



# YMCA Camp Henry

## Employment Opportunities

### 2024

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



# Applicants to YMCA Camp Henry

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 Camp Henry.

Applicants must be at least 17 years of age by December 31, 2024 in order to be eligible for employment.

## **Mission Statement:**

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

## **Core Values:**

Caring, Respect, Honesty, Responsibility, Inclusiveness

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

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

YMCA camping staff will actively participate in all aspects of the camp's program, give active and loyal support to the camp, its philosophy and objectives as well as abide by all camp regulations and policies. YMCA camping staff uses a supportive and professional manner when working with fellow staff members, visitors, volunteers and campers.

All members of the YMCA Camping branch strive to:

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

## Facility Summaries

### **YMCA of Southwestern Ontario camping branch**

YMCA Camp Henry is a part of a larger branch operated out of the YMCA of Southwestern Ontario in London, ON. Our branch is responsible for overnight camps, extended outtripping experiences, day-camps, youth leadership programs, outdoor education and corporate training opportunities.

### **YMCA Camp Henry**

Open since 2017, YMCA Camp Henry is a unique camp located in Point Pelee National Park in partnership with Parks Canada. We offer four- and five-night programs, family camps, and day-camp programs throughout the season for campers ages 5-16, and welcome over 500 campers throughout the camp season. We offer a wide range of programs with an intentional focus on individual growth and appreciation for the outdoors. YMCA Camp Henry is an Ontario Camps Association accredited camp.

## 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 for the time required to complete any online training. Staff will not be allowed to start work until these requirements are met. To help support staff camp management will hold virtual paperwork sessions during the spring, this is an opportunity for all employees to complete the necessary paperwork and ask any questions they may have about the upcoming camping season. Staff will be informed of virtual paperwork session dates at a future date.

### **Summer pre-camp training (June 23-28, 2024)**

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

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

### **Qualifications & certifications**

Below each position description is a list of required qualifications. While camp management can aid in finding and registering for some courses, it is ultimately the responsibility of the applicant to ensure that they hold all necessary certifications by the start of employment. Camp Henry does not pay staff for time spent in courses. Please address any questions or concerns regarding qualifications and certifications at the time of your interview. In terms of payment for these courses, employees are required to cover the full cost of the following certifications if required for their job: NL, CPR-C, Standard First Aid, Pleasure Craft Operator Card, G class Driver's license.

### **Criminal Record Check Policy**

**All YMCA staff over the age of 18 require a Vulnerable Sector Check as a condition of employment.** Vulnerable Sector Criminal Record Checks (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 placement without notice or payment. **An acceptable Criminal Record Check must be on file on or before the first day of work.** Criminal Record checks must be original, dated within the calendar year of employment (2024).

## **2024 interview information**

All interviews will be conducted in person or virtually by video on Microsoft Teams. 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 2023 camping season, you will not be guaranteed this same position on the Camp Henry 2024 staff team. We will take this into consideration during the hiring process, but all applicants will be required to go through the interview process this year.

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

**Applicants applying to non-counselling positions** may be selected for individual interviews with the Camp Henry management team based on mutual availability. Please note we are looking for specific qualities, skills and qualifications for our non-counselling roles and there are limited positions available. **Applicants applying to non-counselling positions should have two or more years' experience working at Camp Henry, or equivalent experience working with youth.**

## **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 5pm.**

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 throughout the end of November, through to the end of January. Applications submitted after this point will be considered on an as needed basis.

Questions regarding the application process can be directed to:

**Rachel Kent**  
**Regional Manager of Overnight Camping**  
**Phone: 519-453-8858 x1102**  
[camp.henry@swo.ymca.ca](mailto:camp.henry@swo.ymca.ca)

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

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

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

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

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

# YMCA Camp Henry spring and summer 2024 positions

YMCA Camp Henry operates in May-October and offers traditional summer camp programs and outdoor education programs for campers, families, schools and community groups for youth, adults and families.

Summer contracts will begin June 23, 2023, at the start of summer staff training (pre-camp). These contracts will end in mid to late August 2023 depending on the position. Some counselling and non-counselling positions listed may have family camp positions available (the last two weeks of August).

Spring contracts for staff working with our outdoor education groups will begin in late May 2024.

## Outdoor Centre Program Facilitators

*Contract Dates: Late May – June 23*

*Wage: \$500 per week*

Program facilitators serve as programmers for all programs that run at Camp Henry during the spring/fall season. Program facilitators instruct all programs and have a good working knowledge of all program activities that take place at camp. Program facilitators act as hosts and facilitators for all 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 certificate (NL), Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

**Preferred applicants:** Individuals who take initiative and are self-starters. Flexible and hard-working staff that enjoy working in a team environment and performing a variety of roles.

## Counselling Positions

### Camp Counsellor

*Contract dates: June 23-August 16, some Family Camp contracts available until August 30*

*Wage: New counsellors - \$400 per week, experienced counsellors - \$425 per week*

Counsellors are a part of the counselling team directly working with campers, providing support and 24-hour supervision to all campers (ages 5-16). They are responsible for the mental and physical health and wellbeing of the campers in their care. Counsellors will assist with camp wide programs, as well as create and facilitate activities with their own cabin group. Counsellors will lead core programs and give support to specific program areas throughout the camp season. Camp counsellors will have the opportunity to support different areas of camp by working with the kitchen, leadership counselling or program. All counsellors will report directly to the section head. Counsellors are required to live on site from Sunday afternoons – Friday afternoons. Transportation to and from camp is not provided.

**Required qualifications:** Standard First Aid, CPR C, National Lifeguard certificate (NL (preferred), and Criminal Record Check including Vulnerable Sector Check.

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

### **Inclusion Counsellor**

*Contract dates: June 23-August 16*

*Wage: \$425 per week*

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 provide support at certain times of the day for certain campers. They are responsible for supporting the campers in their care while running programs and developing techniques to ensure that campers feel included and comfortable in the camp environment. They will also be responsible for developing a professional and caring relationship with the camper families to ensure that there is good communication before the camper arrives at camp and throughout their camp experience. This position may be alternated with the day or overnight counsellor position depending on inclusion camper enrollment. Flexibility, adaptability and a willingness to take on new challenges are essential qualities for the role of inclusion counsellor.

**Required qualifications:** National Lifeguard certificate (NL), Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, experience working with campers who need different levels of support

**Preferred applicants:** Fun and responsible individuals looking to focus on the individual needs of campers. Successful completion of at least one season of counselling or related work experience.

## **Food Service Positions**

### **Prep Cook**

*Contract dates: June 23-August 30*

*Wage: \$425 per week*

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

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

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

### **Food Service Co-ordinator**

*Contract dates: Late May-August 30*

*Wage: \$625 per week*

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

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

**Preferred applicants:** A high level of personal responsibility with exceptional organizational skills and experience working in a kitchen and/or camp environment.

### **Non-Counselling Positions**

#### **Program Rover**

*Contract dates: June 23- August 30*

*Wage: \$500 per week*

The program rover is responsible for instructing and facilitating a wide range of programming for varied skill leveled campers (i.e. biking, archery, arts & crafts, kayaking and canoeing). The program rover will be responsible for providing leadership and assisting the program co-ordinator to deliver high quality activities and overall camper safety. The program co-ordinator and program rover will work as a team to update program curriculum, assist staff in the delivery of programs and ensure that each program area and all special events are run at a high standard of safety and of quality. The program rover will also lend support to other areas of camp including leadership/ inclusion programming, kitchen support and site maintenance when needed. This person will report to the program co-ordinator.

**Required qualifications:** Standard First Aid, CPR C, National Lifeguard certificate (NL), G License, Criminal Record Check including Vulnerable Sector Check , minimum two seasons of related work experience.

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

#### **Waterfront Co-ordinator**

*Contract dates: Late May- August 30*

*Wage: \$550 per week*

The waterfront co-ordinator is responsible for the safety and supervision of all activities on the different waterfronts. This includes the co-ordination and support of waterfront program areas, campers and staff. They will work to ensure all waterfront programs are fun, creative, safe, and engaging in a way that supports the YMCA core values and the goals of Camp Henry. The waterfront co-ordinator is responsible for overseeing the



safety and emergency procedures on the waterfronts at camp, the co-ordination and supervision of lifeguards, and on-going in-service lifeguard training throughout the summer. They will ensure all activity and safety equipment and supplies are always stocked and in good working condition. A large portion of this role will be instructing kayaking and canoeing programs with cabin groups throughout each week and supervising swimming activities. This person will report to the program co-ordinator.

**Required qualifications:** National Lifeguard certificate (NL), Standard First Aid, CPR C, G Class License, Criminal Record Check including Vulnerable Sector Check , minimum of two previous seasons working in a lifeguarding and/or waterfront camp environment.

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

### **Program Co-ordinator**

*Contract dates: Late May- August 30*

*Wage: \$625 per week*

The program co-ordinator is a key leadership position on the staff team and is responsible for establishing a participant-focused attitude amongst the staff team and in all program areas at camp. They are responsible for the safety and oversight of all activities at YMCA Camp Henry. The program co-ordinator will also supervise the program rover and waterfront co-ordinator and work co-operatively to develop and deliver high quality activities. They will work to ensure all programs are fun, creative, safe, and engaging in a way that supports the YMCA core values and the goals of the YMCA Camp Henry community. With the support of the senior staff team and camp director, this individual will be directly responsible for the safety and quality of the following programming areas: archery, biking, boating, swimming, arts and crafts, creative arts, initiatives, outdoor skill building, environmental learning programs, and all sports and games played at camp. This individual will create a program curriculum, assist other staff in the delivery of programs and ensure that each program area and all special events are run at a high standard of safety and of quality. The program co-ordinator also assists with program scheduling on a session-by-session basis. The program co-ordinator will ensure all equipment and supplies are always safe and stocked and in good working condition. This person supervised the program rover and waterfront co-ordinator and will report directly to the camp director.

**Required qualifications:** Standard First Aid, CPR C, National Lifeguard certificate (NL) (preferred), G License, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of related work experience.

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

### **Section Head**

*Contract dates: Late May – August 30*

*Wage: \$625 per week*

The section head position is responsible for establishing a camper-focused attitude amongst the counselling team. The section head supervises and supports a portion of the counselling staff and fulfills the administrative requirements of the counselling area. They will coach counselling staff on camper care strategies, provide informal and formal feedback and provide support in dealing with day-to-day camper and counselling staff situations that arise. The section head will constantly monitor the health and wellness of campers and staff, administer daily medications while overseeing any campers that need medical attention, and or a stay in the

Wellness Centre. Communicating with camp management, camper families and assisting in issues regarding camper wellness (emotional and physical) is an integral part of the section head role. The section head will assist with administrative work in the office and work closely with all areas of camp. This role will be directly supervised by the assistant director.

**Required qualifications:** Standard First Aid, CPR C, National Lifeguard certificate (NL), G Class License, and Criminal Record Check including Vulnerable Sector Check , minimum two seasons of related work experience.

**Preferred applicants:** A high level of personal responsibility, patient individuals with extensive counselling experience and the ability to positively coach and supervise staff.

### **Assistant Director**

*Contract dates: Mid May-early October*

*Wage: \$765 per week*

The assistant director is part of the senior management team at Camp Henry and works along with the camp director to ensure smooth flow of the overall operations at camp. This individual is responsible for ensuring all campers, families and outdoor education participants receive high quality experiences that reflect the YMCA core values, mission and the YMCA's camping quality recommended practices. The assistant director is a key leadership position on the staff team and is responsible for directly supervising the section head and other team members, while establishing a camper-focused attitude amongst the team. This individual constantly monitors the level of camper care and supervision and is responsible for ongoing training opportunities and coaching to help develop skills of the staff team. The assistant director maintains the flow of communication with campers, families and outdoor education clients. This staff member works closely with the director and senior team to manage the administrative tasks for each session and outdoor education. This person will work with all areas of camp to ensure organization and smooth program delivery in all areas of camp. Importantly, the assistant director and camp director will work together to establish and maintain a camp culture that is inclusive, safe, positive and fun. This person will also act as the on-site designate for the camp director in their absence. This position reports to the camp director.

**Required qualifications:** Standard First Aid, CPR C, G Class License, National Lifeguard certificate (NL), L (preferred), Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling experience, minimum one season of staff supervision experience or related work experience.

**Preferred applicants:** High level of personal responsibility, patient, creative, and fun individuals with a commitment to staff development through positive coaching, a strong understanding of Y mission and values, and extensive organizational and programming experience in a camp setting.