



**YMCA Camp Queen Elizabeth  
Employment Opportunities  
Spring/Summer/Fall 2024**

[www.ymcaswo.ca/camps/camp-queen-elizabeth](http://www.ymcaswo.ca/camps/camp-queen-elizabeth)



# Applicants to YMCA Camp Queen Elizabeth (CQE)

Be the spark that ignites the potential in our overnight campers! Join our Y of Southwestern Ontario CQE camp team, and work in a fun, positive environment where every day is different, and you'll always be engaged in meaningful work with families, children, and youth. We're seeking positive role models who reflect the core values of our organization and are committed to ensuring our summer campers all have safe and enjoyable experiences at CQE.

Applicants must be 17 by December 31, 2024, 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

## **Why the Y?**

The YMCA of Southwestern Ontario is committed to the development of healthy communities and welcomes people of all backgrounds, beliefs, and abilities. We are committed to helping our employees reach their full potential and are recognized by Forbes as one of Canada's Top Employers. We offer meaningful employment and the opportunity to make a difference in the lives of individuals and families.

Camp Queen Elizabeth (CQE) 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.

## **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**

YMCA Camp Queen Elizabeth (CQE) is our heritage property, beloved by generations of families and a leader in providing quality camp experiences for youth since 1953. CQE has a variety of programs including: classic overnight camps, extended canoe trips, leadership programs, school groups, adult

weekends, family camps and private bookings from one to 27 nights in length. CQE provides programs that have a strong emphasis on waterfront activities, canoe tripping, and environmental education.

## 2024 employment information & requirements

### Pre-employment requirements

Prior to the start of the season staff are required to complete all their staff paperwork, submit their direct deposit information, and complete any mandatory HR Online Training and pre-summer requirements. Online training will be paid. Camp management will hold virtual paperwork sessions during the spring to provide an opportunity for employees to complete the necessary paperwork and ask questions about the upcoming camping season.

### Summer pre-camp training (June 22-29, 2024)

This is a paid training that all **new and returning CQE staff members** are required to participate in a week-long training process prior to the start of employment. This training is designed to provide an overview of camp operations and cover extended topics, and to give all employees the information they need to be successful in their roles.

### Training weekend for new staff (tentative dates May 31 - June 2, 2024)

This is paid training, available to **all new staff members**. It is not mandatory but highly encouraged. Starting at CQE, staff will spend the majority of their time on a canoe trip in the Georgian Bay Area. This training is designed to ensure staff learn the skills needed to plan, prepare and deliver safe, healthy and fun trip programs to our participants. This training will cover basic “out-tripping” skills and touch on the basics of counselling skills, risk management, program facilitation and camper wellbeing management.

### Qualifications & Certifications

Each CQE position description (below) includes a list of required qualifications. Please note, employees are required to cover the full cost of the following certifications if required for their job. They include:

- National Lifeguard (NL),
- CPR-C, Standard First Aid,
- Pleasure Craft Operator Card,
- G class drivers license.

**Course fee exceptions:** If water system operator training or food safety training is required for your job, CQE will pay for the full course fee. If wilderness first aid, Swiftwater rescue technician, or any ORCKA paddling levels are required for your job, CQE will pay 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 Y staff 18 years or older require a Vulnerable Sector Check as a condition of employment.**

Vulnerable sector criminal record checks (CRCs) can be obtained through your local police service’s records department. New staff and volunteers are responsible for the cost of criminal record checks. Employees who worked for YMCA of Southwestern Ontario in 2023 and still have a valid criminal record check will not be required to obtain a new one. All employees are required to sign an annual declaration

indicating there has been no change to their record, or to disclose any changes that have occurred. Please note that CRCs expire every 36 months. If an employee is rehired and the CRC is older than 36 months at the time of rehire, the employee will be required to provide new CRC. Failure to provide a CRC, or providing a record check that is unacceptable to the association, will result in termination of employment without notice or payment. An **acceptable CRC is required to be on file on or before the first day of work.**

## **2024 interview information. What interviewees need to know:**

All interviews will be conducted in person or virtually (with video) on Microsoft Teams. Applicants will receive an email to schedule the time and format of their interview.

Please note, if you are applying to the position you were hired for during the 2023 camping season, you are not guaranteed this same position on the 2024 CQE staff team. We will take your experience into consideration, but all applicants are required to go through the interview process each year.

**New and experienced counselling, operations staff, and prep cook interviews will be in a group format** 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** applicants may be selected for individual interviews with the CQE leadership team based on mutual availability and will be contacted via email to select a time. These interviews will be conducted in person, by phone, or virtually on Microsoft Teams.

## **How to apply**

If you are interested in more than one position, 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 **Monday November 27<sup>th</sup>, 2023 by 5 p.m.**

Once the deadline for the first round of hiring has passed, those selected for an interview will be contacted via email. Interviews will take place from the end of November through to the end of January. Applications submitted after November 24 will be considered on an as-needed basis.

**Questions regarding the application process can be directed to:**

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

**Please note: we can only discuss the application and hiring process directly with the applicant. We encourage parents/guardians/caregivers with questions about an applicant's status and hiring process to have the applicant email the director.**

CQE’s hiring process is 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 application package
5. Performance and punctuality during the interview

Due to the competitive nature of this process, sometimes we must turn away qualified applicants based upon the strength of other applicants. Those who have more relevant experiences and skills will be given preference. If you are not offered a position at CQE, we can provide contact information for other YMCA Camps.

The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for members, participants, employees, job applicants, suppliers and visitors. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (AODA) (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.

## 2024 CQE wage scale

<b>COUNSELLING POSITIONS</b>	
<b>POSTION</b>	<b>WAGE</b>
Counsellor - new	\$400/week
Counsellor - experienced	\$425/week
Inclusion counsellor	\$425/week

<b>NON-COUNSELLING POSITIONS</b>	
<b>POSITION</b>	<b>WAGE</b>
Prep cook/operations staff	\$425/week
Non-counselling role - new <i>Positions could include: DEL trailers, island LIT trainers, roving support counsellors, program team members, office and program administrator</i>	\$450/week
Non-counselling role - experienced <i>Positions could include: DEL trailers, island LIT trainers, roving support counsellors, program team members, office and program administrator</i>	\$550/week
Co-ordinator/assistant manager <i>Positions could include: wellness co-ordinator, dietary restrictions co-ordinator, cabin trip co-ordinator, waterfront co-ordinator, transportation co-ordinator/staff life support, assistant operations manager, assistant food service manager</i>	\$550/week

Manager -new	\$575/week
Manager -experienced	\$625/week
Outtrip leader/venture LIT trainers	\$725/week
Seasonal assistant director	\$765/week

OUTDOOR CENTRE - SPRING	
POSITION	WAGE
Spring/fall OC program facilitator	\$550/week
Spring/fall OC program co-ordinator	\$600/week

**Position experience explained:**

**Counselling, operations staff, and prep cook**

- **New counsellors/operations staff/prep cook:** individuals who have not worked at a camp before and have no employment experience or limited employment experience (for example, they may have experience such as volunteering, leadership programs, babysitting, lifeguarding, tutoring, etc.)
- **Experienced counsellors/operations staff/prep cook:** individuals who have at least one year of relevant work experience

**New non-counselling staff**

These individuals have **at least two years** of relevant work experience (for example, at an overnight/day camp, teaching swimming lessons or school aged program, nannying full time for an extended period). Positions for new non-counselling staff include DEL trailers, island LIT trainers, roving support counsellors, program team members, office and program administrator. Depending on the applicants experience these positions may be applicable for experienced non-counselling wage.

**Experienced non-counselling staff**

These individuals have **at least three years** of work experience in a non-counselling position or equivalent (for example, at an overnight/day camp, teaching swimming lessons or school aged program, nannying full time for an extended period). Positions for experienced non-counselling staff include DEL trailers, island LIT trainers, roving support counsellors, program team members, office and program administrator.

**Co-ordinators/assistant managers**

These individuals have **at least three years** of work experience in a non-counselling position or equivalent (for example, at an overnight/day camp, teaching swimming lessons or school aged program, nannying full time for an extended period). These individuals also have strong organizational skills, leadership skills, an understanding of the area of their position. Positions for co-ordinators and assistant managers include wellness co-ordinator, dietary restrictions co-ordinator, cabin trip co-ordinator, waterfront co-ordinator, transportation co-ordinator/staff life support, assistant operations manager, assistant food service manager.

**New managers**

These individuals have **at least four years** of work experience in a non-counselling position or equivalent (for example, at an overnight/day camp, teaching swimming lessons or school aged program, nannying

full time for an extended period). These individuals have strong organizational and leadership skills as well as sound knowledge pertaining to risk management and their specific area of management.

### **Experienced managers**

These individuals have **at least five years** of work experience in a non-counselling position or equivalent (for example, at an overnight/day camp, teaching swimming lessons or school aged program, nannying full time for an extended period) and **at least one year** of experience in a leadership position. These individuals have strong organizational and leadership skills as well as sound knowledge pertaining to risk management and their specific area of management.

## **YMCA Camp Queen Elizabeth outdoor centre positions**

### **Spring and fall contracts**

The CQE outdoor centre operates in May, June, and September and offers outdoor education programs for schools and specialty weekend programs for adults and families. The spring and fall seasons are 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 will begin for the following positions:

- Seasonal assistant director (April 29, 2024)
- Managers/program co-ordinators (May 1, 2023)
- Program facilitators/waterfront co-ordinator/water systems operator/transportation co-ordinator/staff life support/venture LIT trainers/assistant operations manager/assistant food service manager/dietary restrictions co-ordinator (May 12, 2024)

Fall contracts will be in effect from September 2 to September 30, 2024. During the fall season we are looking for staff to work both full time and weekends, if you are interested in working during September, please indicate this at the time of application and in your interview.

### **Program facilitators**

Program facilitators instruct all water and land based programs and have a good working knowledge of all activities that take place at camp. Program facilitators may lead canoe trips and are responsible for the overall group management and leadership, safety and wellbeing of participants. Program facilitators host and facilitate 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:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

**Preferred applicants:** Self-starters, flexible, hard-working, enjoy working in a team environment and performing a variety of roles.

### **Program co-ordinators**

Program co-ordinators run programs and serve as group leads for all programs that run at CQE and outtrips (canoe trips) during the spring/fall season. They offer coaching and day-to-day supervision for program facilitators and liaise with teachers to ensure programs meet the needs of the group and daily

conditions. All outdoor centre staff play a variety of roles. In addition to delivering 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:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, prior experience working in outdoor education.

**Preferred applicants:** Self-starters, flexible, hard-working, enjoy working in a team environment and performing a variety of roles

## YMCA Camp Queen Elizabeth summer position descriptions

### Summer Contracts

Summer contracts will start June 22, 2024, and include pre-camp training week from June 22-29. Summer contracts will end after our last camp session of the summer ("Horizons 2"), on August 24. Some manager, leadership trainer and non-counselling positions listed in the summer contract section may have outdoor centre and family camp positions available to them.

Positions that require employees to work a full season (May to the beginning of September) have "—**spring position required**" indicated beside the job title.

If you are interested in only working a portion of the summer (for example, one month) please include this in your application. We are open to creating flexible contracts. However, pre-camp training week is **mandatory for all staff**.

### Counselling and counselling support positions

#### Counsellors

Counsellors work directly with campers, providing support and supervision as part of a team. They are responsible for supporting the mental and physical health and wellbeing of campers in their care. New counsellors are expected to develop a broad understanding of CQE and a solid foundation of skills for working at camp. Experienced counsellors are responsible for offering guidance and mentorship to new counsellors. Experienced counsellors will lead skill-based morning activities to campers. Counsellors also give support to leaders in training (LIT). Flexibility and a willingness to take on new challenges are essential qualities for all counsellors.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, CQE training weekend for new staff, Criminal Record Check including Vulnerable Sector Check.

**Preferred applicants:** Fun, responsible, looking to focus on the needs of campers who have completed CQE or equivalent leadership programs and/or one year of counselling experience.

#### Inclusion counsellor

Inclusion counsellors work as part of a counselling team, directly with inclusion campers that need different levels of support and supervision. They are responsible for supporting 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. **Other responsibilities include:** running programs and developing



techniques to ensure campers feel included and comfortable in the camp environment and developing a professional and caring relationship with camper families to ensure effective communication. 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:** National Lifeguard certification, Standard First Aid, CPR C, CQE skills weekend, Criminal Record Check including Vulnerable Sector Check, experience working with individuals who require different levels of support, , at least one year of counselling experience or equivalent.

**Preferred applicants:** Fun, responsible, looking to focus on individual needs of campers.

### **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 co-ordinator) and counselling manager work to set a positive tone for the camp as a whole and create a safe and inclusive space for campers and staff. **Other responsibilities include:** supervising a portion of the counselling staff, providing support and coaching in dealing with day-to-day camper situations, helping with ongoing development of counselling and camper-care skills, providing counsellors with constant feedback (both formal and informal), ensuring families are well informed with regards to behavioural incidents involving their camper and helping 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 outings when needed.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling or equivalent experience.

**Preferred applicants:** Extremely positive attitude, patient, extensive and varied counselling experience, able to positively coach a large staff.

### **Wellness co-ordinator\* — spring position required**

The wellness co-ordinator works as part of the counselling/roving team with a primary focus on wellness. The wellness co-ordinator performs many of the duties of a roving support counsellor, but with a focus on camper and staff wellness. This staff member may directly supervise a small group of counsellors. They, in collaboration with the outtripping manager, are responsible for purchases and inventory of first aid supplies and training staff for proper procedures involving medical supplies. The wellness rover will maintain an effective professional relationship with the volunteer doctor/nurse, providing consistency to medical care throughout the summer. **Other responsibilities include:** assisting with/co-ordinating wellness checks and daily medications at the start and end of each session, before and after outings and after meals, overseeing campers that need medical attention in the wellness centre, connecting with families on matters related to camper health and wellness (and documenting these calls and sharing pertinent information with the rest of the counselling team and camp management). As a team, all roving support counsellors (including wellness) and counselling managers work to set a positive tone for the camp and to create a safe and inclusive space for campers and staff and ensure that campers' life needs are being adequately met. The wellness co-ordinator supervises a portion of the counselling staff, providing support and coaching in dealing with day-to-day camper situations as they arise and provide informal and formal feedback to counsellors.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling/similar experience and applicable skills with organization and leadership.

**Preferred applicants:** Extremely positive attitude, patient, extensive and varied counselling experience, able to positively coach a large staff, interest in health and wellbeing.

### **Counselling manager\* — spring position required**

The counselling manager is a key leadership role, responsible for establishing a camper-focused attitude among the counselling team. The counselling manager supervises and supports the roving support counsellors, including the wellness co-ordinator and fulfills administrative requirements of the counselling area. The counselling manager will directly support the inclusion program at CQE alongside the assistant director- camper care. **Other responsibilities include:** providing support for day-to-day camper and staff situations as they arise, co-ordinating ongoing training for the counselling team, providing ongoing feedback to roving support counsellors and counsellors, communicating with camp management and camper families and assisting in issues regarding camper wellness (emotional and physical) and working closely with other area managers at camp to ensure smooth co-ordination of service delivery to all campers.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling experience, minimum 1 season of staff supervision experience or equivalent experience.

**Preferred applicants:** High level of personal responsibility, patient, strong understanding of Y mission and values, extensive supervisory, organizational, and counselling experience, G class driver's license an asset.

## **Leadership program positions**

### **Leadership 1: developing excellent leaders (DEL) trainer**

Leadership 1 trainers are responsible for co-ordinating the first year of leadership at CQE. DEL trainers work co-operatively to develop and deliver the DEL 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 skills and group building components while living in the CQE community and wilderness. 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:** National Lifeguard certification, Standard First Aid, CPR C, Wilderness Advanced First Aid (40 Hours), Criminal Record Check including Vulnerable Sector Check, ORCKA Canoe Tripping Level 3.

**Preferred applicants:** Strong leader, extensive camp outtripping experience, relates well to 15-year-olds, able to deliver consistent and positive feedback.

### **Leadership 2: island leaders-in-training (LIT) trainer**

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 participants each month. They will work with counsellors, the leadership manager and program staff to co-ordinate opportunities for leadership development, including a two-week cabin placement and two weeklong program placements. The emphasis is on camp counselling and leadership skills and focuses on the development of the leader within the cabin group. LIT trainers will also lead a four-day canoe trip for the LITs to focus on group development, problem-solving and leadership skills, and will work closely with the leadership manager and assistant director to help facilitate the delivery of high school credit program. **Other responsibilities include:** delivering creative programs, facilitating sessions on leadership skills, fostering personal growth opportunities, providing feedback on performance and evaluation of LITs.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons counselling experience or equivalent experience.

**Preferred applicants:** Independently motivated, extensive camp experience and other relevant experiences, able to relate to 16-year-olds, able to deliver consistent and positive feedback.

### **Leadership 2 : venture LIT trainer\* — spring position required**

Venture trainers are responsible for the overall preparation, delivery and summation of the Leadership 2: Venture LIT program. The Venture trainers are responsible for reviewing paddling and tripping skills that include teaching participants white water paddling skills ahead of their trip. Venture trainers will play an integral role during this time, facilitating the skill development and creating a program to prepare Ventures for the trip. **Other responsibilities include:** In both July and August, the groups will go out on a three-to-four 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. They will work with the leadership manager & assistant director to help facilitate the delivery of high school credit program.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, 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:** High level of personal responsibility, extensive camping and outtripping experience, demonstrated proficiency in camper leadership and excellent wilderness and risk management skills.

### **Leadership manager\* — spring position required**

The leadership manager is a key role, responsible for the overall success of the CQE leadership programs. The leadership manager supervises and supports 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 DEL, Venture LIT and Island LIT. **Other responsibilities include:** setting

course timelines with leadership trainers, ensuring course materials are available for trainers and students, supporting trainers with course-related issues, marking assignments. Co-ordinating training for the leadership staff team; providing feedback to leadership trainers, communicating with the wellness rover, camp management and participant families to assist in issues regarding participant wellness. In addition, the leadership manager 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 co-ordination of service delivery to all campers.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, G Class Driver's License, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling experience, minimum two seasons of leadership training and/or staff supervision experience or equivalent experience.

**Preferred applicants:** High level of personal responsibility, patient, strong understanding of Y mission and values, extensive supervisory, organizational, canoe-trip guiding and leadership training experience. ORCKA canoe paddling and tripping levels

## 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. **Other responsibilities include:** 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 outtrip leaders 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:** National Lifeguard certification, Standard First Aid, CPR C, Wilderness Advanced First Aid (40 hours minimum), Criminal Record Check including Vulnerable Sector Check, ORCKA Canoe Tripping Level 3, minimum one year of counselling experience.

**Preferred applicants:** SRT 1 certification, flexible, extensive camp-tripping experience, excellent risk management knowledge and abilities.

### Cabin trip co-ordinator\* — spring position required

The cabin trip co-ordinator (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, co-ordinates 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. **Other responsibilities include:** delivery of training and feedback to counsellors regarding trip leadership and safety and proactively establishing a positive and

environmentally responsible trip culture among the counselling team and campers. This position reports to the outtrip manager and will also provide support to the overall operation of all outtrip programs at CQE.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, experience leading canoe trips, Wilderness Advanced First Aid (40 hours minimum), ORCKA Canoe Tripping Level 3 or equivalent experience. Minimum two seasons of counselling/similar experience and applicable skills with organization and leadership

**Preferred applicants:** Mature, 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\* — spring position required**

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 among 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 for 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. **Other responsibilities include:** managing the OT budget, overseeing equipment use, repairs, and purchasing, ordering food, maintaining adequate food supplies, planning and delivering training for CQE staff, including for the counsellor skills weekend, supervising and supporting the cabin trip co-ordinator and the outtrip leaders, working with leadership trainers to ensure the safe and smooth delivery of their trips, and working with with other managers at camp to ensure effective co-ordination of service delivery to all campers.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Wilderness Advanced First Aid (40 hours), Criminal Record Check including Vulnerable Sector Check, ORCKA Canoe Tripping Level 3 or equivalent experience.

**Preferred applicants:** High level of personal responsibility, exceptional organisational skills, strong understanding of Y mission and values, significant outtripping experience, G class driver's 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 help facilitate the safe delivery of programs and special events. Program team staff update program curriculum, assist in the delivery of programs and ensure that each program area and all special events are run at a high standard of safety and quality. One member of the program team will manage the sailing area, one will manage the paddling area (canoeing and kayaking) and one will manage arts and crafts. The program team member oversees all instruction and safety of their respective program areas. These employees assist with program scheduling on a session-by-session basis and may assume the duties of the waterfront co-ordinator if needed. Program team members will also support outtrips when needed.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, Pleasure Craft Operator Card, instructor qualification in their program area or equivalent experience, minimum two seasons of camp experience or equivalent experience.

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

### **Waterfront Co-ordinator\* — spring position required**

The waterfront co-ordinator is responsible for the safety and supervision of all activities on the waterfronts at CQE. This includes the co-ordination and support of waterfront program areas, waterfront cabin programs, campers, and staff. This staff member works closely with counsellors instructing waterfront program areas to co-ordinate the waterfront programs within the daily, weekly and session schedules at camp. **Responsibilities include:** overseeing safety and emergency procedures on the waterfronts and co-ordinating and supervising lifeguards and swim-instructor schedules and ongoing in-service lifeguard training throughout the summer.

**Required qualifications:** National Lifeguard (NL) certification – Pool, NL – Waterfront (preferred), Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, Pleasure Craft Operator Card, ORCKA Basic Canoe and Flatwater Kayak Instructor, minimum of two previous seasons working in a waterfront camp environment or equivalent experience and applicable skills with organization and leadership.

**Preferred applicants:** Red Cross instructors, YMCA swim instructors, Lifesaving society instructors, Lifesaving society examiners.

### **Program manager\* — spring position required**

The program manager is a key leadership role, responsible for establishing a participant-focused attitude among the program team and in all program areas at camp. The program manager monitors the safety and quality of overall program at camp in both the spring and summer seasons and implements systems to ensure that outdoor centre participants and summer campers receive a consistently incredible experience that reflects YMCA values and goals. **Responsibilities include:** supervising all resource areas (land and water, all cabin programs, and camp wide programs); supervising the program team, waterfront co-ordinator, program facilitators and outdoor centre program instruction staff; overseeing all program equipment on site; helping manage a budget to ensure adequate supplies are available for campers throughout the summer, organizing morning activities, all camp activities, theme days, and much more; working closely with other area managers at camp to ensure smooth co-ordination of service delivery to all outdoor centre participants and campers; overseeing all staff life events organized by the program team; and continuing to develop written program resources for staff to help them facilitate high quality programs.

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, Pleasure Craft Operator Card, minimum three seasons of camp or equivalent experience.

**Preferred applicants:** High level of personal responsibility, patient, creative, fun, committed to staff development through positive coaching, strong understanding of Y mission and values, extensive organizational and programming experience in both summer camp and outdoor centre settings, G class driver's license an asset.

## **Operations 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. **Other responsibilities include:** regular cleaning schedule of camp buildings and facilities, working with the operations manager and assistant manager to support 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 Sector Check.

**Preferred applicants:** Pleasure Craft Operator Card, OCA Marine Module/SVOP+MEDA3, G Class License, positive attitude, strong work ethic, self-motivated, able to work independently and as a member of a small team.

### **Water system operator\* —spring position required**

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, being accountable for the daily operation of the camp's water distribution systems and wastewater treatment centre and ensuring adherence to all public health and Ministry of the Environment regulations as they pertain to drinking water. This staff member will act as the on-site wastewater system liaison for certified operators from the Ontario Clean Water Agency (OCWA), as well as consulting engineers and officials from the Ministry of Energy and Environment. **Other responsibilities include:** monitoring, chemical dosing, sampling and analysis, and taking accurate daily water records of the drinking water system, and helping keep wastewater conditions stable when required by the OCWA, ensuring 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 wastewater plant and the overall conditions of CQE's wastewater. This person will contribute as a member of our operations team with various tasks, such as cleaning and maintenance projects when needed.

**Required qualifications:** Criminal Record Check including Vulnerable Sector Check, Walkerton Clean Water Agency's Small Drinking Water System Operator certification (or the ability to obtain), Standard First Aid and CPR-C, G Class Drivers License

**Preferred applicants:** Positive attitude, hard-working, flexible, looking to contribute to a vital area of camp and further personal education and experience, SVOP Commercial Boating License/OCA Marine Module(or the ability to obtain).

### **Transportation co-ordinator/staff life support \* — spring position required \*new for 2024\***

The transportation co-ordinator/staff life support is responsible for all CQE's transportation needs during the camp season. This includes co-ordinating drive schedules for association cars, trailer and boats, maintenance and logs. **Other responsibilities include:** co-ordinating transportation during changeovers for boat, drive, and bus schedules and confirming changeover busses are booked one week in advance. This employee will spend a large amount of time driving for camp and may be required to drive at night, on longer drives, and pull a trailer. This employee may be required to drive staff on time off to and from camp and to desired destinations in the Simcoe/Muskoka area **when available**. The transportation co-ordinator/staff life support person helps to create a safe and fun staff atmosphere through co-ordinating events and delivering CQE services. This includes collaborating with the program team to organize regular staff events in the evenings and during changeovers when staff are permitted to stay onsite. The transportation co-ordinator/staff life support position will be part of the operations team and will closely collaborate with outtripping team for trip drive schedules and program team for staff life needs and will also lend support to other areas of camp as well when needed.

**Required qualifications:** Valid G Class License, Pleasure Craft Operator Card, SVOP Commercial Boating Licence/OCA Marine Module (or the ability to obtain), Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum of two previous seasons working in a waterfront camp environment or equivalent and applicable skills with organization and leadership.

**Preferred applicants:** National lifeguard (NL), positive attitude, flexible, responsible, focused on creating fun, safe and inclusive environments.

#### **Assistant operations manager\* — spring position required**

The assistant operations manager works with the operations manager to ensure all facilities at CQE are kept clean and in good repair. This includes maintaining a regular cleaning schedule for camp buildings and facilities. **Other responsibilities include:** working with the operations manager and transportation co-ordinator to support and organize daily operations of the camp, including food and garbage boat runs, special maintenance projects, other tasks as assigned and supporting and occasionally taking on responsibilities of the operations manager (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 (or the ability to obtain), Criminal Record Check including Vulnerable Sector Check, camp and/or maintenance experience and applicable skills with organization and leadership.

**Preferred applicants:** High level of personal responsibility, positive attitude, strong maintenance skills (i.e., plumbing, carpentry etc.), solid understanding of Y mission and values.

#### **Operations manager\* — spring position required**

The operations manager is responsible for supervising all operations staff and managing all site maintenance, cleaning, projects, transportation (including food and garbage boat runs), and other tasks as assigned. **Other responsibilities include:** ensuring all facilities at CQE, including the drinking water system, and association cars, trailers, and boats are maintained at a high level of functioning and cleanliness; and managing 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. 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 (or the ability to obtain), Walkerton Clean Water Agency's Small Drinking Water Systems Operator certification (or the ability to obtain), Criminal Record Check including Vulnerable Sector Check, three seasons of camp and/or equivalent maintenance experience.



**Preferred applicants:** High level of personal responsibility, positive attitude, exceptional organizational skills, strong maintenance skills (i.e., plumbing, carpentry etc.), solid understanding of Y mission and values.

## Food service positions

### 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. **Other responsibilities include:** food preparation, baking, food storage and ensuring a clean and sanitary kitchen.

**Required qualifications:** Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

**Preferred applicants:** Positive attitude, strong work ethic, able to work closely in a small team setting, food safety training.

### Dietary restrictions co-ordinator\* — spring position required

The dietary restrictions co-ordinator works as part of the food service team, with a focus on the delivery of food service to campers and staff at CQE. This employee is responsible for planning and delivering healthy, delicious meals that meet the dietary restrictions. **Responsibilities include:** managing allergy specific and other dietary needs, such as dairy-free, vegetarian, vegan, and gluten-free options, supporting the food service and operations of camp, working with the rest of the kitchen team in food preparation and baking, food storage, and ensuring a clean and sanitary kitchen.

**Required qualifications:** Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Sector Check, experience working in the food industry and applicable skills with organization and leadership.

**Preferred applicants:** Positive attitude, strong work ethic, able to work closely in a small team setting.

### Assistant food service manager\* — spring position required

The assistant food service manager works as part of the food services team, with a focus on the delivery of food service to campers and staff at CQE. **Other responsibilities include:** baking, food preparation, food storage, staff coaching, and kitchen cleaning. This staff member will take on the responsibilities of the food services manager during their absence, which 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 Sector Check, experience in food industry and applicable skills with organization and leadership.

**Preferred applicants:** Positive attitude, able to work closely in a small team setting.

### Food service manager\* — spring position required

The food service manager is responsible for the overall food service operation at camp. This employee is responsible for purchasing food supplies, kitchen supplies and equipment, and is expected to manage the budget of this area. **Other responsibilities include:** overseeing the preparation and serving of all meals (with consideration given to specific dietary needs) to campers and staff, ensuring kitchen and

food storage areas are maintained at a consistently high level of cleanliness, delivering a healthy, varied and delicious menu, ensuring all food is prepared and handled in a safe and healthy manner that meets and exceeds public health guidelines, supervising and supporting the assistant food service manager, dietary restrictions co-ordinator and prep cooks, 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 Sector Check, experience working in food service and/or at camp.

**Preferred applicants:** High level of personal responsibility, positive attitude, 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. This employee supports the office and program teams in daily tasks, paperwork, and camper and staff support. **Responsibilities include:**

- managing program information (including sorting campers into activities, schedules, attendances)
- managing communications to campers' homes (birthday cards, letters home, bunk mail)
- managing CQE merchandise orders
- assisting with program supplies ordering
- covering the office manager's responsibilities when they are not present

This employee works closely with the program manager, office manager, directors and other staff to facilitate timely distribution of necessary information to the camp. 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 Sector Check, extensive organization skills.

**Preferred applicants:** High level of personal responsibility, strong computer skills, experience with Microsoft Office products including Excel, ability to quickly learn new software, positive attitude, exceptional communication and interpersonal skills.

### **CQE office manager\* — spring position required**

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.

**Responsibilities include, management of:**

- incoming and outgoing information (mail, telephone, e-mail)
- camp information, registrations and camper lists (camper files, cabin rosters and bus rosters)
- supplies and inventories (office, merchandise)
- social media (Instagram and Facebook)
- camper mail

The office manager supervises the office and program administrator and works with directors, managers and other staff to facilitate timely distribution of necessary information to the camp. This person must understand the information needed by each area of camp and be able to use Microsoft Excel.

**Required qualifications:** Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, extensive organization skills.

**Preferred applicants:** High level of personal responsibility, strong computer skills with ability to quickly learn new software, positive attitude, exceptional communication and interpersonal skills, prior experience in customer service, sound understanding of confidentiality

### **Seasonal assistant director\* — spring position required**

The seasonal assistant director is part of the senior management team at CQE, along with the full-time camp director and full-time assistant director, 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 full-time assistant director. **Other responsibilities include:** supporting some of the area managers; providing coaching and feedback to area managers; addressing unique, challenging, and/or persistent situations that arise involving campers and/or staff; facilitating excellent communication and smooth program delivery across various areas of camp; and most importantly, creating a positive, fun, enthusiastic, safe, and camper-focused attitude among the 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, please contact the camp director at [isabel.kennedy@swo.ymca.ca](mailto:isabel.kennedy@swo.ymca.ca)

**Required qualifications:** National Lifeguard certification, Standard First Aid, CPR C, G class license, Criminal Record Check including Vulnerable Sector Check, Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module (or the ability to obtain), experience supervising staff, experience in several of the following: counselling, outtripping, leadership development, program.

**Preferred applicants:** Experienced leader, Wilderness advanced first aid, someone with an in-depth understanding of the mission and values of the YMCA of Southwestern Ontario and how to put them into action at CQE.