



YMCA John Island Camp

YMCA of Northeastern Ontario

2023 Employment Opportunities & Application Process



ABOUT YMCA OF NORTHEASTERN ONTARIO

The YMCA of Northeastern Ontario provides many employees with meaningful work and the opportunity to make a difference in the lives of the individuals and communities it serves. The YMCA expects staff members to act as positive role models that are committed to ensuring safe and enjoyable experiences that reflect the charitable purpose and core values of the YMCA of Northeastern Ontario. While striving to create the best experiences for our clients, we also commit to supporting staff in their own development. Staff members will be positive role models that are committed to ensuring safe and enjoyable experiences that reflect the mission and core values of YMCA Northeastern Ontario.

Charitable Purpose: YMCA Northeastern Ontario is a charity dedicated to providing opportunities to individuals, families, and communities for personal growth in spirit, mind and body, and service to others.

Core Values: YMCA Core values guide our everyday decisions and actions. We encourage everyone involved with the YMCA to accept and demonstrate positive values. The YMCA of Northeastern Ontario's Core values are ***Empathy, Health, Trustworthy, Caring, Inclusiveness, Respect, and Responsibility.***

Successful applicants for employment at YMCA John Island Camp are committed to the personal growth and development of children and young adults. All camp staff are expected to be flexible, willing to learn, and display a strong work ethic. Successful applicants are also committed to achieving high quality outcomes while promoting self-growth in a cooperative learning-based environment.

YMCA John Island Staff actively participate in all aspects of the camp's program. All John Island Staff give active and loyal support to the camp, its philosophy and objectives, and abide by all camp regulations, policies, and guidelines.

YMCA John Island Staff use a supportive and professional manner when working with fellow staff members, visitors, and campers. They also maintain a professional appearance that promotes the positive values of good health and hygiene.

In consideration of the above, the YMCA of Northeastern Ontario agrees to provide opportunities for the staff to excel within the position they hold at camp. Formal and informal feedback is provided throughout employment. The opportunity to express any concerns or grievances is also provided.

Accessibility Statement: The YMCA of Northeastern Ontario is committed to creating a barrier free environment that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

All members of the YMCA Northeastern Ontario Camping Services Branch strive to:

- **Communicate in a thorough, clear and timely manner.**
- **Maintain a safe environment where participants understand, model and educate others regarding risk and harm reduction**
- **Show initiative by doing the right thing at the right time without being asked**
- **Demonstrate integrity through responsible behavior at all times, maintaining high ethical standards, and by participating actively with others, achieving the goals set for themselves, others, and the team.**

EMPLOYMENT REQUIREMENTS AND TRAINING

Staff Training

All John Island Staff must attend and fully participate in a staff training week (July 2-7, 2023). Training week is the foundation for a successful season and allows us to ensure that employees are properly qualified to perform their jobs. Both new and returning staff are required to attend Staff Training Week.

Online Training

All John Island Employees must complete 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.

Criminal Record Check with Vulnerable Sector Search

All John Island Staff over 18 years of age require a Criminal 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 Criminal Record Check with Vulnerable Sector Screening on file.

All new John Island Camp Staff will require a Criminal Record Check with Vulnerable Sector Search dated no later than 11 months from their first day of work as stated in their letter of offer. All returning staff will not need a new Criminal Record Check with Vulnerable Sector Search if their Criminal Record Check with Vulnerable Sector Screening on file is dated within 3 years of the last day as stated in their letter of offer. Instead, they will be required to sign an Offence Declaration. Staff under the age of 18 for the entirety of their contract will need to sign an Under 18 Declaration Waiver instead of getting a Criminal Record Check with Vulnerable Sector Screening completed. Employees are responsible for the cost of the Criminal Record Check themselves and are advised that they may be required to obtain the Criminal Record Check from the local Police Department of their permanent address, or the address on their ID. Third party record checks are not acceptable as these companies cannot complete the Vulnerable Sector Search. Staff must submit the **original** Criminal Record Check **on or before the**

first day of employment. Staff are encouraged to make their own copy of the CRC prior to submitting it. An original Criminal Record Check with Vulnerable Sector Search is defined as the original document with stamp/embossment or the original digital document, in the form of a PDF (often password protected). When purchased online, the original state of the document is usually a PDF. Criminal Record Checks with Vulnerable Sector Searches purchased online need to be downloaded from the applicable police services website within 30 days of being processed, otherwise they expire, and you will need to purchase a new one.

Qualifications and Certifications

Each position description includes a list of required qualifications. Where possible, the Camp Director will provide some assistance in finding and registering for courses. **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 during your interview.

Staff are responsible for covering the **full** cost of the following qualifications:

- National Lifeguard(pool or waterfront), Standard First Aid and CPR C
- Swimming Instructor and Examiner qualifications
- Full G Driver's License

For the following **required** qualifications, John Island will reimburse 50% of the course fees. Please note, all reimbursable courses must be ***approved by the camp director and via Course Reimbursement Approval Form prior to registering:***

- 16-hour Wilderness First Aid
- 40-hour Wilderness Advanced First Aid
- 80-hour Wilderness First Responder
- 40-hour WFR Bridge
- ORCKA Canoe Tripping and Moving Water Paddling Levels
- Challenge Course Practitioner Level II
- Ontario Sailing – Annual Camp Instructor Training Weekend

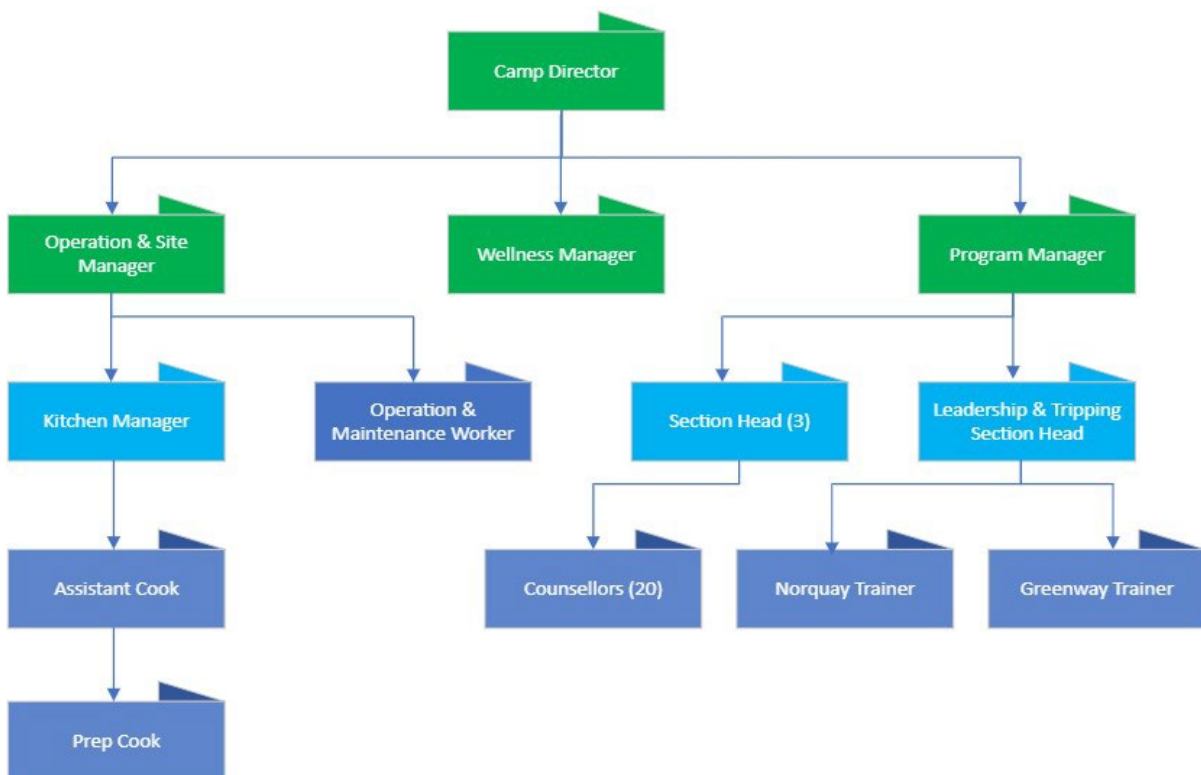
******Please note that Camp does NOT pay for recertification courses******

APPLICATION PROCESS

1. **Read Employment Postings** and select position(s) that you are interested in and possess all required qualifications for (or willing to obtain required qualifications).
2. **Scan the QR code** to the application form and fill out all required fields.
3. **Interviews** will be offered to successful applicants and will be conducted in person or online using the video conference application Microsoft Teams.
4. **Employment Contracts** will be offered upon the completion of the employee package envelope. More information will be provided during the interview process.
5. **Employment Paperwork Deadlines** will be communicated in the offer of employment. Successful applicants must submit all employment paperwork which must be returned by the deadline outlined in the conditional offer.
6. **Online Training** must be completed prior to your first day of work. Instructions on how to access and complete online training will be emailed to each staff.

All offers of employment will be subject to the provision that successful applicants provide all required paperwork and documentation by the deadline outlined in the offer of employment.

*Successful applicants who are 18 years of age or older at the time of employment will be required to obtain a **Police Record Check & Vulnerable Sector Screening**.*



YMCA John Island Position Descriptions

Spring Season: May 30 – June 30, 2023
Summer Season: July 2 – September 1, 2023

COUNSELLING TEAM

Camp Counsellor

Positions Available: 20

Rate of Pay: \$400 - \$500 per week

Counsellors work as part of a counseling team with a focus on working directly with campers, providing individual and group development support and supervision. Counsellors are responsible for the physical and mental health and wellbeing of themselves and their campers. Some counsellors will support as instructors in specific program areas, depending on their previous skills and instructing abilities. Qualified counsellors will 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: National Lifeguard, 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, 2023

Preferred Qualifications: Pleasure Craft Operator Card (PCOC), Wilderness First Aid

Preferred Applicants: Child focused, fun, responsible, flexible, team player

Greenway Leadership Trainer

Positions Available: 2

Rate of Pay: \$600 - \$675 per week

Greenway Trainers are responsible for the delivery of the first year of John Island's two-tiered leadership development program. Greenway Trainers deliver a program that emphasizes in-camp and canoe tripping skills while fostering leadership skills within a group environment. Trainers must be mentally and physically capable of leading 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: National Lifeguard, Standard First Aid and CPR C, 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, Pleasure Craft Operator Card (PCOC), minimum 3 years camping experience

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

Norquay Leadership Trainer

Positions Available: 2

Rate of Pay: \$600-\$675 per week

Norquay Trainers are responsible for the safety, planning, preparation, and delivery of expedition and in-camp portions of the second year of John Island's two-tiered leadership program. Norquay Trainers must be mentally and physically capable of leading extended out-trips while facilitating leadership opportunities for participants. The Norquay program focuses on soft skill development, while continuing to develop hard skills obtained during the first year of the leadership program (Greenway). The Norquay program consists 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 in-camp portion, participants will learn about the responsibilities/expectations of a counsellor, child focused programming, achieve Bronze Cross and Standard First Aid Certifications and take part in an in-cabin placement program. Norquay Trainers prepare and deliver any required training sessions prior to the beginning of the program, deliver Norquay curriculum at camp, coordinate the preparation of trip logistics and equipment inventory, provide participant evaluations, and deliver 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: National Lifeguard, Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, 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: Lifesaving Society Instructors

Preferred Applicants: Strong leaderships skills, mature, flexible, team player, extensive Out-tripping experience, excellent hard and soft skills, patient, participant focused

FOOD SERVICE POSITIONS

Kitchen Manager

Positions Available: 1

Rate of Pay: \$700 - \$800 per week

The Kitchen Manager is responsible for the overall food service operation at camp. This person is responsible for all purchasing of all food supplies and is expected to manage this area of the budget. They ensure that all meal portions are appropriate and planned for in accordance with the budget. They work closely with the Leadership & Tripping Section Head to ensure that food needs are being met on trip. The Kitchen Manager directly supervises the Food Service Team and they are expected to train, evaluate, and schedule tasks for their team throughout the day. The Kitchen Manager oversees the preparation and serving of all meals to campers and staff while 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. The Kitchen Manager is an integral 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, flexible, cooking skills, and a strong understanding of Y mission and values.

Assistant Cook

Positions Available: 2

Rate of Pay: \$500 - \$600 per week

The Assistant Cook works as part of the Food Service Team to deliver high quality food service to campers and staff at John Island. They provide help and support to the kitchen and general operation of camp through baking, food preparation, food storage, dishwashing, and kitchen cleaning. The Assistant Cook may take on the responsibilities of the Kitchen Manager during their absence, which requires excellent time management skills. 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, flexible, team player, experience in Camping and food services.

Prep Cook

Positions Available: 2

Rate of Pay: \$450 - \$550 per week

The Prep Cook works as part of the Food Service Team delivering high quality food services to campers and staff at John Island Camp. They provide help and support to the kitchen and general operation of camp through baking, food preparation, food storage, and kitchen cleaning. Dishes are an integral part of the work of the Prep Cooks. 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 attitude, strong work ethic, flexible, team player, some experience in Camping and/or food services.

FACILITIES AND MAINTENANCE POSITIONS

Operation & Site Manager

Positions Available: 1

Rate of Pay: \$700 - \$800 per week

The Operation & Site Manager is responsible for ensuring that all buildings, facilities, and vehicles are maintained in a high level of cleanliness and state of good repair. They directly supervise the Maintenance 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 Maintenance Team to support the daily operations of the site including boat runs (food/fuel/garbage), transportation of people to and from the island, general cleaning (including walk-house dock dumpster and surrounding area), water system testing and upkeep, ordering non-kitchen cleaning supplies, and boat & vehicle maintenance. The Site Manager trains all staff in appropriate practices for cleaning, operating camp vehicles, and other facility tasks at John Island. The Site Manager may work with the Camp Director to develop and implement special projects as required. The Operation & Site Manager is an integral 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 Driver's License (or equivalent), OCA Camp Marine Module (provided after job offer), Pleasure Craft Operators, Small Water System Operator certification (or willing to obtain), 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

Operations & Maintenance Worker

Positions Available: 2

Rate of Pay: \$450 to \$550 per week

Operations & Maintenance staff work to ensure that all facilities at John Island are cleanly maintained and are kept in good repair. This includes a regular cleaning schedule of camp buildings and facilities. Maintenance staff also support 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 vehicle maintenance. Special maintenance projects, basic construction, and other tasks may be assigned as required. The Operations & Maintenance staff may assist in other areas of the and work with the staff team to promote a positive camp environment. The last week of the summer will be spent supporting Family Camp at John Island Camp.

Required Qualifications Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, Ontario 'G' Class Driver's License (or equivalent), OCA Camp Marine Module (provided after job offer), Pleasure Craft Operator Card

Preferred Qualifications: National Lifeguard, Small Water System Operator certification

Preferred Applicants: Self-motivated, positive attitude, flexible, team player, experience in cleaning or maintenance

SENIOR STAFF TEAM

Program Manager

Positions Available: 0

The Program Manager is responsible for monitoring the overall program operation at camp including the Leadership Programs. This includes the supervision of Counsellors, Section Heads, leadership staff, land and water program areas, all cabin groups, and camp wide programs. In addition to playing an active role in the overall delivery and quality of all camp programs, the Program Manager will be consistently working at improving the leadership programs throughout the spring season and assist with implementing all schedules during the summer. This person oversees all program equipment on site and is responsible for ensuring that adequate supplies are available for campers during each session. Additional responsibilities include communication with camper parents (via telephone & email), inventory and sales in the Tuck Shop (camp store), managing the camp Facebook page on a daily basis, and general office administration (daily incoming and outgoing mail, petty cash, camper records, etc.).

Required Qualifications: NLS, First Aid, CPR, Criminal Record Check, "G" Class Drivers License

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

Wellness Manager

Positions Available: 1

Rate of Pay: \$700 - \$800 per week

The Wellness Manager is a key member of the Senior Staff team at John Island Camp. The primary focus of the Wellness Manager is to oversee health, safety, and overall wellness of all campers and staff. Daily functions of this position include delivering primary care for health and wellness issues that arise at camp, the ongoing management of incoming/outcoming information about campers and staff, distributing medications, preparing and distributing First Aid Kits, and maintaining inventories of all medical supplies. The Wellness Manager is responsible for preparing all incident reports and providing them to the Camp Director in a timely manner. They work closely with the Counselling Team to support camper wellbeing and provide additional care for illness or injuries that may arise. The Wellness Manager must be comfortable with communicating with parents, staff, and other health care providers. The Wellness Manager has an important Leadership Role at camp and works with other Managers to ensure smooth coordination of service delivery to all campers. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island.

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

Preferred Qualifications: NL, Pleasure Craft Operators Card

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

Section Head

Positions Available: 3

Rate of Pay: \$550 - \$650 per week

Section Heads are responsible for the development and oversight of the high-quality programming and camper care. Working together, the section heads oversee three different areas of camp: Senior Campers, Junior Campers and Program Management. They work closely with the Program Manager and Wellness Manager in addressing camper and staff behaviours. Each week, Section Heads will be assigned to one of the three areas of management, providing an equal opportunity to manage each area. Under the supervision of the Program Manager, Section Heads are responsible for the planning and execution of all camp programs and schedules. Section Heads provide continuous supervision in their area and work to make improvements to the delivery of activities at John Island Camp. 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 programming experience

Preferred Qualifications: Challenge Course Operator Level II, 'G' Class Driver's License (or equivalent), Pleasure Craft Operators Card, Management experience, Camp Experience.

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

Leadership & Tripping Section Head

Positions Available: 1

Rate of Pay: \$550 - \$650 per week

The Leadership & Tripping Section Head is responsible for the success of all leadership and tripping programs at John Island. The LT Section Head supervises and supports all Leadership Staff, with a focus on ongoing staff training, evaluations, and feedback. In addition to staff supervision, the LT Section Head is responsible for scheduling trip programs for all camper and leadership groups, making sure that all tripping equipment is in good working order, and will collaborate with other Section Heads to provide in-camp programs for Leadership Participants. The LTS is responsible for pre-departure logistics of all out-trips which includes equipment packing, route planning, booking sites, arranging transportation, and parent communication. The LTS is the primary point of contact for all Tripping and Leadership programs which includes pre-trip communications with parents and trip check-ins throughout the camp season. The LTS

monitors the leadership programs for effective skill development and camper care and implements systems to improve the camp in this area. The LTS also focuses on the development of out-trips and seeks out the most impactful experiences for campers. This person is a mentor and role model to all staff and works closely with other senior staff at camp to ensure smooth coordination of service delivery to all campers. The last week of the summer will be spent as a Program Specialist, facilitating programming for Family Camp at John Island.

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 Out-tipping best practices.

Preferred Qualifications: National Lifeguard, ORCKA paddling and tripping levels, Wilderness First Responder

Preferred Applicants: Mature, patient, flexible, team player, excellent leadership qualities, strong understanding of YMCA mission, vision, and values, good organizational skills, extensive out-tripping and leadership training experience.

Outdoor Centre Positions

Program Instructor

Contract: May 30 – June 30

Positions Available: 6

Rate of Pay: \$136.40/day

Program Instructors facilitate all programs throughout the Spring and must have a good working knowledge of all program activities that take place at camp. Program Instructors act as hosts and facilitators for all school groups and others who visit the site, provide support services for the delivery of the group's programs, and may coordinate group visits. Program Instructors will also support in opening each resource area for the season, site maintenance, cleaning, 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' license or equivalent, OCA Camp Marine Module, Pleasure Craft Operator's Card

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

Application Form

Follow the QR code, complete all fields required and submit for review.

Things you will need:

- **Availability for the months May-August**
- **Top 3 preferred job preferences**
- **3 professional references**



This QR Code will lead you to the application form.

<https://forms.office.com/r/MvdcfFznMh>

CAMP CONTACT

Thank you for your interest in applying to John Island Camp! We appreciate your time and look forward to receiving your application.

If you have any questions, please reach out to the following:

Camping Services Office (Year-Round)

YMCA Northeastern Ontario

140 Durham Street
Sudbury ON, Canada
P3C 3K8

Phone: 705-674-6171 OR 800-465-9622

Email: campemployment@ymcaneo.ca

John Island, Summer Contact (May-August)

YMCA John Island Camp

General Delivery
Spanish ON, Canada
POP 2A0

Camp Phone: 705-929-8007

Email: johnislandcamp@ymcaneo.ca