



**YMCA Camp Queen Elizabeth
Employment Opportunities
Spring/Summer/Fall 2021**

www.campqueenelizabeth.com



Applicants to YMCA Camp Queen Elizabeth

Staff members will be positive role models that are committed to ensuring safe and enjoyable experiences for all participants that reflect the mission and core values of the YMCA of Southwestern Ontario. Staff members must be 17 by December 31, 2021 to be eligible for employment.

Mission Statement:

The YMCA of Southwestern Ontario is a multi-service charity that provides opportunities for growth in spirit, mind and body for people of all backgrounds, beliefs and abilities.

Core Values:

Caring, Respect, Honesty, Responsibility, Inclusiveness

YMCA Camp Queen Elizabeth is committed to providing positive spaces for all participants, staff and volunteers. Our hiring process is guided by our core values of honesty, caring, respect, inclusiveness, and responsibility. We provide equal opportunities for all applicants in accordance with the Ontario Human Rights Code.

Successful applicants for employment at YMCA Camp Queen Elizabeth are committed to the personal growth and development of children and young adults. They have a background working with these age groups, and are highly flexible, willing to learn and display a strong work ethic. Successful applicants are also committed to achieving high quality outcomes.

YMCA camping staff actively participate in all aspects of the camp's program, give active and loyal support to the camp, its philosophy and objectives as well as abide by all camp regulations and policies.

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

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

All members of the YMCA Camping and Youth Engagement branch strive to:

- Demonstrate a personal and professional commitment to the YMCA's mission, vision, & values
- Manage risk and reduce harm for themselves, campers, participants, and colleagues
- Have fun and use play as a fundamental approach to child and youth development
- Show initiative by doing the right thing at the right time without being asked
- Empower themselves and others to accomplish goals by planning, organizing people and resources, and reflecting on the process and outcomes
- Communicate in a thorough, clear, and timely manner that supports information sharing
- Build positive relationships with colleagues, campers, and community members
- Provide high quality experiences to campers, participants, and families
- Facilitate continuous learning and development for themselves, campers, participants, and colleagues

- Always demonstrate integrity through responsible behaviour

Facility Summaries

YMCA of Southwestern Ontario Camping Services

YMCA Camp Queen Elizabeth is a part of a larger branch operated out of the YMCA of Southwestern Ontario in London, ON. Our Branch is responsible for overnight camps, extended tripping experiences, day-camps, YMCA Children's Safety Village educational programs, youth leadership programs, outdoor education, and corporate training opportunities.

YMCA Camp Queen Elizabeth

Since its inception in 1953, YMCA Camp Queen Elizabeth has been a leading overnight camp for children and youth (ages 6-16). A seasonal centre, CQE is located in Georgian Bay Islands National Park on Beausoleil Island just outside of Honey Harbour, Ontario. CQE has a variety of programs including traditional camps, extended canoe outtrips, leadership programs, school groups, adult weekends, and private bookings. The programs range from 1 to 27 nights. CQE provides programs that have a strong emphasis on waterfront activities, canoe tripping, and environmental education. YMCA Camp Queen Elizabeth operates during the spring and fall seasons as an Outdoor Centre, offering a variety of programs for schools and groups as well as a selection of training events and retreats for camp staff, adults, and other groups. Each year, CQE generally sees around 2000 visitors throughout the camp season.

2021 Employment Information & Requirements

2021 CAMP SEASON AND COVID 19 UPDATES

At this time, we are planning and preparing for the 2021 camp season. While we remain optimistic that we will be able to operate our programs in the summer of 2021, we will continue to work with our local health unit and provincial government regarding COVID restrictions and want to recognize that there may be changes to our program structure or capacities. Because of this, there may also be changes to our traditional staffing and session structures and regular deadlines in the upcoming months. To ensure we have enough time to go through our full recruitment process and be prepared, we are moving ahead with applications for the staff team as usual. We will do our best to keep all applicants informed with any updates if there are any confirmed changes about the 2021 camp season.

Paperwork Session (Dates to be determined)

Prior to the start of the summer season, employees are expected to attend our mandatory paperwork session. This year, we may gather virtually or in person for the paperwork session. Details will be confirmed when employment contracts are offered. This is an opportunity for all employees to complete the necessary paperwork and ask any questions they may have about the upcoming camping season.

Pre-Camp (June 27-July 3, 2021)

All CQE employees are required to participate in a week-long training process that serves as the foundation for ensuring that our employees are able to successfully carry out their jobs, and that the

staff team as a whole is prepared for the summer. This training is mandatory for all **new and returning** CQE employees.

*Under extenuating circumstances, staff may be permitted to miss a small portion of precamp. This **must** be arranged ahead of time, as the staff member will be required to complete make-up training prior to the start of pre-camp. *

Online Training

All CQE employees are required to complete a small number of short online training sessions covering topics such as WHMIS and AODA training needed for employment. Information on how to access the online training will be posted at a date to be determined, and completion of the training must be done before the start date of employment contract.

First Year Skills Training (May/June 2021)

All first-year staff are required to participate in a training weekend that ensures all counsellors are able to plan, prepare, and deliver safe, healthy, and fun programs to our participants. This **mandatory** training will cover basic counselling skills, including risk management, program facilitation, camper wellbeing management and necessary outtripping skills.

Qualifications & Certifications

Below each position description is a list of required qualifications. While Camp Management will aid in finding and registering for some courses, it is ultimately the responsibility of the applicant to ensure that they hold all necessary certifications by the start of employment. CQE does not pay staff for time spent in courses. Please address any questions or concerns regarding qualifications and certifications at the time of your interview.

In terms of payment for these courses, employees are required to cover the full cost of the following certifications if required for their job: NLS, CPR-C, Standard First Aid, Pleasure Craft Operator Card, G class drivers license.

If Water System OIT or Food Safety Training is required for your job, CQE will pay for the full course fee. If the certifications listed below are required for your job, CQE will assist with the cost by paying for half of the program fee in the first year and in the second consecutive year of employment with CQE will pay the second half of the cost of certification if the individual returns to a role at CQE where the certification is required:

Wilderness First Aid, SRT/WRT, ORCKA levels.

Criminal Reference Check Policy

All YMCA staff over the age of 18 years will require a Criminal Record Check. All employees over the age of 18 years **must receive a Vulnerable Sector Search** as a condition of employment. Criminal Record Checks will be obtained through the staff members' local Police records division. Staff and volunteers upon hiring for the first time, will be responsible for the cost of criminal record checks where a fee is charged. Subsequent checks will be completed on all employees at the expense of the YMCA upon the employee's anniversary date every 3 years. Employees will be required to sign an annual declaration indicating there has been no change to their record or disclosing any changes that have occurred. Employees who are rehired within the association will not be required to obtain a new CRC if there is one on file from within 36 months of the date of rehire. They will require a declaration to be signed. The Association will then pay for a new CRC when it becomes 3 years old provided the employee is currently

active. If the employee is rehired and the CRC is older than 36 months at the time of rehire, they will be required to provide a current one at their own expense. Failure to provide a criminal record check or providing a record check that is unacceptable to the Association will result in termination of employment placement without notice or payment. An **acceptable report will be on file on or before the first day of employment**. Criminal Record checks must be original, dated within the calendar year of employment (2021) and they must indicate the employer is the YMCA of Southwestern Ontario.

2021 Interview Information

There will be no in-person interviews for the 2021 camping season. All interviews will be conducted over the phone or video conferencing. Once the initial application deadline has passed, applicants will receive an email with a link to sign up for an interview spot. Once their interview has been scheduled, they will receive an invite to join a Microsoft Teams meeting. Further details regarding the interview process will be confirmed with applicants along with the email link.

If you were hired for the 2020 camping season as a first-year staff member, you are considered a first-year applicant. You will only be considered a second-year applicant if you worked in camp setting or equivalent during the summer of 2020. If this is your first year applying to be a part of the CQE team and have no work experience in a camp setting or equivalent, you are considered a first-year applicant.

If you were hired for the 2020 camping season as a second-year staff member and have only worked one camp season, you are considered a second-year applicant. You may be considered for a non-counselling position; however, this will depend on your other qualifications and experiences.

Please note, if you are applying to the same position that you were hired for in the 2020 camping season, you will not be guaranteed this same position on the CQE 2021 staff team. We will take this into consideration during the hiring process, but all applicants will be required to go through the interview process again this year.

First year applicants may be invited to a virtual group interview (approximately 5 applicants per group) consisting of:

- Group discussion on topics related to camping. Questions will primarily be values and competency based.
- Applicants will identify a skill/teachable that they want to teach to group. Their facilitation must include 3 steps – an introduction with instructions, facilitation throughout the activity and a debrief. This skill must be something that can be taught virtually and without materials, for example teaching a group how to do a loon call.

First year interviews will be conducted between December 4th- 16th, 2020.

Second year applicants will be asked to create a short (5-7 minute) presentation on a camping related topic/question assigned to them ahead of time. Presentations will be made to a small group of returning applicants. All applicants will then be required to answer additional questions on the topic as well as situational questions in a group forum. The presentation may be aided by use of media (power point, slideshow, etc.) but should not be a pre-recorded video.

Second year interviews will be conducted between December 14th- 23rd, 2020

Applicants applying to non-counselling positions and have 2 or more years experience working at CQE or equivalent experience may be selected for individual interviews with the CQE management team based on mutual availability. Please note non-counselling positions are limited. We are looking for specific fit to match qualities and qualifications to reflect the specific YMCA program or role. Many applicants have who have great qualities and quality previous performance but may not fit the specific role may be offered another position or not offered a position. If you are interested in various positions, please indicate so on your application and cover letter.

How to Apply

Applicants will be applying to both overnight camps of the YMCA of Southwestern Ontario's overnight camps- CQE and Camp Henry. If you have a preferred camp, you must include this in your cover letter.

Camp Queen Elizabeth's hiring process is extremely competitive. There are several factors that contribute to our hiring decisions:

1. Previous job/leadership/volunteer performance at CQE
2. Previous job/volunteer performance at other places of employment or placements (references)
3. Experience and qualifications
4. Professionalism of your application package
5. Performance (including punctuality) during the interview

We recognize that often we must turn away qualified applicants simply based upon the strength of other applicants. If you are not offered a position at CQE, we will assist you by providing contact information for other YMCA Camps who may be hiring for those who are interested.

All applicants (**new and returning staff**) must submit the following documents:

- CQE Application for Employment (standard form, available online at <http://ymcawo.ca/cqe-work-here/>)
- Cover Letter (**experienced counsellors include your top 3 resources you would be comfortable teaching/being head of for morning recourses**)
- Résumé
- New applicants: 3 references that can attest to your character and/or your previous job performance (note: it is YMCA policy to contact references prior to any offer of employment)
- Returning applicants from 2019 **only**: contact information for all employers you've had since you last worked for CQE the previous year; if you have NOT been employed since the end of summer 2019, please indicate this on your application form by writing "CQE was my most recent employer".

In order to be considered for the initial round of hiring, applications need to be received by 4:00 pm on Friday, November 27th, 2020. Applications can be submitted by email or mail. Please select only one method of submission.

Email:

Word/PDF documents required
campbell.mac@swo.ymca.ca

Mail:

YMCA Camp Queen Elizabeth
Attn: CQE Employment 2021
165 Elmwood Ave E
London, ON
N6C 0A8

Once all applications have been reviewed, you will be contacted **by email** for an interview. Interviews will take place throughout December and early January.

Please note that we can only discuss the application and hiring process directly with the applicant and not parents or guardians.

The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

We thank all interested applicants however only those selected for an interview will be contacted.

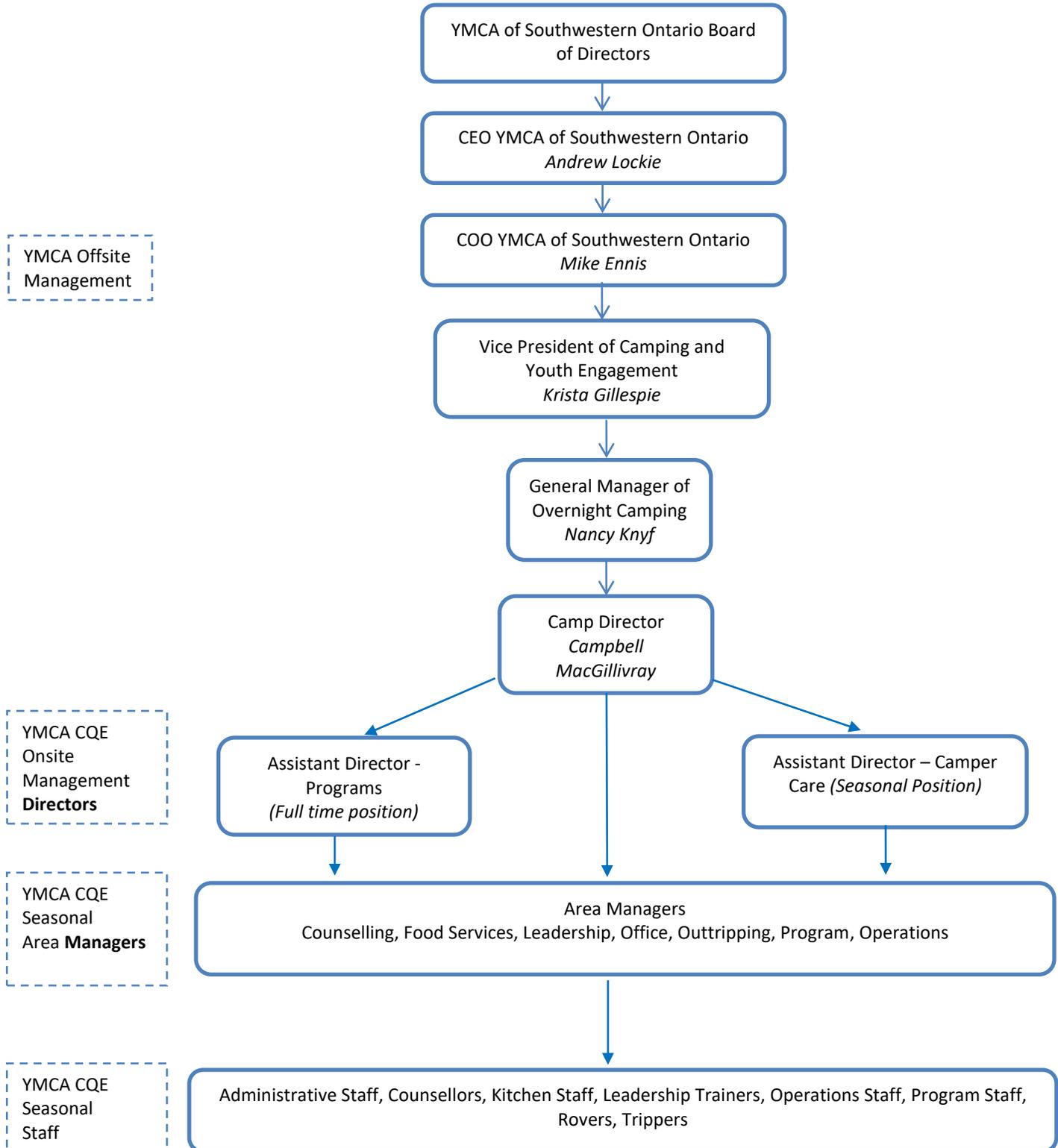
Questions regarding the application process can be directed to either:

Campbell MacGillivray
Camp Director
Phone: (519) 453-8858 x 1100
campbell.mac@swo.ymca.ca

2021 Weekly Wage Scale

Year on Staff	Weekly Wage
1 st	\$265
2 nd	\$315
3 rd	\$375
4 th	\$465
5 th	\$570
6 th	\$600
Venture position	\$650

YMCA CQE Staffing Structure Flowchart



YMCA Camp Queen Elizabeth Outdoor Centre Positions (Spring and Fall Contracts)

The CQE Outdoor Centre operates in May, June, and September and offers Outdoor Education programs for schools and specialty weekend programs for adults and families. The spring season is staffed by CQE staff that have several years of experience working in a camp or similar environment and have demonstrated strong leadership abilities.

Spring contracts would tentatively begin late in May 2021 and end in late June 2021. Fall contracts would tentatively begin in early September 2021 and end in early October 2021.

Program Facilitators

Program Facilitators serve as programmers for all programs that run at CQE during the spring/fall season. Program Facilitators instruct all water and land-based programs and have a good working knowledge of all program activities that take place at camp. Program Facilitators act as hosts and facilitators for all conference and school groups who visit the site and provide support services for the delivery of the group's programs. Outdoor centre staff play a variety of roles during the season. In addition to the active delivery of programs, outdoor centre staff may also take part in opening/closing each resource area for the season, site maintenance and upgrades, and general preparations for the summer season in each program area.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: Flexible and hard-working staff that enjoy working in a team environment and performing a variety of roles.

Program Coordinators

Program Coordinators serve as programmers and group leads for all programs that run at CQE and outtrips during the spring/fall season. They also offer coaching and day-to-day supervision to program facilitators, and liaison with teachers to ensure that programs are adapted to meet the needs of the group and daily conditions. All Outdoor Centre staff play a variety of roles during the season. In addition to the active delivery of programs, Outdoor Centre staff may also take part in opening/closing each resource area for the season, site maintenance and upgrades, and general preparations for the summer season in each program area.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, prior experience working in outdoor education.

Preferred Applicants: Flexible and hard-working staff that enjoy working in a team environment and performing a variety of roles.

YMCA Camp Queen Elizabeth Summer Position Descriptions (Summer Contracts)

Summer contracts will tentatively begin in late June 2021, at the start of summer staff training (pre-camp). These contracts will end at the end of Horizons 2, in late August 2021. Some Manager, Venture and non-counselling positions listed in the summer contract section may have Outdoor Centre and Family Camp positions available to them.

Counselling Positions

Counsellors

Counsellors work as part of a counselling team with a primary focus of working directly with campers, providing support and supervision. They are responsible for the mental and physical health and wellbeing of the campers in their care. They fill program instruction roles and give leadership to specific program resource areas throughout camp. First year counsellors are expected to develop a broad understanding of CQE and a solid foundation of skills for working at camp. Second year counsellors will be responsible for offering hands on support and coaching to first year counsellors as part of a counselling pair. Second year counsellors are required to give leadership to program instruction areas at camp, and most will be responsible for heading a morning activity. Counsellors also give support to Leaders-In-Training in counselling placements. In some sessions, CQE Onsite Management and the Counselling Support team will provide opportunities for qualified counsellors to take on more varied roles at camp, including and not limited to the following: leading extended wilderness canoe trips, supporting program areas on the Program Team, working with campers with special needs, giving support to counsellors on the Roving Team, joining the Operations/Kitchen staff team, joining the Leadership team, etc. Flexibility and a willingness to take on new challenges are essential qualities for all counsellors.

Required Qualifications: NL, Standard First Aid, CPR C, CQE Skills Weekend, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: Fun and responsible individuals looking to focus on the needs of campers. Successful completion of CQE or equivalent leadership programs and/or one year of counselling experience.

Inclusion Counsellor

Inclusion Counsellors work as part of a counselling team with a primary focus of working directly with inclusion campers that need different levels of support and supervision. They are responsible for the mental and physical health and wellbeing of the campers in their care. They may work one on one with campers or provided support at certain times of the day for certain campers. They are responsible for running programs and developing techniques to ensure that campers feel included and comfortable in the camp environment. They will also be responsible for developing a professional and caring relationship with the camper families to ensure that there is good communication before the camper arrives at camp and throughout their camp experience. This position may be alternated with a traditional Counselling position. Flexibility and a willingness to take on new challenges are essential qualities for all Inclusion Counsellors.

Required Qualifications: NL, Standard First Aid, CPR C, CQE Skills Weekend, Criminal Record Check including Vulnerable Position Screening, experience working with campers who have disabilities

Preferred Applicants: Fun and responsible individuals looking to focus on the individual needs of campers. Successful completion of at least one year of counselling experience.

Roving Support Counsellors

Roving Support Counsellors work as part of the counselling team with a primary focus on providing support and supervision to the campers and counsellors. As a team, the Roving Support Counsellors (including Wellness and Inclusion) and Counselling Manager work to set a positive tone for the camp as a whole, create a safe and inclusive space for campers and staff, and ensure that campers' life needs are being adequately met. Each Roving Support Counsellor supervises a portion of the counselling staff, providing support and coaching in dealing with day-to-day camper situations as they arise. Roving Support Counsellors also assist in on-going development of counselling and camper-care skills, providing Counsellors with constant feedback, both formal and informal. Roving Support Counsellors ensure that families are well informed with regards to behavioural incidents involving their camper and help to develop behaviour management and integration plans for campers who need help living and playing in the camp environment. Roving team members will also support outtrips that are in need of additional staffing.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling or similar experience.

Preferred Applicants: Extremely positive and patient individuals with extensive and varied counselling experience and the ability to positively coach a large number of staff.

Inclusion Coordinator

The Inclusion Coordinator is responsible for supporting our inclusion program at camp. This staff member will directly supervise the Inclusion Counsellors. They, in collaboration with the Assistant Director - Camper Care, will be responsible for creating tools and resources for staff working with inclusion campers, as well as providing staff with training and support. They are responsible for properly preparing each staff working with an inclusion participant prior to their arrival. The Inclusion Coordinator will also provide updates to the directing team to ensure the families are well informed with regards to their camper's overall experience, behavioural incidents involving their camper, and to help to develop behaviour management and integration plans for campers who need help living and playing in the camp environment. They are responsible for welcoming inclusions volunteers and supporting them throughout their stay. They may support the Counselling team with their duties and will help manage more challenging camper conflicts and behavioural incidents.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling or similar experience.

Preferred Applicants: Extremely positive and patient individuals with extensive and varied counselling experience and the ability to positively coach a large number of staff.

Wellness Roving Support Counsellor

The Wellness Support Counsellor or "Wellness Rover" works as part of the counselling team with a primary focus on wellness. The Wellness Rover will be an integral part of the Roving team, performing many of the duties of a Roving Support Counsellor however their focus will be on camper and staff wellness at camp. This staff member may directly supervise a small group of counsellors. They in collaboration with the Outtripping Manger will be responsible for purchases and inventory of first aid supplies, as well as training the staff for proper administration and procedures with any medical

supplies. The Wellness Rover will develop an effective professional relationship with the volunteer doctor/nurse providing consistency to medical care throughout the summer. They will assist/coordinate with wellness checks and daily medications at the start and end of each session, before and after outtrips and after meals. The Wellness Rover will be in charge of overseeing any campers that need medical attention and stay in the Wellness Centre, and are responsible for all calls home that related to camper health and wellness; they will document these calls in a call log and share any pertinent information with the rest of the counselling team and camp management. As a team, all of the Roving Support Counsellors (including Wellness and Inclusion) and Counselling Manager work to set a positive tone for the camp as a whole, create a safe and inclusive space for campers and staff, and ensure that campers' life needs are being adequately met. Each Roving Support Counsellor supervises a portion of the counselling staff, providing support and coaching in dealing with day-to-day camper situations as they arise. Roving Support Counsellors also assist in on-going development of counselling and camper-care skills, providing Counsellors with constant feedback, both formal and informal.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling or similar experience.

Preferred Applicants: Extremely positive and patient individuals with extensive and varied counselling experience and the ability to positively coach a large number of staff. Individual with an interest in health and wellbeing.

Counselling Manager

The Counselling Manager is a key leadership position on the staff team and is responsible for establishing a camper-focused attitude amongst the counselling team. The Counselling Manager supervises and supports the Roving Support Counsellors, including the Wellness Rover, and fulfills the administrative requirements of the counselling area. The Counselling Manager will provide support in dealing with day-to-day camper and staff situations as they arise. They also coordinate on-going training for the counselling team and provide Roving Support Counsellors and counsellors with constant feedback. The Counselling Manager constantly monitors the level of camper care and supervision and develops and implements systems to improve the camp in this area. Communicating with camp management, and camper families and assisting in issues regarding camper wellness (emotional and physical) is an integral part of the Counselling Manager's responsibilities. This person works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling experience, minimum 1 season of staff supervision experience.

Preferred Applicants: Mature and patient individual with a strong understanding of Y mission and values, and extensive supervisory, organizational and counselling experience. G class drivers license an asset.

Leadership Program Positions

Leadership 1: DEL Trainers

Leadership 1 staff members are responsible for co-ordinating the first year of Leadership at CQE. The DEL(Developing Excellent Leaders) Trainers work co-operatively to develop and deliver the program which provides an emphasis on tripping skills and focuses on the development of the leader within a small group environment. Trainers work in pairs and will stay with a group of 10 participants throughout

the month-long program. Leadership 1 participants work on their in-camp hard skills and group building components while living in the CQE community and wilderness and trip leadership skills are developed while out on a two-week trip in the Temagami region. Leadership 1 staff are responsible for updating program curriculum, facilitating personal growth opportunities for participants, skill instruction, support and evaluation of participants, and planning and delivering both the DEL base camp program and wilderness canoe trip. They will work closely with the Leadership Manager and Assistant Director to help facilitate the delivery of high school credit program.

Required Qualifications: NL, Standard First Aid, CPR C, Wilderness First Aid (40 Hours), Criminal Record Check including Vulnerable Position Screening, ORCKA Canoe Tripping Level 2.

Preferred Applicants: Strong leader with extensive camp outtripping experience who relates well to 15 year olds, and can deliver consistent and positive feedback.

Leadership 2: Island LIT Trainers

The Leaders-In-Training (LIT) Trainers are responsible for co-ordinating the second year of the two-year CQE Leadership program. The LIT trainers will deliver a fun, safe, and challenging program to approximately 20-30 LIT participants each month. This staff member works co-operatively with counsellors, the Leadership Manager, and program staff to coordinate opportunities for leadership development, including a 2 week cabin placement and 2 week teaching placement for each participant. The emphasis is on camp counselling and leadership skills, and focuses on the development of the leader within the cabin group. They will work closely with the Leadership Manager and Assistant Director to help facilitate the delivery of high school credit program. Responsibilities include: delivering creative programs, facilitating sessions on leadership skills, fostering personal growth opportunities, providing feedback on performance, and evaluation of LITs.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons counselling experience.

Preferred Applicants: Independently motivated person with extensive camp experience and other relevant experiences who relates well to 16 year olds and can deliver consistent and positive feedback.

Leadership 2 : Venture LIT Trainers

Venture Trainers are responsible for the overall preparation, delivery and summation of the Venture LIT program. The July group will trip on the Missinaibi River and the August group will trip in Wabakimi Provincial Park. Prior to each program's start, the Venture LIT Trainers are responsible for route planning, making travel arrangements, establishing a risk management plan, repairing and purchasing equipment, packing food, and delivering a whitewater training weekend to participants. During the program, they are responsible for delivery of the Venture LIT program and the overall safety of the group. After the program, they will prepare a final report and make recommendations for the 2019 program. They will work closely with the Leadership Manager & Assistant Director to help facilitate the delivery of high school credit program.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, Wilderness First Responder, Swiftwater Rescue Technician 1, ORCKA Canoe Tripping and Moving Water Level II, experience guiding canoe trips, experience paddling whitewater.

Preferred Applicants: Mature individuals with extensive camping and outtripping experience. Demonstrated proficiency in camper leadership and excellent wilderness and risk management skills.

Leadership Manager

The Leadership Manager is a key leadership position on the staff team and is responsible for the overall success of all of the Leadership Development programs at CQE. The Leadership Manager supervises and supports the leadership trainers and fulfills the administrative requirements of the leadership programs. They will also be integral in delivering the high school credit programs as part of the DEL, Venture LIT and Island LIT Credit program. This person is responsible for setting course timelines with leadership trainers, ensuring that course materials are available for trainers and students, supporting trainers with course-related issues, and marking assignments. Working with the trainers, the Leadership Manager will provide support in dealing with participant and leadership staff situations as they arise, as well as hands on program instruction to leadership participants. They also coordinate on-going training for the leadership staff team and provide leadership trainers with constant feedback. Communicating with the Wellness Rover, camp management, and participant families and assisting in issues regarding participant wellness (emotional and physical) is an integral part of the Leadership Manager's responsibilities. This person works closely with the Assistant Director to help facilitate the delivery of high school credit program and other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: NL, Standard First Aid, CPR C, G Class Drivers License, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling experience, minimum 2 seasons of leadership training and/or staff supervision experience.

Preferred Applicants: ORCKA Canoe Paddling and Tripping levels, Mature and patient individual with a strong understanding of Y mission and values, and extensive supervisory, organizational, canoe trip guiding, and leadership training experience.

Outtripping Positions

Wilderness Trip Guide

Our Wilderness Trip Guides lead a wide variety of canoe trips, ranging from overnight cabin trips to two week canoe trips. Guides are expected to be able to comprehensively plan, pack and lead overnight canoeing trips ranging in length from 2 to 12 days. When leading our one week or two week trips, the guides are responsible for overall group management and leadership, safety and wellbeing of participants and co-leaders, program development and implementation, and camper/participant growth and development. When leading cabin trips, the guides are responsible for assisting in the development of trip leadership skills in campers and counsellors. The Wilderness Trip Guides receive support from the Outtripping Manager.

Required Qualifications: NL, Standard First Aid, CPR C, Wilderness Advanced First Aid (40 hours minimum), Criminal Record Check including Vulnerable Position Screening, ORCKA Canoe Tripping Level 2, minimum 1 year of counselling or guiding experience

Preferred Applicants: SRT certification, minimum 2 years of counselling or guiding experience, flexible individuals with extensive camp outtripping experience, possesses excellent wilderness risk management knowledge and abilities.

Cabin Trip Coordinator

The Cabin Trip Coordinator (CTC) is responsible for all of the cabin trips and for supporting the development of trip leadership skills and ethics amongst the counselling team. This person plans the

cabin trip schedule, books campsites when required, coordinates food and equipment packing for cabin trips, ensures cabin trips are properly cleaned up, and debriefs the trip with campers upon their return. The CTC must always be aware of the whereabouts of all cabin trips, and maintain accurate records of trip plans, routes, and participants. They will deliver training and feedback to counsellors regarding trip leadership and are responsible for proactively establishing a positive and environmentally responsible trip culture amongst the counselling team and campers. This position reports to the OT Manager and will also provide support to the overall operation of all outtrip programs at CQE.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, experience leading canoe trips, Wilderness Advanced First Aid (40 hours minimum), ORCKA Canoe Tripping Level 2 or equivalent experience.

Preferred Applicants: A mature person with exceptional organisational skills and a strong understanding of Y mission and values who relates well to first and second-year staff members. Ideally available May 27-29 to assist with delivery of CQE Tripping Weekend. G class drivers license an asset.

Outtripping Manager

The Outtripping Manager (OT Manager) is responsible for the overall operation of all outtrip programs at camp, including leadership, voyageur, and cabin trips. It is essential that this person fosters a positive outtrip culture amongst staff, leadership participants, and campers, and is able to respond to on-trip incidents and outtrip program trends in a timely and effective fashion. They are responsible for implementing risk management systems to effectively manage risk on all trips. The OT Manager must always be aware of the whereabouts of all trips, and maintain accurate records of trip plans, routes, and participants. This person manages the OT budget, oversees equipment use, repairs, and purchasing, and is responsible for ordering food and maintaining adequate food supplies. They plan and deliver training for CQE staff, including the first-year tripping weekend and the staff trip during summer precamp. They supervise and support the Cabin Trip Coordinator and the Wilderness Trip Guides. The OT Manager will also work closely with Leadership trainers to ensure the safe and smooth delivery of their trips. This person works closely with other area managers at camp to ensure effective coordination of service delivery to all campers.

Required Qualifications: NL, Standard First Aid, CPR C, Wilderness Advanced First Aid (40 hours), Criminal Record Check including Vulnerable Position Screening, ORCKA Canoe Tripping Level 2 or equivalent experience.

Preferred Applicants: A mature person with exceptional organisational skills, a strong understanding of Y mission and values, and significant outtripping experience. G class drivers license an asset.

Program Positions

Program Team Member

Program Team members are responsible for the supervision of a specific land or water activity area. These staff members work as members of the "Program Team" to facilitate the safe delivery of programs and special events. Program Team Staff update program curriculum, assist other staff in the delivery of programs and ensure that each program area and all special events are run at a high standard of safety and of quality. One member of the program team will manage the Sailing area, and one member will manage the Arts and Crafts area. The Program Team member oversees all instruction and safety of their respective program areas. These positions also assist with program scheduling on a session by session basis, and may assume the duties of the Waterfront Coordinator in their absence. Program team members will also support outtrips that are in need of additional staffing.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, instructor qualification in their program area or equivalent experience, minimum 2 seasons of camp experience.

Preferred Applicants: Individuals with experience in programming, a lot of positive energy, the ability to instruct activities at a high level and effectively manage large groups of campers in all camp activities.

Waterfront Coordinator

The Waterfront Coordinator is responsible for the safety and supervision of all activities on the waterfronts at YMCA Camp Queen Elizabeth. This includes the coordination and support of waterfront program areas, waterfront cabin programs, campers and staff. This staff member works closely with counsellors instructing waterfront program areas to coordinate the waterfront programs within the daily, weekly and session schedules at camp. The Waterfront Coordinator is responsible for overseeing the safety and emergency procedures on the waterfronts at camp, the coordination and supervision of lifeguards and swim instructor schedules, and ongoing in-service lifeguard training throughout the summer.

Required Qualifications: NL – Pool, NL – Waterfront, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum of 2 previous seasons working in a waterfront camp environment.

Preferred Qualifications: Red Cross Instructors, YMCA Swim Instructors, LSS Instructors, LSS Examiners, Flatwater Kayak Instructor

Operations and Food Service Positions

Operations Staff

The Operations Staff are responsible for ensuring that all facilities at CQE are maintained at a high level of cleanliness and are kept in good repair. This includes the regular cleaning schedule of camp buildings and facilities. The Operations Staff work along with the Operations Managers to support the daily operations of the camp, including food and garbage boat runs, special maintenance projects, and other tasks as assigned.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: Pleasure Craft Operator Card, SVOP commercial boat license, G Class License, positive person with a strong work ethic and the ability to be self-motivated, to work independently and as a member of a small team.

Prep Cooks

Prep Cooks work as part of the Food Service team. Their primary focus is on working directly with the delivery of food service to campers and staff at CQE. They support the food service and operations areas of camp through food preparation and baking, food storage, and by ensuring a clean and sanitary kitchen.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A positive person with a strong work ethic and the ability to work closely in a small team setting, Food Safety Training.

Dietary Restrictions Coordinator

The Dietary Restrictions Coordinator works as part of the Food Service team. Their primary focus is on working directly with the delivery of food service to campers and staff at CQE. This person is responsible for planning and delivering healthy, delicious meals that meet the dietary restrictions of people in our camp community, including but not limited to dairy-free, vegetarian, vegan, and gluten-free options. They also support the Food Service and Operations of camp through working with the rest of the kitchen team in food preparation and baking, food storage, and by ensuring a clean and sanitary kitchen.

Required Qualifications: Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A positive person with a strong work ethic and the ability to work closely in a small team setting.

Assistant Food Service Manager

The Assistant Cook works as part of the Food Services team. Their primary focus is on working directly with the delivery of food service to campers and staff at CQE. They provide help and support to the Food Service and operations of camp through baking, food preparation, food storage, staff coaching, and kitchen cleaning. This staff member will take on the responsibilities of the Food Service Manager during their absence; this may include food ordering, menu planning, inventory control, and supervising kitchen staff.

Required Qualifications: Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A positive person with Food Services and/or camp experience.

Administrative & Management Positions

Communications and Program Coordinator

The Communications and Program Coordinator is responsible for providing support to the office and program administration at camp. This person will work with all areas of camp to ensure organization and smooth program delivery in all areas of our facility. They mainly support the office and program teams in daily tasks, paperwork, and camper and staff support. The Communications and Program Coordinator is a member of the Office team and does not directly support any staff members. The main components of this job include:

- management of program information (sorting campers into activities, schedules, attendances, program paperwork)
- management of all communications home (birthday cards, letters home, bunk mail)
- management of all CQE merchandise orders
- assisting with program supplies ordering
- covering Office Managers responsibilities when they are not present

This staff member works closely with Program Manager, Office Manager, Directors, and other staff to facilitate timely distribution of necessary information to the camp as a whole. This person must have excellent communication skills and an understanding of the information needed by each area of camp.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, extensive organization skills.

Preferred Applicants: A mature and computer literate person with exceptional communication and interpersonal skills and an ability to use Microsoft Excel.

YMCA Camp Queen Elizabeth Full Camp Season Positions (Spring, Summer and Family Camp required contracts)

Full camp season contracts will tentatively begin in late May 2021 and end after Family Camp in early September 2021. Fall contracts available.

CQE Office Manager

The Office Manager maintains the flow of information throughout Camp, to and from camper families, and between CQE and the Camping Branch in London. This person is the face of camp and is expected to provide excellent customer service to camp families and outdoor education clients. The main components of this job include the management of:

- incoming and outgoing information (mail, telephone, e-mail)
- camp information, registrations, and camper lists (camper files, cabin and bus rosters)
- supplies and inventories (office, merchandise)
- social media (blog, facebook, twitter)
- payroll (new hire packages and staff paperwork)
- Camper mail

This staff member works closely with Directors, Managers and other staff to facilitate timely distribution of necessary information to the camp. This person must have an understanding of the information needed by each area of camp, and an ability to use Microsoft Excel.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, extensive organization skills.

Preferred Applicants: A mature and computer literate person with exceptional communication and interpersonal skills; prior experience in customer service

Program Manager

The Program Manager is a key leadership position on the staff team and is responsible for establishing a participant-focused attitude amongst the program team and in all program areas at camp. The Program Manager is responsible for monitoring the quality of overall program at camp in both the spring and summer seasons and implementing systems to ensure that outdoor centre participants and summer campers receive a consistently incredible experience that reflects YMCA values and goals. This includes the supervision of all resource areas; land and water, all cabin programs, and camp wide programs. This staff member supervises the Program Team, Waterfront Coordinator, as well as Program Facilitators and Counsellors when in Outdoor Centre program instruction roles. This person oversees all program equipment on site and is involved in managing a budget to ensure adequate supplies are available for campers throughout the summer. The Program Manager is also responsible for organizing morning activities, all camp activities, theme days, and much more. This person works closely with other area managers at camp to ensure smooth coordination of service delivery to all outdoor centre participants and campers. The program team is responsible for overseeing all staff life events organized by the program team.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 3 seasons of camp experience.

Preferred Applicants: Mature, patient, creative, and fun individual with a commitment to staff development through positive coaching, a strong understanding of Y mission and values, and extensive organizational and programming experience in both summer camp and outdoor centre settings. G class drivers license an asset.

Water System Operator

The Water System Operator is responsible for managing the treatment of drinking water for our site. This includes managing the intake and outflow of water resources at camp, accountability for the daily operation of the camp's water distribution systems and wastewater treatment centre, and adherence to all Public Health and Ministry of the Environment regulations as they pertain to drinking water. Further responsibilities include: monitoring, chemical dosing, sampling and analysis, and taking accurate daily water records, and helping keep of wastewater conditions stable. This staff member will act as the on-site liaison with respect to wastewater systems, with certified operators from the Ontario Clean Water Agency, the consulting engineer, and officials from the Ministry of Energy and Environment. The Water System Operator will ensure that standards set for the operation of the treatment centre are consistently met, and that the treatment schedule outlined in the operating manual is being followed. In the absence of the on-site OCWA employee, the Water System Operator will be responsible for monitoring the waste water plant the overall conditions of CQE's waste water.

This person will contribute as a member of our Operations team with various tasks, such as cleaning and maintenance projects, around the site when not working with our water systems.

Required Qualifications: Criminal Record Check including Vulnerable Position, Walkerton Clean Water Agency's Drinking Water System Operator certification, Standard First Aid and CPR-C

Preferred Applicants: A positive, hard working and flexible person looking to contribute to a vital area of camp and further their education and experience, SVOP/OCA Marine Module certificate. G class drivers license an asset.

Onsite Operations Manager

The On-Site Ops Manager is responsible for supervising all Operations Staff except for the Water Systems Operator and the Off-Site Ops Manager and manages all site maintenance, cleaning, and projects. They ensure that all facilities at CQE are maintained at a high level of cleanliness and are kept in good repair. A primary focus for this person, in cooperation with the Off-Site Operations Manager, will be to ensure compliance with Ministry of the Environment regulations, Public Health regulations, Ministry of Transportation regulations, Fire Code, Building Code, and Electrical Code. The On-Site Operations Manager works directly to support the daily operations of the camp, including all camp cleaning, special maintenance projects, and other tasks as assigned. They are responsible for managing the operations budget and for controlling expenses related to site operations. This person also provides leadership to the staff team as a whole and works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: G Class Drivers License, Standard First Aid, CPR C, SVOP Commercial Boating License/OCA Marine Module, Criminal Record Check including Vulnerable Position Screening, 3 seasons of camp and/or maintenance experience.

Preferred Applicants: A mature person with exceptional organizational skills, strong maintenance skills (i.e. plumbing, carpentry etc.) and a solid understanding of Y mission and values.

Offsite Operations Manager

The Off-Site Operations Manager is responsible for supervising the Water Systems Operator, and ensuring that the water system, and all camp vehicles at CQE are managed, kept in good repair and maintained at a high level of functioning and cleanliness. A primary focus for this person, in cooperation with the On-Site Operations Manager, will be ensuring compliance with Ministry of the Environment regulations, Public Health regulations, and Ministry of Transportation regulations. The Off-Site Operations Manager works directly to support the daily operations of the camp, including food and garbage boat runs, all vehicle scheduling and maintenance, and other tasks as assigned. They are responsible for managing the expenses related to vehicle operations and water system operation. This person also provides leadership to the staff team as a whole and works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: G Class Drivers License, Standard First Aid, CPR C, SVOP Commercial Boating License/OCA Marine Module, Walkerton Clean Water Agency's Drinking Water Systems Operator certification, Criminal Record Check including Vulnerable Position Screening, 3 seasons of camp and/or maintenance experience.

Preferred Applicants: A mature person with exceptional organizational skills, strong maintenance skills (i.e. plumbing, carpentry etc.) and a solid understanding of Y mission and values.

Food Service Manager

The Food Service Manager is responsible for the overall food service operation at camp. This person is responsible for all purchasing with regards to food supplies, kitchen supplies, and equipment, and is expected to manage the budget of this area. The Food Service Manager oversees the preparation and serving of all meals to campers and staff of the camp, 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. They are responsible for planning a healthy, varied, and delicious menu. The Food Service Manager ensures that all food is prepared and handled in a safe and healthy manner, and that Public Health guidelines are met and exceeded. They supervise and support the Assistant Cook, Dietary Restrictions Cook, and Prep Cooks, and are responsible for establishing a fun and safe working environment in the kitchen. This person also provides leadership to the staff team as a whole and works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Position Screening, experience working in food service and/or at camp.

Preferred Applicants: A mature person with exceptional organizational skills, cooking skills, and a strong understanding of Y mission and values.

Assistant Director – Camper Care

The Assistant Director is part of the senior management team at CQE along with the Camp Director and Assistant Director - Programs and is responsible for ensuring all campers, leadership participants and their families receive high quality experiences that reflect YMCA core values and the YMCA's Camping Quality Recommended Practices. This person will split direct supervision of area managers with the Camp Director and Director of Programs. They may support the Program Manager, Counseling Manager, Leadership Manager, and/or Outtripping Manager, depending on their skills and abilities. The Assistant Director will offer coaching and feedback to area managers, address unique, challenging,

and/or persistent situations that arise involving campers and/or staff, facilitate excellent communication and smooth program delivery across various areas of camp, and most importantly create a positive, fun, enthusiastic, safe, and camper-focused attitude amongst the entire staff team. This person will also act as the on-site designate for the Camp Director in their absence. For a more detailed job description, including salary range, please contact the Camp Director at campbell.mac@swo.ymca.ca

Required Qualifications: NL, Standard First Aid, CPR C, valid "G" class license, Criminal Record Check including Vulnerable Position Screening if 18 years of age before contract start date; experience supervising staff; experience in several of the following functional areas: counselling, outtripping, leadership development, program.

Preferred Applicants: WAFA, in-depth understanding of the mission, vision, and values of the YMCA of Southwestern Ontario and how to put them into action at YMCA Camp Queen Elizabeth.