

# Job Opportunity



## Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

## At the YMCA

You will feel connected to community, when your work positively influences the lives of others in so many ways.

- You will meet new people, while working at one of the most respected human services organizations in the world
- You will expand your knowledge base, where you can flourish in values-based environment.
- You will have career development opportunities where you build a better future for yourself and others.
- You will experience a rewarding job by helping support the building of healthy communities

## Our Y

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

"Y" not join the thousands of members, employees and volunteers and share our vision of a healthy community?

As we continue to grow, we have a need for the following position:

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**Position:** Assistant Director - Programs, YMCA Camp Queen Elizabeth

**Location:** YMCA Camp Queen Elizabeth (May-October) and Wortley YMCA, London (November – April)

**Start Date:** February 2023

**Compensation:** \$35,000-\$40,000 per year, depending on experience

YMCA Camp Queen Elizabeth (CQE) is a seasonal summer camp and outdoor center located in Georgian Bay Islands National Park on Beausoleil Island just outside of Honey Harbour, Ontario. Since 1953, CQE has offered a variety of programs for children and youth ages 6-17, including traditional one and two week overnight camps, extended canoe out trips, leadership programs, and outdoor education programs for school groups. The programs offered 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 Center, offering a variety of programs for schools and groups as well as a selection of training events and retreats for camp staff, adults and private groups. Annually, CQE hosts approximately 2000 participants throughout the outdoor education and summer camp programs.

The CQE Assistant Director - Programs position is a full-time position on the CQE senior management team. Along with the Camp Director and seasonal Assistant Director - Camper Care, this role 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 Assistant Director - Camper Care. They may support the Program 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. During the winter season, their main responsibilities include working with the Camp Director in planning and preparing for the next season, registration, and hiring the staff team.

**Benefits:**

- The successful applicant will be eligible to participate in our full benefit plan upon successful completion of their 90 day probationary period
- A complimentary YMCA membership which encourages you to embrace the Y's philosophy of health and well-being

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## Responsibilities:

- Ensure the delivery of high-quality participant experiences that promote and reflect the YMCA core values (Honest, Caring, Respect, Responsibility and Inclusiveness) and mission statement
- Develop and advance the Outdoor Centre season programs at YMCA Camp Queen Elizabeth, including program offerings, marketing, recruiting new groups, and increased weekend program participation
- Direct and manage all aspects and operations of the Outdoor Centre seasons (May, June, and September), manage the booking process and build strong relationships with schools, teachers, and families
- Provide on-site leadership to the daily operation of camp during the entire operating season, as well as leadership in the event of an emergency or crisis at camp
- Assist in hiring, training, supporting, and supervising the CQE staff team throughout the entire operating season
- Ensure program facility and equipment are in compliance with existing legislation and regulations, general health standards and sound risk-management practices
- Ongoing risk management and crisis response following YMCA procedures
- Ensure excellence in all aspects of OE and summer programming and curriculum through active and thorough team support and ongoing staff development.
- Maintaining high level of camper care and safety at YMCA Camp Queen Elizabeth.
- Maintain strong external relationships valuable to the ongoing success of camp
- In the absence of the Camp Director, act as designate in managing all aspects of CQE operations

## Other Job Details:

This is a full time position and the successful candidate is required to live on site at YMCA Camp Queen Elizabeth from early May to early October in rustic accommodations. From October to late April, this position is based in London at our main Association office with the potential to work remotely some of the time.

## Qualifications & Experience:

- Experience working with children, youth, and adults in a camp or outdoor education environment
- Previous experience managing and supervising staff in a camp or outdoor education environment (minimum 2 years)
- Exceptional communication skills, relationship-building skills, and organizational skills
- Valid CPR C/Standard First Aid
- G Class Drivers License
- National Lifeguard certification
- Pleasure Craft Operator card
- Wilderness First Aid (preferred)
- Current clear Criminal Reference Check with Vulnerable Sector Screening as per current YMCA human resource policy

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## Competencies:

- Values
- Philanthropy
- Inclusion
- Relationships
- Influence
- Developing Others
- Innovation
- Self Development
- Change Capacity
- Emotional Maturity
- Community
- Stewardship of Brand Culture
- Quality Results
- Project Management
- Finance
- Decision Making
- Communication

**To Apply:** Submit resume and cover letter to: [Isabel.kennedy@swo.ymca.ca](mailto:Isabel.kennedy@swo.ymca.ca) Please include the Job Title in the subject line. Deadline for application is January 27<sup>th</sup>, 2023.

**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 but advise that only those selected for an interview will be contacted.**

**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.**