



YMCA - John Island Camp

YMCA of Northeastern Ontario

**2021 Spring/Summer
Employment Opportunities**



EMPLOYMENT REQUIREMENTS AND TRAINING

Staff working at YMCA John Island Camp are employed by YMCA of Northeastern Ontario. **In order to be eligible to work on staff, applicants must be at least 17 years old by December 31, 2021.**

**Spring Staff Training (May 31th – June 4th, 2021),
Summer Staff Training (July 4th – 9th, 2021)**

**Please note all of these training sessions are mandatory to be eligible to work a given season and are Paid Trainings. Training is the foundation for a successful season and allows us to ensure that employees properly qualified to perform their jobs. Both new and returning staff are required to attend Staff Training Week. Under extenuating circumstances, some staff may be permitted to miss a small portion of pre-camp. This must be pre-arranged with the Camp Director, in order to ensure that the employee will still be able to acquire appropriate training.*

Online Training

All JIC Employees must complete a small number of online training modules **prior to the start date of employment.** Instructions on how to access these online training modules will be emailed to all staff with their letter of offer.

Police Record Check with Vulnerable Sector Search

All JIC Staff who are over the age of 18 years are require a Police Record Check with Vulnerable Sector Search as a condition of employment. Staff will **not** be permitted on site while clients are present if they do not have a PRC with VSS on file. All new JIC Staff will require a PRC with VSS dated no later than 11 months from their first day of work as stated in their letter of offer. Staff under the age of 18 for the entirety of their contract, will need to sign a declaration waiver instead of getting a PRC with VSS completed. Employees are responsible for the cost of the PRC themselves, and are advised that they may be required to obtain the PRC from the local Police Department of their permanent address, or the address on their ID. PRCs should indicate the employer as the YMCA of Northeastern Ontario. Staff must submit the **original PRC on or before the first day of employment.** Staff are encouraged to make their own copy of the PRC prior to submitting it; there may be an opportunity for staff to retrieve the PRC after their contract is completed.

*The exception to this is **Staff from Toronto** (postal codes beginning with the letter "M") who must contact the YMCA to start the PRC VS process.

Qualifications and Certifications

Each position description includes a list of required qualifications. Camp management will provide some assistance in finding and registering for courses, where possible.

Employees must ensure that they hold all necessary certifications prior to the start date of employment. Employees who do not acquire all required certifications may forfeit their position on staff. Please address any questions or concerns you have regarding qualifications at your interview. **Payment for qualifications and certifications is outlined below:**

Staff are responsible to cover the **full** cost of the following qualifications:

- Bronze Cross, NL (pool or waterfront), Standard First Aid and CPR C
- Swimming Instructor and Examiner qualifications
- Full G Driver's License
- Safe Food Handler's Certification

For the following **required** qualifications, JIC will reimburse 50% of the course fees *the season they are acquired*, as per job requirement, ***pending approval from the camp director. All courses must be approved via Course Reimbursement Approval Form prior to registering (See Appendix A):***

- 16 hr Wilderness First Aid
- 40 hr Wilderness Advanced First Aid
- 80 hr Wilderness First Responder
- 40 hr WFR Bridge
- ORCKA canoe tripping and moving water paddling levels
- Challenge Course Practitioner level II
- Ontario Sailing – Annual Camp Instructor Training Weekend

******Please note that Camp does NOT pay for recertification courses******

For the following **required** qualifications, JIC will reimburse 100% of the course fees, ***pending approval from the camp director:***

- Pleasure Craft Operators Card (PCOC)
- Ontario Camping Association – Camp Marine Module
- Walkerton Clean Water Agency's Operator in Training (OIT) water treatment certification
- Driver Abstract

HOW TO APPLY

Please complete the google form to apply and attached the necessary documents. Application will be accepted until all positions are filled.

INTERVIEW PROCESS

We thank all interested applicants, however, only those selected for an interview may be contacted. Applicants will be contacted **by email** to set up an interview time. Interviews will take place in December/January and all interviews will happen over zoom.

OFFER OF EMPLOYMENT

Employment offers will be made **by phone and email**. Successful applicants will be given a limited time period in which to accept a position. If they accept the offer they will **be emailed their contract, and other paperwork**. All paperwork **must** be submitted to HR 30 days following the release of the employment package.

COMPENSATION

Compensation will include Pay, Contract Completion Bonus, Room and Board. Room and Board will be deducted, and employees will take home their Pay, Contract Completion and 4% Vacation pay at the end of the season.

POSITION DISCIPTIONS

COUNSELLING TEAM

Counseling Manger

Contract: July – August

Pay + Contract Completion Bonus: \$4,069.80

The Counseling Manager is a key leadership position on the staff team and is responsible for establishing a camper-focused attitude amongst the counseling team. The Counseling Manager directly supervises the Support Counsellors, and works closely with the Wellness Manager to promote the mental, emotional, and physical health and wellbeing of campers and counseling staff. The Counseling Manager also co-ordinates the inclusion program at JIC, and works closely with a partner organization to organize one-on-one counseling for campers with special needs. The counseling manager provides support in dealing with day- to-day camper and counseling situations as they arise. They also deliver on-going training for the counseling team, providing Counsellors with ongoing feedback, along with a mid-season and final evaluation. The Counseling Manager works to constantly monitor the level of camper care and supervision and develops and implements systems to improve the camp in this area. The Counseling Manager works closely with the Program Manager to schedule periods off for the Counseling Team. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island. This person is a mentor to all staff and works closely with other managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: NL, Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, 'G' Class Drivers License (or equivalent), minimum 2 years counseling experience and 1 year staff supervision experience or equivalent

Preferred Applicants: mature, empathetic, patient, well organized, have strong counseling skills, and have a strong understanding of Y mission, vision, and values

Support Counsellor

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,591.00

Support Counsellors are a key leadership position on the staff team and is responsible for the direct supervision of the counsellors and report to the counseling manager.

Under the direction of the Counseling Manager, Support Counsellors work to promote the mental, emotional, and physical health and wellbeing of campers and counseling staff, as well as, provide 24 hour supervision and support to the counseling team.

Support Counsellors support in dealing with day- to-day camper and counseling situations as they arise as well as in other areas of camp if needed. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island.

Required Qualifications: NL, Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, minimum 2 years counseling experience

Preferred Qualifications: 'G' Class Drivers License (or equivalent), LSS Instructors

Preferred Applicants: mature, empathetic, patient, have strong counseling skills

Counsellor

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,154.95

Counsellors work as part of a counseling team with a focus on working directly with campers, providing individual development support and supervision. Counsellors are responsible for the physical and mental health and wellbeing of their campers. Some counsellors will support as instructor in specific program areas, depending on their previous skills and instructing abilities. Qualified counsellors may have the opportunity to work with campers in extended tripping programs. Counsellors also act as mentors for counsellors-in-training. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island.

Required Qualifications: NL, Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search or CRC VSS Under 18 Declaration Waiver, at least 17 years old by December 31, 2019

Preferred Qualifications: LSS Instructors, Wilderness first aid

Preferred Applicants: child focused, fun, responsible, flexible

PROGRAM TEAM

Program Manager

Contract: July – August

Pay + Contract Completion Bonus: \$ 4,069.80

The Program Manager is a key leadership position on the staff team and is responsible for developing, scheduling, and overseeing the delivery of a high quality, participant-focused summer camp program at JIC. A primary responsibility is to schedule all cabin group programming, and schedule all campers into individual-choice skill/steam activities. The Program Manager supervises, provides feedback to, and oversees all resource areas of camp – sailing/windsurfing, canoe/kayak, nature/land-sports, challenge course, and art/drama/music. This person is the lead organizer of all-camp activities including evening programs and camp-wide theme and game days, and works with the Program Team to deliver these activities. This person also plays a key role in ensure that all campers in individual choice programming are being evaluated effectively. The Program Manager is constantly checking-in with staff and campers and making improvements to the delivery of activities at JIC. This person also plays a key role in scheduling and facilitating programming during Family Camp, the last week of the summer. The Program Manager is an important mentor for both staff and campers, playing a significant role in the establishment of a positive community culture at JIC.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, minimum three years of Camping or equivalent experience

Preferred Qualifications: NL, Challenge Course Practitioner level II, 4 years Camping experience, previous experiences as a specialist or equivalent position

Preferred Applicants: Highly motivated, outgoing, mature individual with a commitment to staff development through positive coaching, a strong understanding of Y mission and values, and extensive organizational and programming experience.

Land Specialist

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,591.00

The Land Specialist will plan and facilitate all Land Program areas. This person should also be comfortable working with a program team to design and facilitate camp wide programs, theme days and socials. The last week of the summer will be spent supporting Family Camp at JIC as a Program Specialist.

Required Qualifications: Standard First Aid and CPR C, Criminal Reference Check with Vulnerable Sector Search, minimum one year of Camping or Nature experience

Preferred Qualifications: NL, University or College education in Ecology, Biology, Environmental Sciences or related field of study

Preferred Applicants: creative, outgoing, self-motivated, passionate about nature and sports programming

Challenge Course and Climbing Specialist

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,591.00

The Challenge Course and Climbing (CC&C) Specialist creates a positive challenge course

experience for all JIC campers and staff, promoting personal growth, team building, skill development and fun at the JIC High Ropes, Climbing, Zip Line, Low ropes, and Initiative Program Areas. This person is responsible for equipment maintenance, upkeep, proper logging, and inspections of Challenge Course elements. The CC&C Specialist oversees all Challenge Course programming, ensuring cabin and leadership groups deliver appropriate skill progressions and safety practices. They develop and deliver Climbing and Challenge Course Skill Programming, which includes creating and delivering lessons, and evaluating participants. The last week of the summer will be spent supporting Family Camp at JIC, ensuring that all challenge course programming is running smoothly. The CC&C Specialist trains staff in appropriate equipment use, safety practices, and group management techniques. They constantly monitor and make improvements to Challenge Course programs. This person works with the Program Team to plan and deliver all-camp programming in evenings and throughout the camping season.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, Challenge Course Practitioner Level 2, min. one year of challenge course facilitation experience

Preferred Qualifications: NL

Preferred Applicants: Passionate, safety-oriented, strong risk management skills, good group management and facilitation skills

Water Specialist

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,780.00

The Water Specialist is responsible for the safety, teaching and maintenance of all water based programs. This person should also be comfortable working with a program team to design and facilitate camp wide programs, theme days and socials. The last week of the summer will be spent supporting Family Camp at JIC as a Program Specialist.

Required Qualifications: NL, Standard First Aid and CPR C, Pleasure Craft Operators License, Criminal Record Check with Vulnerable Sector Search, minimum one year of Camping experience with demonstrated experience in canoeing and kayaking

Preferred Qualifications: NL, ORCKA Basic Canoeing Instructor or Canoe Camp Instructor, extensive kayaking skills, White sail qualifications or equivalent

Preferred Applicants: hardworking, patience, teaching and paddling experience, engaging, fun

Wellness Manager

Contract: July – August

Pay + Contract Completion Bonus: \$ 4,536.00

The Wellness Manager is a key leadership position on the staff team and is responsible for maintaining the physical health and wellbeing of campers and staff at JIC. The main components of this job are the management of the incoming and outgoing information about campers and staff, distribution and safe storage of all medications, First Aid Kit preparation and distribution, managing the medical supply inventories, and delivering

primary care for health and wellness issues that arise at camp. The Wellness Manager helps to train counsellors and leadership trainers to address wellness issues proactively, and works closely with other Managers and Directors to promote general cleanliness and health at JIC. They work closely with the Counseling Team to support camper wellbeing. This person works closely with the Camp Directors and Doctor on Call to assess and provide additional, offsite care for illness or injury that may arise. The Wellness Manager must be comfortable in communicating with parents. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island. The Wellness Manager is an important Leadership Role at camp, and works with other Managers to ensure smooth coordination of service delivery to all campers.

Required Qualifications: Standard First Aid and CPR HCP, Criminal Record Check with Vulnerable Sector Search, minimum three years of post-secondary education in nursing

Preferred Qualifications: NL

Preferred Applicants: mature, compassionate, well-organized, strong interpersonal skills, and demonstrated experience in a health care setting

LEADERSHIP AND OUT-TRIPPING TEAM

Leadership and Out-tripping Manager

Contract: June – August

Pay + Contract Completion Bonus: \$ 6,732.00

The Leadership and Outtripping (LOT) manager is responsible for the success of all leadership and out-trips at John Island. The LOT manager supervises and supports all Leadership Staff, with a primary focus on delivering staff training, providing evaluations and feedback, and performing administrative requirements of leadership programs, alongside the fostering of a positive tripping culture and ethics among all campers and staff at John Island. The LOT manager is responsible for scheduling trip programming for all camper and leadership groups, making sure that all tripping equipment is in good working order, and works closely with the Program Manager for in camp programming of Leadership Participants. The LOT is responsible for the marking and administration of high school course credits with the support of the director and assistant director. The LOT manager is responsible for pre-departure logistics of all out-trips, including equipment packing, route planning and booking sites, arranging transportation, and Leadership Participant parent communication. The LOT Manager is the primary point of contact for all outtrips and Leadership programs. Communicating with families is a key aspect of the role. This person works closely with the Leadership Staff and Wellness Manager to address any participant issues. The LOT Manager constantly monitors the leadership programs for effective skill development and camper care, and develops and implements systems to improve the camp in this area. The LOT Manager also focuses on the development of out-trips and seeks out the most impactful experiences for campers. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island. This person is a mentor to all staff and

works closely with other managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, OCA Camp Marine Module (*training will be provided after job offer*), Pleasure Craft Operators Card, Ontario 'G' Class Driver's License (or equivalent), Minimum four years of experience in Camping. Extended out-trip experience, and knowledge in best practices
Preferred Qualifications: NL, ORCKA paddling and tripping levels, WFR

Preferred Applicants: mature, patient, strong understanding of YMCA mission, vision, and values, good organizational skills, extensive out-tripping and leadership training experience.

Norquay Trainer

Contract: June – August

Pay + Contract Completion Bonus: \$6,583.50

Norquay trainers are responsible for the safety, planning, preparation, and delivery of the expedition and in-camp portions of the second year of JIC's two-tiered leadership development program. Norquay trainers must be mentally and physically capable to lead extended out-trips while facilitating leadership opportunities for participants. The Norquay program focuses on soft skills development, while continuing to develop hard skills obtained during the first year of the leadership program. The foundation components of this program are a four to five week whitewater canoe expedition and three to four-weeks spent at camp. During the whitewater canoe expedition, participants will focus on personal development and peer-to-peer leadership, while continuing to work on wilderness tripping and moving water paddling skills. During the time spent in camp participants will learn about the responsibilities/expectations of a counsellor, child focused programming, childcare, and go on a placement in a cabin as a counsellor-in-training. Norquay Trainers prepare and deliver any required training sessions prior to the beginning of the program, deliver Norquay curriculum at camp and while on trip, coordinate the preparation of trip logistics and equipment inventory, and prepare and deliver participant evaluations, and providing Bronze Cross / Standard First Aid and CPR C instruction. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island.

Required Qualifications: NL, Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, 80 hr Wilderness First Responder, Whitewater Rescue Level I and II, ORCKA Canoe Tripping 3 and Moving Water 2 or logged equivalent experience, minimum 4 years camping experience or equivalent, 50 days logged as a camping trip leader (*please submit a trip log with your application*)

Preferred Qualifications: LSS Instructors

Preferred Applicants: Strong leaderships skills, mature, extensive outtripping experience, excellent hard and soft skills, patient, participant focused

Greenway Trainer

Contract: June – August

Pay + Contract Completion Bonus: \$5,643.00

Greenway trainers are responsible for the delivery of the first year of JIC's two-tiered leadership development program, with a focus on hard skills. Greenway trainers develop and deliver a program emphasizing camp and outtrip skills while developing leadership skills within a group environment. Trainers must be mentally and physically capable to lead extended out-trips while facilitating leadership opportunities for participants. Greenway staff are responsible for updating and delivering the greenway program curriculum, camp and out-tripping skill instruction, support and evaluation of participants, and providing Bronze Medallion / Emergency First Aid and CPR B instruction. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island.

Required Qualifications: NL, Standard First Aid and CPR C, 40 hr Wilderness Advanced First Aid, Criminal Record Check with Vulnerable Sector Search, minimum two years camping experience, ORCKA Canoe Tripping Certification or 20 days logged as a camping trip leader (*please submit a trip log with your application*)

Preferred Qualifications: ORCKA Canoe Tripping Level 3 and Moving Water 2 or equivalent, White Water Rescue level I and II, LSS Instructors, minimum 3 years camping experience

Preferred Applicants: Strong leaderships skills, mature, extensive out-tripping experience, traditional summer camp hard skills (ie. skills in challenge course, paddling, sailing, etc.).

Trippler

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,505.50

The Trippler focuses on assisting on preparation for all Camper, Greenway, and Norquay out-trips. They will be expected to assist with leading cabin out-trips, sea kayakers and explorer canoe program. When not assisting with out-trips, this person may be asked to assist with other program areas of camp. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island. The tripper will work closely with the Leadership and Outtripping Manager, and Leadership Staff Team. They are directly supported by the Leadership and Outtripping Manager.

Required Qualifications: NL, Standard First Aid and CPR C, 40 hr Wilderness Advanced First Aid, Criminal Record Check with Vulnerable Sector Search, minimum two years camping experience, ORCKA Canoe Tripping Certification or 20 days logged as a camping trip leader (*please submit a trip log with your application*)

Preferred Qualifications: ORCKA Canoe Tripping level 3 and Moving Water 2 or equivalent, White Water Rescue level I and II

Preferred Applicants: Flexible, mature, camp out-tripping experience, good problem solving skills, positive attitude

FOOD SERVICES TEAM

Kitchen Manager

Contract: May – August

Pay + Contract Completion Bonus: \$ 9,288.00

The Kitchen Manager is responsible for the overall food service operation at camp. This person is responsible for all purchasing of food, kitchen supplies and equipment, and is expected to manage this area of the budget. They ensure that all portions are appropriate and planned for in accordance with the budget. They work closely with the Outtripping and leadership Manager to ensure that food needs are being met on trip, and budgets are maintained. They directly supervise the Food Services Team, and are expected to train, evaluate, and schedule tasks of their team throughout the day, and maintaining a positive kitchen environment. They are also responsible for training dishwasher, kitchen assistance, and the assistant cook on cleanliness and kitchen expectations. The Kitchen Manager oversees the preparation and serving of all meals to campers and staff, with consideration given to specific dietary needs, as well as ensuring that the kitchen and food storage areas are maintained at a consistently high level of cleanliness. The Kitchen Manager ensures that all food is prepared and handled in a safe and healthy manner, and that Ministry of Health guidelines are met. The Kitchen Manager is responsible for following the balanced menus provided by the camp director. The Kitchen Manager is also responsible for the overall operation of the Dining Hall, including the staff fridge, coffee nook and the snack station. The Kitchen Manager is also responsible for managing and ordering all kitchen cleaning supplies and working with the Facility and Operations to ensure this happens. The Kitchen Manager is an important Leadership Role at camp, and works with other Managers to ensure smooth coordination of service delivery to all campers.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, Safe Food Handlers Certification, experience working in Camping and or food services

Preferred Applicants: mature, exceptional organizational skills, leadership abilities, cooking skills, and a strong understanding of Y mission and values.

Assistant Cook

Contract: May – August

Pay + Contract Completion Bonus: \$ 8,333.40

The Assistant Cook works as part of the Food Service Team to deliver high quality food services to campers and staff at JIC. They provide help and support to the kitchen and general operation of camp through baking, food preparation, food storage, and kitchen cleaning. The Assistant Cook may take on the responsibilities of the Kitchen Manager during their absence. These responsibilities may include ensuring food is prepared appropriately, on time, and in appropriate quantities.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, Safe Food Handlers Certification

Preferred Applicants: positive person, strong work ethic, experience in Camping and food services.

Kitchen Assistant

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,505.50

The Kitchen Assistant works as part of the Food Service Team to deliver high quality food services to campers and staff at JIC. They provide help and support to the kitchen and general operation of camp through baking, food preparation, food storage, and kitchen cleaning. They report to the Assistant Cook and Kitchen Manager and are expected to support in other areas of the kitchen if requested.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search

Preferred Applicants: positive person, strong work ethic, some experience in Camping and or food services.

Dishwasher

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,505.50

The Dishwasher works as part of the Food Service Team to deliver high quality food services to campers and staff at JIC. They support in the kitchen by doing dishes before and after all meals (breakfast, lunch, dinner). They report to the Assistant Cook and Kitchen Manager and are expected to support in other areas of the kitchen if requested.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search

Preferred Applicants: positive person, strong work ethic, some experience in Camping and or food services.

FACILITIES AND OPERATIONS TEAM

Facilities and Operation Manager

Contract: May – August

Pay + Contract Completion Bonus: \$ 8,823.60

The Facilities and Operations (FOP) Manager is responsible for ensuring that all JIC buildings, facilities, and vehicles are maintained in a high level of cleanliness and state of good repair. They directly supervise the Facilities and Operations Team, and work with the camp Director to create appropriate cleaning and maintenance schedules. A principle focus for this person will be to ensure compliance with all standards from the Ministries of Environment, Public Health, Transportation, and further site codes and regulations. This person is the primary supervisor of the camp water system alongside the camp director. They work alongside the FOP Team to support the daily operations of the site, including food, garbage, and fuel boat runs, transportation of people to and from the island, general cleaning (including walkhouse dock dumpster and surrounding area), water system testing and upkeep, ordering non-kitchen cleaning supplies, and boat and vehicle maintenance. The FOP Manager trains all staff in appropriate practices in cleaning, camp vehicles, and other facilities tasks they may assist with while at JIC. The FOP Manager may work with the Camp Director to develop and implement special

projects as required. The Facilities and Operations Manager is an important Leadership Role at camp, and works with other Managers to ensure smooth coordination of service delivery to all campers.

Required Qualifications Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, Ontario 'G' Class Drivers License (or equivalent), OCA Camp Marine Module, Pleasure Craft Operators, Walkerton Clean Water Agency's Operator in Training (OIT) water treatment certification, minimum four years of Camping experience with demonstrated understanding of site operations, or equivalent experience in facilities and operations

Preferred Applicants: Self-Motivated, responsible, strong work ethic, good problem solving skills, experience working with motorized vehicles, basic carpentry skills

Facilities and Operation Assistant

Contract: June – August

Pay + Contract Completion Bonus: \$ 7,353.00

The Facilities and Operations (FOP) Assistant works with the FOP Manager to ensure that all facilities at JIC are maintained at a high level of cleanliness, and are kept in good repair. This includes a regular cleaning schedule of camp buildings and facilities. The FOP Assistant also supports the daily operations of camp including food and garbage boat runs, transportation of people to and from the island, driving out-trips, water system testing and upkeep, and boat and vehicle maintenance. Special maintenance projects, basic construction, and other tasks may be assigned as required. The Facilities and Operations Specialist may assist in other areas of camp at times, and with the staff team as a whole to promote a positive camp environment. The last week of the summer will be spent supporting Family Camp at JIC.

Required Qualifications Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, Ontario 'G' Class Drivers License (or equivalent), OCA Camp Marine Module, Pleasure Craft Operators, Walkerton Clean Water Agency's Operator in Training (OIT) water treatment certification

Preferred Applicants: Self motivated, positive, flexible, experience in cleaning or maintenance

Cleaner

Contract: July – August

Pay + Contract Completion Bonus: \$ 3,505.50

The Cleaner will work with the FOP Manager to ensure that all facilities at JIC are clean. The Cleaner may assist in other areas of camp at times, and with the staff team as a whole to promote a positive camp environment. The last week of the summer will be spent supporting Family Camp at JIC.

Required Qualifications Standard First Aid and CPR C, Criminal Record Check with

Preferred Applicants: Self motivated, positive, flexible, experience in cleaning or maintenance

Spring Program Specialist

Contract: May – June

Program Specialists serve as instructors for all programs that run at JIC throughout the spring/fall. Program Specialists instruct all water and land-based programs and have a good working knowledge of all program activities that take place at camp. Program Specialists act as hosts and facilitators for all school groups who visit the site, provide support services for the delivery of the group's programs, and may co-ordinate group visits. Program Specialists may also take part in opening each resource area for the season, site maintenance, cleaning, and upgrades, kitchen work, and general preparations for the summer season in each program area.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, NL, at least two years of camping or outdoor education experience

Preferred Qualifications: *French language skills are a major asset.* WAFA/WFR, full 'G' licence or equivalent, OCA Camp Marine Module, Pleasure Craft Operator's Card

Preferred Applicants: Positive, hard-working, flexible, professional attitude, passion for outdoor education