



# YMCA Camp Henry

## Employment Opportunities

### 2023

<https://www.ymcaswo.ca/camps/camp-henry>



# Applicants to YMCA Camp Henry

Camp Henry staff members are positive role models that are committed to ensuring safe and enjoyable experiences for all our participants that reflect the mission and core values of the YMCA of Southwestern Ontario. Applicants must be at least 17 year of age by December 31, 2023 in order 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 Henry 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, responsibility, and inclusiveness. We are dedicated to providing equal opportunities for all applicants in accordance with the Ontario Human Rights Code.

Successful applicants for employment at YMCA Camp Henry 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 will 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 uses 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 and hygiene.

In consideration of the above, the YMCA of Southwestern Ontario agrees to provide opportunities for 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 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 pre-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 Branch

YMCA Camp Henry 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 out tripping experiences, day-camps, youth leadership programs, outdoor education and corporate training opportunities.

### YMCA Camp Henry

YMCA Camp Henry opened its doors in 2017 and is a unique camp located in Point Pelee National Park in partnership with Parks Canada. We offer 4- and 5-night programs, family camps, and day camp programs throughout the season for campers aged 5-16 and welcome over 500 campers throughout the camp season. The lengths of our sessions are an ideal introductory overnight camp experience for youth across Ontario. We will offer a wide range of programs with an intentional focus on individual growth and appreciation for the outdoors. YMCA Camp Henry is an OCA accredited camp.

## 2022 Employment Information & Requirements

### Summer Precamp Training (June 25-30)

All Camp Henry employees are required to participate in a week-long training process that serves as the foundation for ensuring that our employees can successfully carry out their jobs, and that the staff team as a whole is prepared for the season. This training is mandatory for **all** Camp Henry 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 precamp.

### Online Training

All Camp Henry 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 emailed to all staff at a date to be determined, and completion of the training must be done before the start date of employment contract.

### Qualifications & Certifications

While Camp Management can 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. Camp Henry 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: NL, CPR-C, Standard First Aid, Pleasure Craft Operator Card, G class Driver's license.

### Criminal Record Check Policy

**All YMCA staff over the age of 18 require a Vulnerable Sector Check as a condition of employment.** Vulnerable Sector Criminal Record Checks will be obtained through the staff members' local Police records division. New Staff and volunteers will be responsible for the cost of criminal record checks where a fee is charged. Employees who worked for YMCA of Southwestern Ontario in the 2022 season who still have a valid criminal record check

will not be required to obtain a new CRC. All employees are required to sign an annual declaration indicating there has been no change to their record or disclosing any changes that have occurred. Please note that CRCs expire every 36 months. 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 work**. Criminal Record checks must be original, dated within the calendar year of employment (2023).

## 2023 Interview Information

All interviews will be conducted in person if the applicant is located in the Southwestern Ontario region or virtually by video conferencing if they are not in the area. If we wish to interview an applicant, applicants will receive an email to schedule their interview and confirm the time and format for their interview.

Please note, if you are applying to the same position that you were hired for in the 2022 camping season, you will not be guaranteed this same position on the Camp Henry 2023 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.

**Applicants applying to Counsellor positions** may be selected for a group interview. Our group interviews are done in small groups and may consist of small group discussions, one on one questions, and facilitation of a skill or game. All applicants invited for an interview will receive more details when their interview is scheduled.

**Applicants applying to non-counselling positions** may be selected for individual interviews with the Camp Henry management team based on mutual availability. Please note we are looking for specific qualities, skills and qualifications for our non counselling roles and there are limited positions available. If you are interested in various positions please indicate so on your application. **Applicants applying to non-counselling positions should have 2 or more years experience working at Camp Henry or equivalent experience working with youth.**

### Interview Dates

Applicants who receive an interview will be contacted by email to confirm a specific time and location. Interviews will be scheduled between December 8-21 for first round of interviews.

## How to Apply

If you are interested in various positions, please indicate so on your application.

**To apply to any position, all applicants (new and returning staff) must submit an online application for employment – [CLICK HERE TO APPLY ONLINE](#)**

**To be considered for first round of hiring, online applications are due DECEMBER 5<sup>th</sup> by 4 pm.**

Once all applications have been reviewed, you may be contacted **by email** for an interview. **Please note that we can only discuss the application and hiring process directly with the applicant.**

Questions regarding the application process can be directed to:

**Nancy Knyf**

**General Manager of Overnight Camping**

**Phone: 519-453-8858 x1102**

[camp.henry@swo.ymca.ca](mailto:camp.henry@swo.ymca.ca)

There are several factors that contribute to our hiring decisions at YMCA Camp Henry:

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

We recognize that often we must turn away qualified applicants simply based upon the strength of other applicants.

*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.*

*The YMCA of Southwestern Ontario values the diversity of people and communities and is committed to excellence and inclusion in our association. We thank all interested applicants however only those selected for an interview will be contacted.*

# YMCA Camp Henry Spring and Summer 2023 Positions

YMCA Camp Henry operates in June-October and offers traditional summer camp programs and Outdoor Education programs for campers, families, schools and community groups for youth, adults and families.

Summer contracts will begin June 25, 2023, at the start of summer staff training (pre-camp). These contracts will end in mid to late August 2023 depending on the position. Some counselling and non-counselling positions listed may have Family Camp positions available (the last two weeks of August).

Spring contracts for staff working with our outdoor education groups would tentatively begin late in early June 2023 and end in late June 2023.

## Counselling Positions

### Overnight Camp Counsellor

*Contract dates: June 25-August 18, some Family Camp contracts available August 20- Sept 1*

*Wage: New Counsellors \$400 per week, Experienced Counsellors \$425 per week*

Counsellors are a part of the counselling team directly working with campers, providing support and 24-hour supervision to all campers (ages 5-16). They are responsible for the mental and physical health and wellbeing of the campers in their care. Counsellors will assist with camp wide programs, as well as create and facilitate activities with their own cabin group. Counsellors will lead core programs and give support to specific program areas throughout the camp season. Overnight camp counsellors may also have the opportunity to support different areas of camp by working with the kitchen, leadership counselling or program. All counsellors will report directly to the Section Head.

**Required Qualifications:** Standard First Aid, CPR C, NL (preferred), and Criminal Record Check including Vulnerable Position Screening.

**Preferred Applicants:** Fun and responsible individuals looking to focus on the needs of campers. Successful completion of a leadership program and/or counselling experience is an asset.

### Day Camp Counsellor

*Contract dates: June 25-August 18, some Family Camp Contracts Available August 20- Sept 1*

*Wage: \$15.50 hourly, regular work week would be 4 or 5 days a week, 8 hours a day*

Day Camp counsellors will work with our small day camp working directly with campers, providing support and supervision to all campers (ages 5-13). They are responsible for the mental and physical health and wellbeing of the campers in their care. Counsellors will assist with all camp wide programs, as well as create and facilitate activities with smaller groups. Day Camp Counsellors will lead core programs and give support to specific program areas throughout the camp season. Day camp counsellors may also have the opportunity to support different areas of camp by working with the overnight camp, in the kitchen, leadership counselling or program. All counsellors will report directly to the Section Head.

**Required Qualifications:** Standard First Aid, CPR C, NL (preferred), and Criminal Record Check including Vulnerable Position Screening.

**Preferred Applicants:** Fun and responsible individuals looking to focus on the needs of campers. Successful completion of a leadership program and/or counselling experience is an asset.

### **Overnight Leadership Counsellor**

*Contract dates: June 25-August 18, some Family Camp Contracts Available August 20- Sept 1*

*Wage: Experienced Counsellors \$425 per week*

This position will be alternated with a traditional Counselling position when leadership programs are not running. Leadership Counsellors will work as part of a counselling team with a primary focus of working directly with campers, providing support and 24-hour supervision. They are responsible for the mental and physical health and wellbeing of the campers in their care. Leadership Counsellors will assist with all camp wide programs, as well as create and facilitate activities with their own cabin group. They will lead core programs and give leadership to specific program areas throughout camp. Throughout the summer, Leadership Counsellors may have the opportunity to support different areas of camp by working with the kitchen or program team. As an added responsibility, Leadership Counsellors will work closely with the Camp Director, Assistant Director and Program Coordinator to expand upon and facilitate leadership programs for campers aged 14-16 during certain sessions. Responsibilities include: delivering creative programs, facilitating sessions on leadership skills, fostering personal growth opportunities, providing feedback on performance, and evaluation of participants.

**Required Qualifications:** Standard First Aid, CPR C, NL (preferred), and Criminal Record Check including Vulnerable Position Screening.

**Preferred Applicants:** Fun and responsible individuals looking to focus on the needs of campers. Independently motivated person with extensive camp experience and other relevant experiences who relates well to youth and delivers consistent and positive feedback.

### **Inclusion Counsellor**

*Contract dates: June 25-August 18*

*Wage: \$425 per week*

Inclusion Counsellors work as part of a counseling 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 provide support at certain times of the day for certain campers. They are responsible for supporting the campers in their care while 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 the Day or Overnight Counsellor position depending on inclusion camper enrollment. Flexibility, adaptability and a willingness to take on new challenges are essential qualities for the role of Inclusion Counsellor.

**Required Qualifications:** NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, experience working with campers who need different levels of support

**Preferred Applicants:** Fun and responsible individuals looking to focus on the individual needs of campers. Successful completion of at least one season of counseling

## Food Service Positions

### Prep Cook

*Contract dates: June 25-August 18, Family Camp Position available Aug 20-Sept 1*

*Wage: \$425 per week*

The Prep Cook works as part of the food service team and is responsible for assisting in the delivery of food service to campers and staff at Camp Henry. They will support the food service and operations areas of camp through food preparation, baking, food storage, and by ensuring a clean and sanitary kitchen. This individual will have many opportunities to work with campers and staff in programs each day outside of their food service responsibilities.

**Required Qualifications:** Standard First Aid, CPR C, Food Safe Handling Certification, Criminal Record Check including Vulnerable Position Screening.

**Preferred Applicants:** A positive person with a strong work ethic and desire to work with children in a camp setting. Experience in a leadership program and/or food service experience is an asset.

### Food Service Coordinator

*Contract dates: Early June-Sept 1*

*Wage: \$625 per week*

The Food Service Coordinator is responsible for the overall food service operation at camp. The Food Service Coordinator will be in charge of the preparation, delivery and oversight of all meals for the summer camp season. They will be responsible for all purchases with regards to food supplies, kitchen supplies and equipment, and are expected to manage this area's large budget. The Food Service Coordinator will oversee the prep cook and work together to prepare and serve all meals, with consideration given to specific dietary needs, as well as ensuring that the kitchen and food storage areas are maintained at a consistently high level of cleanliness. The Food Service Coordinator should be comfortable working in an industrial kitchen and have experience with upkeep of large commercial grade kitchen appliances. The Food Service Coordinator is expected to be flexible, willing to take on new projects, provide healthy meals, and eager to train staff in a fast paced, energetic environment. The Food Service Coordinator will also provide leadership and supervise the prep cook and work closely with other areas at camp to ensure smooth coordination of service delivery to all campers. They will report directly to the Camp Director.

**Required Qualifications:** Standard First Aid, CPR C, Food Safe Handling Certification, and Criminal Record Check including Vulnerable Position Screening.

**Preferred Applicants:** A mature person with exceptional organizational skills and experience working in a kitchen and/or camp environment

## Non-Counselling Positions

### Program Rover

*Contract dates: June 25- Sept 1*

*Wage: \$500 per week*

The Program Rover is responsible for instructing and facilitating a wide range of programming for varied skill leveled campers (I.e. Biking, Archery, Arts & Crafts, Kayaking and Canoeing). The Program Rover will be responsible for providing leadership and assisting the Program Coordinator to deliver high quality activities and overall camper safety. The Program Coordinator and Program Rover will work as a team to update program curriculum, assist 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. The Program Rover will also lend support to other areas of camp including leadership/ inclusion programming, kitchen support and site maintenance when needed. This person will report to the Program Coordinator.

**Required Qualifications:** Standard First Aid, CPR C, NL, G License, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of camp experience.

**Preferred Applicants:** Individuals with experience in programming, a lot of positive energy and flexibility with the ability to facilitate activities

### Waterfront Coordinator

*Contract dates: Early June- Sept 1*

*Wage: \$550 per week*

The Waterfront Coordinator is responsible for the safety and supervision of all activities on the different waterfronts at camp. This includes the coordination and support of waterfront program areas, campers and staff. They will work to ensure all waterfront programs are fun, creative, safe, and engaging in a way that supports the YMCA core values and the goals of Camp Henry. The Waterfront Coordinator is responsible for overseeing the safety and emergency procedures on the waterfronts at camp, the coordination and supervision of lifeguards, and on-going in-service lifeguard training throughout the summer. They will ensure all activity and safety equipment and supplies are always stocked and in good working condition. A large portion of this role will be instructing kayaking and canoeing programs with cabin groups throughout each week and supervising swimming activities. This person will report to the Program Coordinator.

**Required Qualifications:** NL – Pool, NL – Waterfront (preferred), Standard First Aid, CPR C, G Class License, Criminal Record Check including Vulnerable Position Screening, minimum of 2 previous seasons working in a lifeguarding and/or waterfront camp environment.

**Preferred Qualifications:** Red Cross Instructors, YMCA Swim Instructors, LSS Instructors, LSS Examiners, ORCKA Canoe Levels, and Individuals with experience in waterfront programming, positive energy, the ability to instruct activities at a high level and effectively manage large groups of campers in all camp activities

### Program Coordinator

*Contract dates: Early June- Sept 1*

*Wage: \$625 per week*

The Program Coordinator is a key leadership position on the staff team and is responsible for establishing a participant-focused attitude amongst the staff team and in all program areas at camp. They are responsible for the safety and oversight of all activities at YMCA Camp Henry. The Program Coordinator will also supervise the

Program Rover and Waterfront Coordinator and work co-operatively to develop and deliver high quality activities. They will work to ensure all programs are fun, creative, safe, and engaging in a way that supports the YMCA core values and the goals of the YMCA Camp Henry community. With the support of the senior staff team and Camp Director, this individual will be directly responsible for the safety and quality of the following programming areas: archery, biking, boating, swimming, arts and crafts, creative arts, initiatives, outdoor skill building, environmental learning programs, and all sports and games played at camp. This individual will create a 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. The Program Coordinator also assists with program scheduling on a session-by-session basis. The Program Coordinator will ensure all equipment and supplies are always safe and stocked and in good working condition. This person supervised the Program Rover and Waterfront Coordinator and will report directly to the Camp Director.

**Required Qualifications:** Standard First Aid, CPR C, NL (preferred), G License, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of camp experience.

**Preferred Applicants:** Individuals with extensive experience in programming, a lot of positive energy, the ability to clearly instruct activities, develop age appropriate programs and effectively manage large groups of campers in all camp activities.

### **Section Head**

*Contract dates: Early June- Sept 1*

*Wage: \$625 per week*

The Section Head position is responsible for establishing a camper-focused attitude amongst the counseling team. The Section Head supervises and supports a portion of the counseling staff and fulfills the administrative requirements of the counseling area. They will coach counseling staff on camper care strategies, provide informal and formal feedback and provide support in dealing with day-to-day camper and counseling staff situations that arise. The Section Head will constantly monitor the health and wellness of campers and staff, administer daily medications while overseeing any campers that need medical attention, and or a stay in the Wellness Centre. Communicating with camp management, camper families and assisting in issues regarding camper wellness (emotional and physical) is an integral part of the Section Head role. The Section Head will assist with administrative work in the office and work closely with all areas of camp. This role will be directly supervised by the Assistant Director.

**Required Qualifications:** Standard First Aid, CPR C, NL (preferred), G Class License, and Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling or similar experience.

**Preferred Applicants:** Mature and patient individuals with extensive counselling experience and the ability to positively coach and supervise staff.

### **Assistant Director**

*Contract dates: Mid May-early October*

*Wage: \$765 per week*

The Assistant Director is part of the senior management team at Camp Henry and works along with the Camp Director to ensure smooth flow of the overall operations at camp. This individual is responsible for ensuring all campers, families and outdoor education participants receive high quality experiences that reflect the YMCA core values, mission and the YMCA's Camping Quality Recommended Practices. The Assistant Director is a key leadership position on the staff team and is responsible for directly supervising the Section Head and other team members, while establishing a camper-focused attitude amongst the team. This individual constantly monitors the level of camper care and supervision and is responsible for ongoing training opportunities and coaching to

help develop skills of the staff team. The Assistant Director maintains the flow of communication with campers, families and outdoor education clients. This staff member works closely with the director and senior team to manage the administrative tasks for each session and outdoor education. This person will work with all areas of camp to ensure organization and smooth program delivery in all areas of camp. Importantly, the Assistant Director and Camp Director will work together to establish and maintain a camp culture that is inclusive, safe, positive and fun. This person will also act as the on-site designate for the Camp Director in their absence. This position reports to the Camp Director.

**Required Qualifications:** Standard First Aid, CPR C, G Class License, NL (preferred), Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counseling experience, minimum 1 season of staff supervision 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 a camp setting.