



**YMCA Camp Queen Elizabeth
Employment Opportunities
Spring/Summer/Fall 2023**

www.ymcaswo.ca/camps/camp-queen-elizabeth



Applicants to YMCA Camp Queen Elizabeth

CQE staff members are 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. Applicants must be 17 by December 31, 2023, 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.

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

YMCA 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 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, participants, and colleagues
- Always demonstrate integrity through responsible behaviour

Facility Summaries

YMCA of Southwestern Ontario Camping Branch

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, 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 trips, leadership programs, school groups, adult weekends, family camps 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. CQE 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. In a regular year, CQE generally sees around 2000 visitors throughout the camp season.

2023 Employment Information & Requirements

Paperwork Session (Early Spring – Date TBD)

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.

Summer Pre-Camp Training (June 24-July 2, 2023)

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. This training will be designed to help give a wholistic picture of camp operations and cover extended topics to give all employees the information and training they need for their positions.

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.

Counsellor and New Staff Skills Training (tentative dates June 2-4, 2023)

This is a new mandatory training for **all counsellors and new staff members**. All counsellors and new staff are required to participate in a training weekend that ensures that they are able to plan, prepare, and deliver safe, healthy, and fun programs to our participants. This 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.

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 drivers license. If Water System OIT or Food Safety Training is required for your job, CQE will pay for the full course fee. If Wilderness First Aid, SRT/WRT, ORCKA levels are required for your job, CQE will assist with the cost by paying for half of the program fee. If the individual returns to a role at CQE where the certification is required a second consecutive year, CQE will pay the second half of the cost of certification

Criminal Reference Check Policy

All YMCA staff over the age of 18 years 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 2023 CQE 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 each year.

Counselling, Operations Staff, and Prep Cook Applicants

- New Counsellors/Operations Staff/Prep Cook Applicants: These are individuals who have not worked at a camp before and have limited/no employment experience I.e., have experience such as volunteering, leadership programs, babysitting, lifeguarding, tutoring, etc.
- Experienced Counsellors/Operations Staff/Prep Cook Applicants: These are individuals who have at least one year of relevant work experience working with children and youth. I.e., one season of working at an overnight/day camp. Individuals who are applying to experienced Operations Staff and Prep Cook roles should have either at least one season working in the food service industry or in a maintenance role.

New and experienced Counselling, Operations Staff, and Prep Cook Applicants may be invited to a group interview. Consisting of small group discussions, one on one questions, and facilitation of a skill or game. This can be an icebreaker, back pocket game, team building activity, short challenge, etc. It should be creative, fun, and engaging and require minimal supplies. If your group facilitation requires supplies, please ensure you come with everything needed. All applicants invited for an interview will receive more details when their interview is scheduled.

Non-Counselling Staff

These individuals have **at least** two years of work experience at CQE or equivalent. I.e. two years of work experience at an overnight/day camp, teaching a year of swimming lessons or school aged program, nannying full time for an extended period. Please note we are looking for specific qualities, skills and qualifications for our non counselling roles and there are limited positions available. The following roles are considered non-counselling:

- Leadership Trainers (DEL, LIT, Venture)
- Roving Support Counsellor
- Wellness Coordinator
- CQE Outtrip Leader
- Cabin Trip Coordinator
- Program Team Member
- Waterfront Coordinator
- Dietary Restrictions Coordinator
- Office and Program Administrator
- Water System Operator
- Managers

Non-counselling staff applicants may be selected for individual interviews with the CQE management team based on mutual availability.

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 were due December 5th. After this time, if any positions remain open, we will continue to accept applications and contact applicants for interview if interested,

Once all applications have been reviewed, you will be contacted **by email** for an interview. Interviews will take place throughout the month of December. Please note that we are aiming to have all our interviews complete prior to January.

Questions regarding the application process can be directed to:

Isabel Kennedy
Camp Director
Phone: (519) 453-8858 x 1100
isabel.kennedy@swo.ymca.ca

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

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. Applicants who have more relevant experiences and skills will be given preference over applicants who do not. 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.

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.

2023 CQE Wage Scale

| COUNSELLING POSITIONS | |
|------------------------------|-------------|
| POSTION | WAGE |
| Counsellor - New | \$400/week |
| Counsellor - Experienced | \$425/week |
| Inclusion Counsellor | \$425/week |

| NON-COUNSELLING POSITIONS | |
|---|-------------|
| POSITION | WAGE |
| Prep Cook/Operations Team Member | \$425/week |
| Non-Counselling Role/Leadership Trainer – New | \$450/week |
| Non-Counselling Role/Leadership Trainer - Experienced | \$550/week |
| Manager – New | \$575/week |
| Manager – Experienced | \$625/week |
| Outtrip Leader/Venture Trainers | \$725/week |
| Assistant Director | \$765/week |

| OUTDOOR CENTRE - SPRING | |
|------------------------------------|-------------|
| POSITION | WAGE |
| Spring/Fall OC Program Facilitator | \$550/week |
| Spring/Fall OC Program Coordinator | \$600/week |

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

The CQE Outdoor Centre operates in late 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 begin mid-late in May and end in late June. Fall contracts would tentatively begin in early September and end at the beginning of October.

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 may also lead canoe trips for any Outdoor Centre groups that have scheduled a trip and would be responsible for the overall group management and leadership, safety, and wellbeing of participants. 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 2023, at the start of summer staff training (pre-camp). These contracts will end at the end of Horizons 2, in late August 2023. Some Managers, Leadership trainer and non-counselling positions listed in the summer contract section may have Outdoor Centre and Family Camp positions available to them. Positions marked with * are required full season (mid-May-beginning of September) positions.

For all counselling positions, if you are interested in only working portions of the summer (i.e., Only July and not August) include this in your application. We are open to creating flexible contracts to those who need it.

Counselling and Counselling Support 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. New counsellors are expected to develop a broad understanding of CQE and a solid foundation of skills for working at camp. Experienced counsellors will be responsible for offering hands on support and coaching to new counsellors as part of a counselling pair. Experienced 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 Management Team 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 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 individuals who have require 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 year of counselling experience or equivalent experience.

Roving Support Counsellors

Roving Support Counsellors (Rovers) 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 Rovers (including the Wellness Coordinator) 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. Rovers also assist in on-going development of counselling and camper-care skills, providing Counsellors with constant feedback, both formal and informal. Rovers 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 equivalent 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 Coordinator*

The Wellness Coordinator or "Wellness Rover" works as part of the counselling team with a primary focus on wellness. The Wellness Rover is 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 OT Manger, will be responsible for purchases and inventory of first aid supplies, as well as training the staff for proper 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 the Roving Support Counsellors (including Wellness) 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 Coordinator and fulfills the administrative requirements of the counselling area. The Counselling Manager will directly support the Inclusion Program at CQE alongside the Assistant Director- Camper Care. 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 or equivalent 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 driver's license is an asset.

Leadership Program Positions

Leadership 1: DEL Trainers*

Leadership 1 Trainers 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 8-10 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 12-day canoe 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 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 Advanced First Aid (40 Hours), Criminal Record Check including Vulnerable Position Screening, ORCKA Canoe Tripping Level 3.

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 long program 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 also lead a four-day canoe trip for the LITs to focus on group development, problem-solving and leadership skills. 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 or equivalent 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 Leadership 2: Venture LIT program. The Venture program will start with few days at camp to review paddling and tripping skills and will include teaching participants white water paddling skills. Venture trainers will be responsible for facilitating the skill development and creating an intentional program to get the Ventures prepared for trip. In both July and August, the groups will go out on a 3-4 week wilderness canoe trip. 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 white water training 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 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 3 and Moving Water Level II, experience guiding canoe trips, experience paddling white water.

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 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 programs. 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 Driver's 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 or equivalent 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

CQE Outtrip Leader

The CQE Outtrip Leader leads a wide variety of canoe trips, ranging from overnight cabin trips to one- or two-week canoe trips to leadership trips. Leaders 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 leaders 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. When leading leadership trips, CQE outtrip leaders are responsible for supporting leadership trainers in the overall management of the trip. The CQE Outtrip Leaders 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 3, minimum 1 year of counselling experience

Preferred Applicants: SRT 1, certification, flexible individuals with extensive camp tripping experience, possesses excellent risk management knowledge and abilities.

Cabin Trip Coordinator*

The Cabin Trip Coordinator (CTC) is responsible for all 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 safety, 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 3 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. G class driver's license an asset.

Outtripping Manager*

The Outtripping (OT) Manager is responsible for the overall operation of all trip programs at camp, including leadership, one week or two-week outtrips and cabin trips. It is essential that this person fosters a positive outtrip culture amongst staff, leadership participants, and campers. They must be able to respond to on-trip incidents and 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 Counsellor Skills Weekend. They supervise and support the Cabin Trip Coordinator and the CQE Outtrip Leaders. 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 3 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, one member will manage the Paddling area (canoeing and kayaking), 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, Pleasure Craft Operator Card, instructor qualification in their program area or equivalent experience, minimum 2 seasons of camp experience or equivalent 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 (preferred), Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, Pleasure Craft Operator Card, ORCKA Basic Canoe and Flatwater Kayak Instructor, minimum of 2 previous seasons working in a waterfront camp environment or equivalent experience.

Preferred Qualifications: Red Cross Instructors, YMCA Swim Instructors, LSS Instructors, LSS Examiners,

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 safety and 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 Coordinators 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. The Program Manager is responsible for continuing to develop written program resources for staff to help them facilitate high quality programs.

Required Qualifications: NL, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, Pleasure Craft Operator Card, minimum 3 seasons of camp or equivalent 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.

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 Manager and Assistant Manager 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, OCA Marine Module/SVOP+MEDA3, 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.

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, any consulting engineers, 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 Small Drinking Water System Operator certification, Standard First Aid and CPR-C, G Class Drivers License

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 Commercial Boating License/OCA Marine Module

Assistant Operations Manager*

The Assistant Ops Manager works alongside the Ops Manager to ensure 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 Assistant Ops Manager will work along with the Ops Manager to support and organize the daily operations of the camp, including food and garbage boat runs, special maintenance projects, and other tasks as assigned. The Assistant Ops Manager will support the Ops Manager in leadership within the Ops team and will take on the Ops Managers responsibilities when they are away.

Required Qualifications: G Class Drivers License, Standard First Aid, CPR C, Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module, Criminal Record Check including Vulnerable Position Screening, 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.

Operations Manager*

The Ops Manager is responsible for supervising all Operations Staff 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 and ensure 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. The Ops Manager works directly to coordinate and 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 site repair and maintenance, vehicle operations and water system operation. A primary focus for this person 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 Ops Manager is responsible for facilitating audits and implementing tools and schedules to ensure well-maintained facilities. 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, Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module, Walkerton Clean Water Agency's Small Drinking Water Systems Operator certification, Criminal Record Check including Vulnerable Position Screening, 3 seasons of camp and/or equivalent 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.

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 managing allergies and specific dietary needs such as 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 Food Service Manager 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.

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 FSM, Dietary Restrictions Coordinator, 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.

Administrative & Management Positions

Office and Program Administrator*

The Office and Program Administrator 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 Office and Program Administrator 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 the Office Manager's 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.

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 (Instagram and Facebook)
- payroll (new hire packages and staff paperwork)
- Camper mail

The Office Manager supervises the Office and Program Administrator and 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

Assistant Director – Camper Care*

The Assistant Director is part of the senior management team at CQE, along with the full time 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 Assistant Director - Programs. They may support the Counselling Manager, Leadership Manager, and/or Outtripping Manager, depending on their skills and abilities. The Assistant Director - Camper Care 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 may 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

isabel.kennedy@swo.ymca.ca

Required Qualifications: NL, Standard First Aid, CPR C, G class license, Criminal Record Check including Vulnerable Position Screening, Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module, 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.