



Summer 2024 Day Camp Job Postings

Applications Open:
Wednesday,
January 24, 2024

Apply online:
ymcahbb.campbrainstaff.com

Any questions?
Email the Day Camp team at
hbb.daycampjobs@ymcahbb.ca

Shine On  Hamilton
Burlington
Brantford





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Why Work Day Camp at the YMCA of Hamilton, Burlington, Brantford?

Thank you for your interest in a position with the Summer 2024 YMCA Day Camp Team. The YMCA Day Camp team is hiring for positions located across Hamilton, Burlington and Brantford.

YMCA Day Camps offer a fun, creative and safe environment for campers between the ages of 6-15 years old. Camp offers unlimited opportunities to develop valuable skills staff can apply to other jobs and leadership roles in the future.

The YMCA of Hamilton, Burlington, Brantford provides the opportunity for over 1500 campers to attend programming across four sites in the region. One-third of campers attending YMCA Day Camp are financially supported to ensure there are no barriers to accessing camp. In 2023, 757 campers attended YMCA Day Camps for the first time!

Day Camp runs 8 one-week sessions from July 2nd- August 23rd, 2024. Day Camp does not run on Monday, July 1st and Monday, August 6th, 2024.

Organizational Overview

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

This position requires a commitment to the mission and values of the YMCA of Hamilton, Burlington and Brantford. It requires commitment to the YMCA mission and core values of: Inclusion, Responsibility, Caring, Honesty and Respect, and to building developmental assets in children and adults.

Inclusion, Diversity, Equality and Accessibility

The YMCA of Hamilton, Burlington, Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our Human Resources Department hr@ymcahbb.ca

Internal YMCA Applicants

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

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

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

"I really value the connections and relationships I have formed with the campers and staff. I have learned how to problem solve and collaborate as a team!" – Summer 2023 Day Camp Staff

Preparation

- Please read the 2024 Application Package, including job descriptions and all general information
- Please note: Applicants for all positions must be 17 years of age before July 2, 2024 with the exception of Junior Counsellor Applicants who must be 16 years of age before July 2, 2024
- All Senior Staff must be available to commence employment on May 27, 2024, for training (Site Supervisors, Section Heads and Program Instructors)
- Camp Orientations will take place the week of June 17 and are mandatory for all staff
- All other positions commence employment on June 23, 2024, for pre-camp training
- Waterfront Positions, Office Administration Positions and Helping Hands Counsellor Positions may begin as early as June 17, 2024
- Ensure you have and upload proof of all necessary qualifications valid through summer 2024 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 for. 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 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. **All qualifications must be uploaded in PDF format.**

Job Descriptions & Criteria

- Please look at the following postings and indicate the position(s) you would be interested in for the 2024 season when you complete the Day Camp application at ymcahbb.campbrainstaff.com
- *Please note: Applicants for all positions must be 17 years of age before July 2, 2024, with the exception of Junior Counsellor Applicants who must be 16 years of age before July 2, 2024

If you have any questions or difficulties uploading your documents, please email the Day Camp Team at: hbb.daycampjobs@ymcahbb.ca



YMCA Day Camps at Christie Lake Conservation Area

Staff Bussing available from locations across Hamilton, Burlington, Brantford. Senior Staff and Leadership and Support positions are required to arrange their own/reliable transportation to Christie Lake Conservation Area.

Camp Location: Christie Lake Conservation Area, 100 HWY-5, Dundas

Camps Offered: Camp Chippewa- General, Camp Chippewa- Specialty (Canoe Skills, Kayak Skills, Eco-Explorers and Leaders in Training)

Located in the majestic surroundings of Christie Lake Conservation Area, Camp Chippewa includes spacious playing fields, a beautiful, wooded area for supervised explorations, and a safe waterfront setting. Campers will spend their days outdoors and experience a combination of traditional day camp activities such as arts and crafts, waterfront swimming, archery, canoeing, and wilderness and environmental science pursuits.

YMCA Specialty Camps learn about the environment around them and participate in a wide variety of activities focusing on nature education, science, and wilderness exploration. Specialty Camps include Canoe Skills, Kayak Skills, Eco-Explorers and Leaders in Training. Staff applying to work at Specialty Camps should be comfortable in the water, including swimming and participating in canoe and kayak programming or willingness to learn.

Position Title	Hourly Rate of Pay	# of Positions Available	Contract Dates	Contract Hours
Senior Staff Positions				
Site Supervisor- General	\$22.00	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Site Supervisor- Specialty	\$22.00	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Site Supervisor- Helping Hands	\$22.00	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Section Head- General	\$20.25	3	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Program Specialist- General	\$19.75	3	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Program Specialist- Specialty	\$19.75	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Leadership and Support Positions				
Waterfront Specialist	\$19.55	2	June 18-Aug 23, 2024	8:30-4:30pm (37.5 hrs/wk)
Waterfront Lifeguards	\$18.55	4	June 18-Aug 23, 2024	8:30-4:30pm (37.5 hrs/wk)
Program Leads- General	\$17.75	5	June 18-Aug 23, 2024	8:30-4:30pm (37.5 hrs/wk)
Program Leads- Specialty	\$17.75	2	June 18-Aug 23, 2024	8:30-4:30pm (37.5 hrs/wk)
Office Administrator and Support	\$17.75	1	June 18-Aug 23, 2024	8:30-4:30pm (37.5 hrs/wk)
Site Maintenance and Support	\$16.65	1	June 18-Aug 23, 2024	8:30-4:30pm (37.5 hrs/wk)
Counsellor Positions				
Group Counsellor- General	\$16.65*	36	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Group Counsellor- Specialty	\$16.65*	12	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
1:1 Counsellor- Helping Hands	\$17.00	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Supply Counsellor	\$16.65*	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Junior Counsellor Positions				
Junior Counsellor- General	Honorarium	4	June 24- Aug 23,2024	9:00am-4:00pm (35 hrs/wk)
Junior Counsellor- Specialty	Honorarium	2	June 24- Aug 23,2024	9:00am-4:00pm (35 hrs/wk)

*Returning Staff from Summer 2023 may be eligible for a higher rate based on past employment and performance



YMCA Day Camps at Queen Victoria Public School- Hamilton

Staff are responsible for arranging own transportation to Queen Victoria Public School

Camp Location: 166 Forest Ave, Hamilton

Camps Offered: KidVenture and Sports

Kid Venture Camp: KidVenture Camp provides campers with the opportunity to explore their creativity in a safe and fun environment. Activities include arts and crafts, drama & dance, swimming, co-operative games, science experiments and outdoor play. Each week, campers will have a special guest speaker.

Sports Camp: Sports Camp focuses on sportsmanship, participation and fair play, fitness and team spirit. Children have the opportunity to learn fundamental movement skills through fun and interactive activities. Activities include swimming, soccer, basketball, volleyball, football, team games and arts and crafts.

Position Title	Hourly Rate of Pay	# of Positions Available	Contract Dates	Contract Hours
Senior Staff Positions				
Site Supervisor	\$21.00	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Program Specialist	\$19.75	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Counsellor Positions				
Group Counsellor	\$16.65*	12	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
1:1 Counsellor- Helping Hands	\$17.00	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Supply Counsellor	\$16.65*	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Junior Counsellor Positions				
Junior Counsellor	Honorarium	4	June 24- Aug 23,2024	9:00am-4:00pm (35 hrs/wk)

*Returning Staff from Summer 2023 may be eligible for a higher rate based on past employment and performance

I had the best summer ever working with the Y, The Y has taught me so many valuable skills and I have made so many friendships that I will value forever. I appreciate everything the Y has done for me and I'm proud to work here. - Summer 2023 Senior Staff



YMCA Day Camps at Laurier Brantford YMCA- Brantford

Staff are responsible for arranging own transportation to Laurier Brantford YMCA

Camp Location: Laurier Brantford YMCA, 100 Water Street, Brantford

Camps Offered: KidVenture and Sports

Kid Venture Camp: KidVenture Camp provides campers with the opportunity to explore their creativity in a safe and fun environment. Activities include arts and crafts, drama & dance, swimming, co-operative games, science experiments and outdoor play. Each week, campers will have a special guest speaker.

Sports Camp: Sports Camp focuses on sportsmanship, participation and fair play, fitness and team spirit. Children have the opportunity to learn fundamental movement skills through fun and interactive activities. Activities include swimming, soccer, basketball, volleyball, football, team games and arts and crafts.

Position Title	Hourly Rate of Pay	# of Positions Available	Contract Dates	Contract Hours
Senior Staff Positions				
Site Supervisor	\$21.00	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Program Specialist	\$19.75	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Counsellor Positions				
Group Counsellor	\$16.65*	12	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
1:1 Counsellor- Helping Hands	\$17.00	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Supply Counsellor	\$16.65*	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Extended Care Counsellor	\$16.65*	10	June 24- Aug 23,2024	6:30-9:15am/3:45-6:30pm (27.5 hrs/wk)
Junior Counsellor Positions				
Junior Counsellor	Honorarium	4	June 24- Aug 23,2024	9:00am-4:00pm (35 hrs/wk)

*Returning Staff from Summer 2023 may be eligible for a higher rate based on past employment and performance

Working at YMCA Day Camps has impacted me in such a positive way. I feel like I gained a lot more confidence in my leadership and problem-solving skills. I also gained a lot of new friendships with my coworkers and strong bonds with my campers- Summer 2023 Staff



YMCA Day Camps at Tansley Woods Community Centre-Burlington

Staff are responsible for arranging own transportation to Tansley Woods Community Centre

Camp Location: 1996 Itabashi Way, Burlington

Camps Offered: KidVenture and Sports

Kid Venture Camp: KidVenture Camp provides campers with the opportunity to explore their creativity in a safe and fun environment. Activities include arts and crafts, drama & dance, swimming, co-operative games, science experiments and outdoor play. Each week, campers will have a special guest speaker.

Sports Camp: Sports Camp focuses on sportsmanship, participation and fair play, fitness and team spirit. Children have the opportunity to learn fundamental movement skills through fun and interactive activities. Activities include swimming, soccer, basketball, volleyball, football, team games and arts and crafts.

Position Title	Hourly Rate of Pay	# of Positions Available	Contract Dates	Contract Hours
Senior Staff Positions				
Site Supervisor	\$21.00	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Program Specialist	\$19.75	1	May 27-Aug 30, 2024	8:00am-4:30pm (40 hrs/wk)
Counsellor Positions				
Group Counsellor	\$16.65*	12	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
1:1 Counsellor- Helping Hands	\$17.00	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Supply Counsellor	\$16.65*	10	June 24- Aug 23,2024	8:30-4:30pm (37.5 hrs/wk)
Junior Counsellor Positions				
Junior Counsellor	Honorarium	4	June 24- Aug 23,2024	9:00am-4:00pm (35 hrs/wk)

*Returning Staff from Summer 2023 may be eligible for a higher rate based on past employment and performance

Working at YMCA Day Camp has had a positive impact on me. It has provided me with valuable experiences, helped me grow personally, develop leadership skills, and create a sense of community. I have built relationships, improved my communication skills, and developed a strong work ethic- Summer 2023 Staff

Job Descriptions and Qualifications

Site Supervisor- Tansley Woods Community Centre and Queen Victoria Public School

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 Day Camp Coordinator-Community Camps 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 2024 (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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Site Supervisor- Christie Lake Conservation Area

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 Day Camp Coordinator- Christie Lake Conservation Area and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- Camp Chippewa- General (300 children, 6 senior staff, 40-50 counsellors)
- Camp Chippewa- Specialty (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 2024 (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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Helping Hands Site Supervisor – Christie Lake Conservation Area

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 and understands and commits to confidentiality
- Assists with all aspects of the operation of camp (parent/caregiver liaison, promotion, set up and shut down)
- Maintains accurate camp documentation and 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
- 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
- Responsible for maintaining a petty cash
- Other duties as assigned

Qualifications:

- Standard First Aid and CPR-C valid through Summer 2024 (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 strongly preferred
- Extensive knowledge of inclusive recreation settings and how to achieve them
- Strong interpersonal skills and supervisory experience, preferably in a camp setting
- Non-violent crisis intervention is an asset
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Section Head- Christie Lake Conservation Area

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).

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
- 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 2024 (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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Program Specialist- Christie Lake Conservation Area

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 a specific program area such as Canoeing, Archery/Sports, Outdoor Education and/or Arts and Crafts. The Program Specialist is on-site all day and reports directly to their Section Head and Site Supervisor. Program Specialists are knowledgeable in camp activities, songs, programming developmentally appropriate activities, completing checks for consistency in camp programs and creating an inclusive environment for campers of all abilities and ages to participate.

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 Section Head 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
- Further supports staff in the planning, supervision, and leading of activities when needed
- Responsible for managing supplies and supporting 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 2024 (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
- Supervisory experience, preferably in a camp setting
- 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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Program Specialist -Tansley Woods Community Centre, Queen Victoria Public School and Laurier Brantford YMCA

The Program Specialist is responsible for creating and facilitating the delivery of safe age-appropriate and site-specific programming. The Program Specialist will provide direct leadership to a team of Counsellors, Junior Counsellors, and Campers. The Program Specialist is 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 2024 (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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Waterfront Specialist- Christie Lake Conservation Area

The Waterfront Specialist is responsible for the overall safety and supervision of all waterfront areas for Christie Lake Conservation Area. The Waterfront Specialist will assist in providing support to the waterfront staff (lifeguards, canoe and kayak program leads and counsellors) and will assist/facilitate with program areas (lifeguarding, canoeing, kayaking, water games). 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 to support both Camp Chippewa- General and Camp Chippewa- Specialty.

Responsibilities:

- Skilled in waterfront activities/games
- Works alongside Site Supervisors, Section Heads and Program Specialists 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 2024 (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 2024**
- **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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Waterfront Lifeguard- Christie Lake Conservation Area

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 2024 (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 2024**
- **NLS Waterfront training is an asset**
- Previous YMCA camping, guarding or child and youth program experience is preferred
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Program Leads- Christie Lake Conservation Area

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

Responsibilities:

- Greets parents/guardians at designated bus stop each morning and afternoon
- Ensures safe, quality programs for participants and staff
- Programs activities and events on a rotational basis for camper groups
- Develops and implements comprehensive camp programs
- Assists with parent liaison, promotion, set up, and clean up
- Provides maximum customer satisfaction and resolves parental concerns
- Provides leadership to all campers
- Contributes to an inclusive environment and understands and commits to confidentiality
- Other duties as assigned

Qualifications:

- Standard First Aid and CPR-C valid through Summer 2024 (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, 2024
- Attending or completion of secondary or post-secondary school
- Bronze Cross certification is an asset ORCA certification is an asset (Canoe Program Lead positions)
- Previous YMCA camping or child and youth program experience is preferred
- Demonstrated experience in specific area
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Details

Archery/Sports Program Lead: 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 Program Lead: 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 direct responsibility for a group of campers but will assist with supervision and guidance of campers.

Arts & Crafts Program Lead: 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.

Site and Maintenance Support- Christie Lake Conservation Area

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

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
- 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 2024 (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, 2024
- Attending or completion of secondary school or post- secondary school
- Previous YMCA camping or child and youth program experience is preferred
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Office Administration and Support- Christie Lake Conservation Area, Downtown Family YMCA- Hamilton

Outdoor Office Administrator (Christie Lake Conservation Area)

Must have your own transportation to and from the Christie Lake Conservation Area

The Office Administrator is responsible for the administrative duties required for the summer day camps at Camp Chippewa- General and Camp Chippewa- Specialty. 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.

Office Administrator (Downtown Family YMCA- Hamilton)

Must have your own transportation to and from the Hamilton Downtown YMCA

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:

- 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:

- Standard First Aid and CPR-C valid through Summer 2024 (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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Camp Counsellor- Christie Lake Conservation Area

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 Program Specialist, Section Head, 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 Camp Counsellor (outdoor leader for campers between 8-13 years old)
- Leaders In Training Camp Counsellor (mentoring and instructing future leaders aged 14-15)

Responsibilities:

- Greets parents/guardians at designated bus 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 routines and delivering a specific camp program
- Participates in specialty programming and waterfront/pool activities
- Contributes to an inclusive environment
- Understands and commits to confidentiality
- Provides supervision on bus rides to and from camp
- Completes documentation accurately and timely when required
- Other duties as assigned

Qualifications:

- Standard First Aid and CPR-C valid through Summer 2024 (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, 2024
- 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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Community Camp Counsellor- Tansley Woods Community Centre, Queen Victoria Public School and Laurier Brantford YMCA

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 and/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.

- 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 2024 (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, 2024
- 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
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Details

- 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 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 (All Locations)

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, and 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 2024 (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
- Previous experience working with children with disabilities is asset
- Previous YMCA camp, childcare, and/or child and youth program experience is preferred
- Non-violent crisis intervention is an asset
- Able to provide a satisfactory Police Records Check and Vulnerable Sector Search

Junior Counsellor- Community Camps, Christie Lake Conservation Area

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

Applications for Junior Counsellor positions for Summer 2024 open March 1st, 2024.

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 Specialist/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. Please note this position is designed as a bridge between the Leaders in Training Program and being eligible for employment as a Day Camp counsellor.

Only candidates who are turning 16 years old before the summer begins or are currently 16 years old will be considered for this volunteer position.

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 2, 2024
- 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

I've Applied, What's Next?

When will you hear about the status of your application?

Due to the volume of applications, only applicants chosen for an interview will be contacted. Applications that are not filled in detail will not be considered for an interview. Please take your time filling out your application, including any experience related to working with children, including coaching, high-school placements, babysitting and other recreational program activities.

Interviews will begin for Senior Staff positions in mid-January, and interviews for Counsellor and Support staff positions will begin in February 2024. We strive to complete interviews within two weeks of applicants submitting their application.

Timeline for Hiring

After the interview, applicants will typically hear about the outcome of their interview within two weeks, or faster if we can get a hold of your references quickly. As a part of the YMCA's commitment to Child Protection, and as a part of our accreditation with the Ontario Camps Association, we are required to complete three reference checks before proceeding with an offer. Please let your references know we will be contacting them by email and/or phone.

All applicants chosen for an interview will hear about their application, regardless of the outcome.

Frequently Asked Questions about working at YMCA Day Camps

Can I apply for more than one location?

Yes. Keep in mind that transportation is only provided for camps located at Christie Lake Conservation Area, and staff are responsible for their transportation to and from the Laurier Brantford YMCA, Tansley Woods Community Centre and Queen Victoria Public School. Addresses of all locations are found in the Application Guide above.

What if I need more than 3-5 days off this summer?

To maintain consistency in our programs, staff who are requesting over 3-5 days off will be considered first as supply staff. Please detail any time off needed in your application.

Tentative Training Dates

Please keep in mind training is an important aspect of your role with the Day Camp team. Training typically takes place the week prior to camp starting but could also include evenings and weekends. Due to the guest speakers, program scheduling and limited window of time before camp starts, it is often possible to rearrange training sessions. Please look carefully at the contract dates and ensure you can attend our training week.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Criminal Records and Judicial Matters Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire

If you have any other questions about your application, or working at camp, please contact the Day Camp team at <mailto:hbb.daycampjobs@ymcahbb.ca>