



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

Day Camp 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 Day Camp Staff must attend and fully participate in an overnight training weekend (June 9-12, 2023) and staff training week prior to the start of camp. 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 Day Camp 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 Day Camp 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 Day 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

****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 Day Camp Position Descriptions

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

Counselling Team

Camp Counsellor – Sudbury Region

Location: Kivi Park, Walden Nordic Club, Sudbury YMCA

Rate of Pay: \$15.50 – \$17.00/hour

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 day-to-day care and supervision of all campers enrolled in NEO Day Camp Program. Counsellors will facilitate all aspects of day camp programming at an assigned host site and at the downtown YMCA (North Bay or Sudbury). Additional responsibilities include assisting with Sign-in/out, monitoring campers during transportation to camp, and cleaning up all program areas at the end of each day. Some counsellors will support as instructors in specific program areas, depending on their previous skills and instructing abilities. Counsellors also act as mentors for counsellors-in-training.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search or CRC VSS Under 18 Declaration Waiver, at least 16 years old by December 31, 2023

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

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

Camp Counsellor – North Bay Region

Location: Camp Tillicum, East Ferris Community Centre, North Bay YMCA

Rate of Pay: \$15.50 – \$17.00/hour

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 day-to-day care and supervision of all campers enrolled in NEO Day Camp Program. Counsellors will facilitate all aspects of day camp programming at an assigned host site and at the downtown YMCA (North Bay or Sudbury). Additional responsibilities include assisting with Sign-in/out, monitoring campers during transportation to camp, and cleaning up all program areas at the end of each day. Some counsellors will support as instructors in specific program areas, depending on their previous skills and instructing abilities. Counsellors also act as mentors for counsellors-in-training.

Required Qualifications: Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search or CRC VSS Under 18 Declaration Waiver, at least 16 years old by December 31, 2023

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

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

Facilities & Maintenance Positions

Maintenance Worker

Location: Rotary Camp Tillicum & North Bay YMCA (North Bay)

Rate of Pay: \$15.50 - \$19.23/hour

Maintenance staff work to ensure that all facilities at Camp Tillicum 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 disposal, water system testing, and building maintenance. Special maintenance projects, basic construction, and other tasks may be assigned as required. The Operations & Maintenance staff may assist in other areas and will work with the staff team to promote a positive camp environment.

Required Qualifications Standard First Aid and CPR C, Criminal Record Check with Vulnerable Sector Search, Ontario 'G' Class Driver's License (or equivalent), 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

Operation & Site Manager

Location: Rotary Camp Tillicum & North Bay YMCA (North Bay)

Rate of Pay: \$17.11 - \$20.00/hour

The Tillicum 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 Senior Manager of Camping and Regional Manager of Maintenance. They work in collaboration with the YMCA Facility Team to support the daily operations of the site including, general cleaning of washrooms & program areas, water system testing & upkeep, ordering cleaning supplies, crash

boat training & maintenance, lawn care, and garbage disposal. The Site Manager trains all staff in appropriate practices for cleaning, operating camp vehicles, and other facility tasks at Camp Tillicum. 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 Supervisors and departments 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), 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

Camp Tillicum Director

Location: Rotary Camp Tillicum & North Bay YMCA (North Bay)

Rate of Pay: \$18.00 - \$20.00/hour

The Camp Director is responsible for supervision, program development and implementation of all aspects of the Tillicum Day Camp Program. This includes the transportation to/from the YMCA and overseeing camper Sign-in/out at the YMCA. The Day Camp Director will supervise the Day Camp Counselors throughout the 9 week day camp program. This person oversees all program equipment on site and is responsible for ensuring that adequate supplies are available for campers during each session. In addition to playing an active role in the overall delivery and quality of all camp programs, the Director will be consistently working at improving all camp programs throughout the spring season and assist with implementing all schedules throughout the summer. The Camp Director will be expected to handle all communication with all Day Camp Parents/Guardians and will be required to coordinate joint programs with the Recreation Supervisor at the North Bay YMCA.

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

Preferred Applicants: Excellent time management and organizational skills. A fun and responsible individual who can provide a safe environment for campers. Good interpersonal skills are an asset.

East Ferris Camp Director

Location: East Ferris Community Centre (Astorville)

Rate of Pay: \$18.00 - \$20.00/hour

The Day Camp Director is responsible for supervision, program development and implementation of all aspects of the East Ferris Camp Program. This includes the transportation to/from the YMCA and overseeing camper Sign-in/out at the YMCA. The Day Camp Director will supervise the Day Camp Counselors throughout the 9 week day camp program. This person oversees all program equipment on site and is responsible for ensuring that adequate supplies are available for campers during each session. In addition to playing an active role in the overall delivery and quality of all camp programs, the Director will be consistently working at improving all camp programs throughout the spring season and assist with implementing all schedules throughout the summer. The Camp Director will be expected to handle all communication with all Day Camp Parents/Guardians and will be required to coordinate joint programs with the Recreation Supervisor at the North Bay YMCA.

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

Preferred Applicants: Excellent time management and organizational skills. A fun and responsible individual who can provide a safe environment for campers. Good interpersonal skills are an asset.

Walden Camp Director

Location: Walden Nordic Centre (Lively)

Rate of Pay: \$18.00 - \$20.00/hour

The Day Camp Director is responsible for supervision, program development and implementation of all aspects of the Walden Day Camp Program. This includes the transportation to/from the YMCA and overseeing camper Sign-in/out at the YMCA. The Day Camp Director will supervise the Day Camp Counselors throughout the 9 week day camp program. This person oversees all program equipment on site and is responsible for ensuring that adequate supplies are available for campers during each session. In addition to playing an active role in the overall delivery and quality of all camp programs, the Director will be consistently working at improving all camp programs throughout the spring season and assist with implementing all schedules throughout the summer. The Camp Director will be expected to handle all communication with all Day Camp Parents/Guardians and will be required to coordinate joint programs with the Recreation Supervisor at the North Bay YMCA.

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

Preferred Applicants: Excellent time management and organizational skills. A fun and responsible individual who can provide a safe environment for campers. Good interpersonal skills are an asset.

Kivi Park Camp Director

Location: Kivi Park (Sudbury)

Rate of Pay: \$18.00 - \$20.00/hour

The Day Camp Director is responsible for supervision, program development and implementation of all aspects of the Kivi Park Day Camp Program. This includes the transportation to/from the YMCA and overseeing camper Sign-in/out at the YMCA. The Day Camp Director will supervise the Day Camp Counselors throughout the 9 week day camp program. This person oversees all program equipment on site and is responsible for ensuring that adequate supplies are available for campers during each session. In addition to playing an active role in the overall delivery and quality of all camp programs, the Director will be consistently working at improving all camp programs throughout the spring season and assist with implementing all schedules throughout the summer. The Camp Director will be expected to handle all communication with all Day Camp Parents/Guardians and will be required to coordinate joint programs with the Recreation Supervisor at the North Bay YMCA.

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

Preferred Applicants: Excellent time management and organizational skills. A fun and responsible individual who can provide a safe environment for campers. Good interpersonal skills are an asset.

Application Form

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

Things you will need:

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



This QR Code will lead you to the application form.

<https://forms.office.com/r/kHQRJ6JNx1>

CAMP CONTACT

Thank you for your interest in applying to YMCA Day Camps! 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