area
- ◆ Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- ◆ Ensures that there is sufficient supplies and equipment for the delivery of the program
- ◆ Provides training and supervision of seasonal staff
- ◆ Responsible for the approvals of schedules and/or assigned shifts
- ◆ Further supports staff in the planning, supervision, and leading of activities when needed
- ◆ Responsible for managing supplies and making purchasing decisions
- ◆ Able to make immediate decisions to ensure safety and react accordingly to a crisis
- ◆ Contributes to an inclusive environment
- ◆ Understands and commits to confidentiality
- ◆ Additional duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ 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
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ Bronze Cross certification is an asset
- ◆ Coaching or ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills
- ◆ Supervisory experience, preferably in a camp setting



## Outdoor Support Positions

### Waterfront Specialist

The Waterfront Specialist is responsible for the overall safety and supervision of the waterfront areas for Camp Chippewa and Specialty Chippewa at Christie Conservation Area. The Waterfront Specialist will assist in providing support to the waterfront staff (lifeguards, canoe and kayak instructors) and will assist/facilitate with program areas (lifeguarding, canoeing, kayaking, water games), if necessary. The Waterfront specialist is on-site all day and reports directly to the Site Supervisor. Waterfront Specialists are knowledgeable in waterfront safety, lifeguarding standards, as well as canoe and kayak safety. Waterfront Specialists will be hired for the following:

- ❖ **Camp Chippewa** (supporting a team of lifeguards, canoe and kayak instructors)
- ❖ **Specialty Chippewa** (supporting canoe and kayak instructors)

#### Responsibilities:

- ◆ Skilled in waterfront activities/games
- ◆ Works alongside Site Supervisors, Program Specialists and Section Heads to ensure safety measures are met
- ◆ Maintains high standards of safety and risk management in delivery and communication of staff assigned to waterfront areas
- ◆ Performs weekly waterfront searches and daily documentation
- ◆ Co-ordinates and ensures safe, quality programs for all participants and staff
- ◆ Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- ◆ Assists with waterfront training to all waterfront staff
- ◆ Oversees maintenance of the equipment (canoes, kayaks, paddles, lifejackets, first aid, lifeguard tubes, etc.)
- ◆ Further supports staff in the planning, supervision, and leading of activities when needed
- ◆ Contributes to an inclusive environment
- ◆ Understands and commits to confidentiality
- ◆ Other duties as assigned

#### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ 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
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ **NLS certification is required and must be valid through Summer 2023**
- ◆ NLS Waterfront training is an asset
- ◆ ORCA certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Strong interpersonal skills

## Waterfront Lifeguard

Waterfront Lifeguards are responsible for the change room and waterfront supervision of campers attending Camp Chippewa at Christie Conservation Area. Lifeguards are responsible for upholding the YMCA and OCA Policies & Procedures for all waterfront activities and providing leadership to counsellors and campers. Waterfront staff participate in all camp training and report directly to the Waterfront Specialist and/or Site Supervisor of Camp Chippewa. They are responsible for planning creative and engaging water activities when necessary.

### Responsibilities:

- ◆ Greets parents/guardians at designated bus stop each morning and afternoon
- ◆ Ensures stringent waterfront safety Policies & Procedures
- ◆ Performs weekly waterfront searches and daily documentation
- ◆ Co-ordinates and ensures safe, quality programs for all participants and staff
- ◆ Develops and implements comprehensive camp programs and water-based activities
- ◆ Assists with all aspects of swimming, including change room/waterfront supervision and child guidance
- ◆ Contributes to an inclusive environment
- ◆ Understands and commits to confidentiality
- ◆ Provides leadership to all campers
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ 17 years of age before the summer
- ◆ Attending or completion of secondary school or post- secondary school
- ◆ **NLS certification is required and must be valid through Summer 2023**
- ◆ NLS Waterfront training is an asset
- ◆ Previous YMCA camping, guarding or child and youth program experience is preferred

## Site Support and Maintenance

The Site Support and Maintenance is responsible for supporting the daily operations at Camp Chippewa to ensure safe, quality programs. Site Support and Maintenance will report directly to the Section Head/Program Specialist.

### Responsibilities:

- Greets parents/guardians at designated bus stop each morning and afternoon
- Ensures there is enough program equipment for campers and staff
- Delivers the equipment required for daily programming to counsellors at the appropriate location
- Maintains and keeps track of program equipment
- Ensures all the equipment is returned to the appropriate location at the end of the day
- Sets up and takes down camp activities daily
- Disinfects picnic tables and other eating areas before and after lunch
- Disinfects and clean bathroom facilities throughout the day
- Operates golf cart to deliver materials to various sections of camp
- Maintains shed in an organized manner
- Ensures camp environment is clean and free of litter
- Provides supervision to campers when required
- Assists in the implementation of special camp activities
- Contributes to an inclusive environment
- Understands and commits to confidentiality
- Other duties as assigned

### Qualifications:

- Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- 17 years of age before July 3, 2023
- Minimum G1 license to operate golf cart
- Attending or completion of secondary school or post- secondary school
- Previous YMCA camping or child and youth program experience is preferred

## Office Administration and Support (Outdoor)

The Office Administrator is responsible for the administrative duties required for the summer day camps at Camp Chippewa and Specialty Chippewa. 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
- Contributes to an inclusive environment
- Understands and commits to confidentiality
- 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 2023 (**must provide proof of certification or enrollment in course before hiring**)
- Completion of secondary school or 2-year post-secondary degree/diploma, or pursuing the same, in any office administration or business discipline
- Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- Previous YMCA camping or child and youth program experience is preferred

## **Office Administration and Support (Indoor)**

The Office Administrator is responsible for the administrative duties required for the summer day camps. The Office Administrator is based out of the Hamilton Downtown YMCA and will report directly to the Day Camp Administrator/Day Camp Manager. The Office Administrator will be responsible for monitoring subsidy contracts, updating enrollment requests, responding to email inquiries, answering phone calls and working alongside the Day Camp Administrator to provide any additional assistance as necessary.

### **Responsibilities:**

- Must have your own transportation to and from the Hamilton Downtown YMCA\*
- Ensures attendance processes/sheets are completed daily
- Answers camp phone and assists Day Camp Administrator with addressing parent questions and concerns
- Prints out weekly paperwork for each camp program/location
- Attends staff meetings, records and types up minutes
- Assists with the completion of all administrative duties delegated by Day Camp Administrator (i.e. camp attendance, subsidy contracts, camp newsletters, filing paperwork, calling families when needed, etc.)
- Provides assistance with online Day Camp set up and tear down, as well as throughout the summer
- Contributes to an inclusive environment
- Understands and commits to confidentiality
- Other responsibilities as required in dynamic working environments

### **Qualifications**

- 2-year post-secondary degree/diploma, or pursuing the same, in any office administration or business discipline
- Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- Previous YMCA camping or child and youth program experience is preferred

## Program Instructors (Archery, Canoeing, and Arts/Crafts)

A Program Instructor is responsible for the supervision of campers and programming of activities for YMCA Day Camps. The Program Instructor will report directly to the Section Head/Program Specialist. The Program Instructor will have specific qualifications and skills related to the position and will be responsible for training both staff and campers in the area. Program Instructors will not have the direct responsibility for a group of campers but will assist with supervision, child guidance, and parent interactions. Instructors will provide age-appropriate, skill building, safe, and dynamic programming for rotating groups of children.

### Responsibilities:

- ◆ Greet parents/guardians at designated bus stop each morning and afternoon
- ◆ Ensure safe, quality programs for participants and staff
- ◆ Program activities and events on a rotational basis for camper groups
- ◆ Develop and implement comprehensive camp programs
- ◆ Assist with parent liaison, promotion, set up, and clean up
- ◆ Provide maximum customer satisfaction and resolve parental concerns
- ◆ Provide leadership to all campers
- ◆ Contribute to an inclusive environment
- ◆ Understand and commit to confidentiality
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ 17 years of age before July 3<sup>rd</sup>, 2023
- ◆ Attending or completion of secondary or post-secondary school
- ◆ Bronze Cross certification is an asset (Canoe Instructor positions)
- ◆ ORCA certification is an asset (Canoe Instructor positions)
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆ Demonstrated experience in specific area

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## Details

### Archery Instructor

- ❖ The Archery Program Instructor is responsible for the supervision of campers and programming of archery activities at Camp Chippewa, located at Christie Lake Conservation Area. The Archery Program Instructor will have specific experience and skills related to the position and will be responsible for training both staff and campers in the area. Archery Program Instructors will not have the direct responsibility for a group of campers, but will assist with supervision and guidance of campers.

### Canoe Instructor

- ❖ The Canoe Program Instructor is responsible for the supervision of campers and programming of canoe-based activities at Camp Chippewa, located at Christie Lake Conservation Area. The Canoe Program Instructor will have specific certifications and skills related to the position and will be responsible for training both staff and campers in the area. Canoe Program Instructors will not have the direct responsibility for a group of campers, but will assist with supervision and guidance of campers.

### Arts & Crafts Instructor

- ❖ The Arts & Crafts Program Instructor is responsible for the supervision of campers and programming of arts & crafts activities at Camp Chippewa, located at Christie Lake Conservation Area. The Arts & Crafts Program Instructor will have specific experience and skills related to the position and will be responsible for the program planning and facilitation of arts & crafts programs. The Arts & Crafts Program Instructor will not have the direct responsibility for a group of campers, but will assist with supervision and guidance of campers.

## Counsellor Positions

### Camp Counsellor (Outdoor)

A Group Counsellor is responsible for the supervision and programming of activities for a group of campers at Christie Lake Conservation Area. They will report directly to the Section Head, Program Specialists, or Site Supervisor at each location. Counsellors will work with different age groups (between the ages of 6-15 years) to deliver a comprehensive, dynamic, and exciting program stream. Transportation is provided for outdoor Counsellor positions. Different day camp programs requiring Group Counsellors include:

- ◆ **Camp Chippewa General Camp Counsellor** (outdoor leader for ages 6-7, 8-9, 10-13)
- ◆ **Camp Chippewa Specialty Canoe Camp Counsellor** (teaching instructional canoe curriculums for ages 8-13)
- ◆ **Camp Chippewa Specialty Kayak Camp Counsellor** (teaching instructional kayak curriculums for ages 10-13)
- ◆ **Camp Chippewa Specialty Eco-Explorers Camp Counsellor** (environmental education for ages 8-13)
- ◆ **Leaders In Training Camp Counsellor** (mentoring and instructing future leaders aged 14-15)

### Responsibilities:

- ◆ Greet parents/guardians at designated bus stop each morning and afternoon
- ◆ 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 routines and delivering a specific camp program
- ◆ Participate in specialty programming and waterfront/pool activities
- ◆ Contribute to an inclusive environment
- ◆ Understand and commit to confidentiality
- ◆ Provide supervision on bus rides to and from camp
- ◆ Complete documentation accurately and timely when required
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ 17 years of age before July 3<sup>rd</sup>, 2023
- ◆ Attending or completion of secondary or post-secondary school, preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Bronze Cross certification is an asset (Canoe/Kayak Counsellors)
- ◆ Coaching or ORCA certification is an asset (Canoe/Kayak Counsellors)
- ◆ Previous YMCA camping or child and youth program experience is preferred



## Camp Counsellor (Indoor)

A Group Counsellor is responsible for the supervision and programming of activities for a group of campers at any of the YMCA Day Camp indoor locations in a day camp environment. They will report directly to the Program Specialist or Site Supervisor at each location. Counsellors will work with different age groups (between the ages of 6-13 years) to deliver a comprehensive, dynamic, and exciting program stream. Indoor Camp Counsellors must have their own transportation to locations. Different day camp programs requiring Group Leaders include:

- ❖ **KidVenture Camp** (creative and drama-themed program for ages 6-13)
- ❖ **Sports Camp** (sports skills and games for ages 6-13)

### Responsibilities:

- ◆ Greets parents/guardians at designated drop off/pick up area stop each morning and afternoon
- ◆ Liaise with before and after care staff
- ◆ Ensures safe, quality programs for participants and staff – submits program plans weekly
- ◆ Acts as a group counsellor
- ◆ Responsible for the direct supervision of approximately 8-12 campers at the assigned site/program
- ◆ Develops and implements comprehensive camp programs
- ◆ Assists with parent liaison, promotion, set up, and clean up
- ◆ Responsible for attending all staff training and staff meetings (some weekends and evenings)
- ◆ Provides leadership to all campers by following routine and delivering a specific camp program
- ◆ Participates in specialty programming and waterfront/pool activities
- ◆ Contributes to an inclusive environment
- ◆ Understands and commits to confidentiality
- ◆ Completes documentation accurately and timely when required
- ◆ Other duties as assigned

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ 17 years of age before July 3<sup>rd</sup>, 2023
- ◆ Attending or completion of secondary or post-secondary school, preferably in the area of leisure and recreation, social services, child and youth worker or education
- ◆ Coaching certification is an asset
- ◆ Previous YMCA camping or child and youth program experience is preferred
- ◆

## Details

### KidVenture Counsellor

- ❖ 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.

### Sports Counsellor

- ❖ 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.

## Helping Hands Counsellor

The Helping Hands program supports campers having the opportunity to participate in a camp experience no matter their ability level. The Helping Hands Counsellor provides 1:1 support to children with disabilities and/or children who require additional support at various YMCA Day Camp sites (most often Christie Lake Conservation Area). This position reports directly to the Helping Hands Site Supervisor and is responsible for ensuring safe, quality, and developmentally appropriate programming for children ages 6-15 years. Personal care, including toileting, changing, feeding and lifting, as well as maintaining daily reports and communication with parent/caregiver are essential requirements of this position.

### Responsibilities:

- ◆ Responsible for providing direct 1:1 support of camper and ensuring they feel safe and welcomed at camp through building relationships and supporting them in making connections with other campers
- ◆ Reads, understands and applies information from camper individual plan to support safety, communication, participation and engagement at camp
- ◆ Responsible for getting to know camper interests and plan their day according to their strengths and the information provided in individual support plan as well as observing any modifications or accommodations required to support participation and engagement
- ◆ Assists with the implementation of programs, including modifications, and ensures safe, inclusive, quality programs for all campers
- ◆ Completes daily written reports and documentation accurately
- ◆ Provides supervision and implementation of programming on busses, both to and from the camp site (where applicable)
- ◆ Assists with parent/caregiver liaison, promotion, set up and clean up
- ◆ Works collaboratively with and provides on-going communication with group counsellors to ensure planning and programming that supports the well-being, participation and inclusion of camper
- ◆ Participates enthusiastically in camp activities, including but not limited to waterfront/pool activities (such as canoeing and swimming) to ensure camper safety and engagement
- ◆ Make quick decisions to ensure maximum safety when responding to camper in crises
- ◆ Understands and commits to confidentiality
- ◆ Completes weekly phone calls home to parents/caregivers prior to camper first day and provides daily written communication to send home
- ◆ Ensures Helping Hands Supervisor and/or Site Supervisor are informed of any serious occurrences/complaints about camp
- ◆ Responsible for attending all staff training and staff meetings (some evening and weekends)
- ◆ Maintain regular attendance and notify supervisor when unable to make it to a scheduled shift in advance

### Qualifications:

- ◆ Standard First Aid and CPR-C valid through Summer 2023 (**must provide proof of certification or enrollment in course before hiring**)
- ◆ Attending or completion of secondary or post-secondary school, in any discipline but preferably in the area of special needs or education
- ◆ Staff 18 years and older must submit a clear Vulnerable Sector Check prior to commencing work
- ◆ 17 years of age before July 3<sup>rd</sup>, 2023
- ◆ Previous experience working with children with disabilities is asset
- ◆ Previous YMCA camp, child care, and/or child and youth program experience is preferred
- ◆ Non-violent crisis intervention is an asset

## Junior Counsellor

**\*Please note: This position is compensated through an Honorarium for successful completion**

A Junior Counsellor (16-years-old before summer begins) is responsible for the co-facilitation of a group of campers or an activity with campers at one of the designated locations. Junior Counsellors will report directly to the Program Instructor/Section Head. They will receive training relevant to working in a camp environment, shadow camp counsellors, and have an introduction to being a camp leader.

### Responsibilities:

- Ensures safe, quality programs for participants and staff
- Assists Group Counsellors in the development of camp programs
- Assists with parent liaison, promotion, set up, and clean up
- Responsible for attending all staff training and staff meetings (some weekends and evenings)
- Provides leadership to all campers
- Assists in programming group activities and camper supervision
- Models and complies with policies, procedures and employee expectations
- Learns and develops skills appropriate to become a Group Counsellor
- Other duties as assigned

### Qualifications:

- ♦ Must be 16 years of age before July 3<sup>rd</sup>, 2023
- Attending or completing secondary school
- Bronze Cross certification is an asset
- Coaching or ORCA certification is an asset
- Previous experience in LIT or YMCA Leader Corps is an asset
- Previous YMCA camping or child and youth program experience is preferred