



We build strong kids, strong families, strong communities.

Staff Application Package

Spring, Summer and Fall 2010

YMCA Camp Deka, YMCA Camp Elphinstone, and YMCA Camp Howdy



YMCA

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strong families, strong communities.

The YMCA of Greater Vancouver

About YMCA Camps

The summer of 2010 is fast approaching. This summer the YMCA of Greater Vancouver moves into its second century of offering young people from the Lower Mainland and abroad rewarding camping experiences. As one of the largest providers of YMCA residential, day and international camping experiences in Canada, we serve approximately 4000 children and young adults each summer, at our three camp locations: Elphinstone, Howdy, and Deka.

While each camp has its own unique atmosphere and program focus, our overall purpose in all of the camps is to provide opportunities and experiences, which promote individual growth and development in spirit, mind & body with special attention to healthy friendships, healthy choices and healthy outlooks in all aspects of a camper's life. We accomplish this goal through the embodiment of our core values in all of our programs and services for young people.

YMCA Core Values



Mission Statement

The YMCA of Greater Vancouver is an independent, non-profit membership organization dedicated to the spiritual, physical, mental and social development of people. It is concerned with human dignity and the improvement of local, national and international communities.

Qualities/Competencies of Effective Camp Staff

At the YMCA of Greater Vancouver we are looking for people with the ability to be positive role models for children. Staff must be able to represent our philosophy, to help provide opportunities for campers to grow and develop as individuals. Working and volunteering at camp can be very demanding - 24 hours a day, six days a week, living in close quarters with a lot of other people. Maturity, teamwork, a high level of self-motivation, and compliance with the Code of Conduct for a Respectful Environment, are key competencies of the successful camp staff member.

Being a camp staff member can be a very fun and rewarding experience. Camp provides unique and special opportunities and experiences for young people; we're looking for those who take rewards from providing these experiences for children, and are enthusiastic about working in an environment, which centers on children.

Competencies

Child-Centered: Demonstrates an ability to provide child-centered, developmentally and age appropriate environment and program

Values: Demonstrate a high level of commitment to the Association's mission and core values.

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience

Communication: Communicates in a thorough, clear and timely manner

Concern for Health: Acknowledges and understands how to manage and educate others of risk and harm reduction;

Application/Selection Process

Please make sure you have read through the job description information carefully. If you find a position that you feel is suitable and for which you possess the necessary qualifications, please send in a completed application form, cover letter, resume and copies of certifications to:

YMCA Camps Jobs Deka/Elphinstone

1760 YMCA Road

Gibsons, BC

V0N 1V6

Ph) 604-886-2025

Fax) 604-886-2363

E-mail) campjobs@vanymca.org ****include job title in your email.**

YMCA Camps Jobs Howdy

200-1166 Alberni St

Vancouver, BC

V6E 3Z3

Ph) 604-939-9622

Fax) 604-939-9621

Please note that any position offered to you would be dependent on you possessing the necessary qualifications prior to the first day of your contract or agreement as well as a clear Criminal Records Check and three reference checks.

Applicants being offered an interview will be contacted by phone to arrange an interview time. Unfortunately due to high demand for positions we are not able to interview all applicants. All three camps will be arranging interviews from one central location. If you are applying for jobs at more than one camp the interviewer will be able to process this during the interview. Positions may be offered on an ongoing basis; applications will be dated upon receipt and will be considered accordingly. You will be informed at the end of your interview as to when you can expect to be notified about the position.

All staff applications (returning or new staff) are now being accepted for the coming spring, summer and fall. Senior staff positions are interviewed and selected early in the new year so you will want to get these applications in ASAP. Please be sure to indicate the camp and position(s) you are applying for on your application.

Minimum Age Requirements

Volunteer applicants must be at least 17 by June 30th, 2010, and all other positions must be at least 18 by June 30th, 2010.

Rates of Pay

Staff are paid as per the BC Labor Standards Act ensuring that staff are paid a minimum daily rate of \$64.00. A scale based on experience, position and qualifications applies.

Training and Certification

Opportunities to learn or improve camp skills before the summer starts are very important to us. Consideration will be given to those obtaining training and certification above and beyond the minimum requirements listed for a specific position. Some training opportunities will be made available in the spring. Some financial assistance is available for this and will be determined on an individual basis. Please talk to the specific camp director regarding these opportunities.

A **MANDATORY** pre-camp training period, taking place during the first week of the summer contract period, is included in the terms of employment for all positions, both paid and volunteer.

YMCA Camps Division Office

Customer Service Representative

The YMCA Camp Office is located at YMCA Association Services in downtown Vancouver. Responsibilities will include customer service, explaining the programs, answering phones, processing camp registrations, computer work, administration and daily cash reports. Applicants must enjoy working in a child-focused environment, be flexible, be able to work independently, and have computer experience. Customer service experience is an asset. Staff will be paid \$10.50 per hour based on a 35 hour week.

Position Dates:

- 1 full time position starting at the beginning of March.
- 2 full time positions starting at the beginning of May.
- All positions end approximately August 27th.

Group Leaders -Resident Camp

Group Leaders are responsible for the care of individuals and planning and delivery of all programs for camper's aged 6-14. Group leaders, in conjunction with the cabin group, plan and carry out an active program encompassing many of the camp program areas. These staff members should possess strong abilities in several camp related activities, including out tripping skills (canoe and/or hiking) in addition to demonstrated abilities to facilitate growth and group development among young people. Group Leaders are responsible for designing and participating in fun and creative programs that reflect the needs and interests of the campers in their care. They are responsible for daily programming, camper care, and for coordinating special events and group activities.

Position Dates: -June 26th - August 27th, 2010
Min. Requirements: -Standard first aid, CPR-C
Preferred: -NLS, Wilderness First Aid, Bronze Cross, Solo Canoeing

Program Staff

Land Based

Land program staff members are responsible for instructing a wide variety of camp programs. These highly committed and flexible staff members are responsible for instructing camp activities, supporting other staff in delivering programs, and providing care and maintenance of program areas and equipment. In addition, these staff members work closely with the section directors in planning and delivering special events.

Rock Climbing Instructor Out Trip/Rover

Position Dates: -June 26th – September 3rd, 2010
Min. Requirements: -Standard first aid, CPR-C, Bronze Cross

Certification to specific program area required. See complete job description for details.

Water Based

Waterfront program staff are responsible for instructing programs on our waterfront. These highly committed and flexible staff members are responsible for instructing camp activities, supporting other staff in delivering programs, and providing care and maintenance of waterfront equipment. In addition, these staff members work closely with the waterfront director in planning and delivering special events.

Lifeguard

Position Dates: -June 26th – September 3rd, 2010
Min. Requirements: -Standard first aid, CPR-C, NLS, boat operators license

Certification to specific program area required. See complete job description for details.

Senior Staff

Wellness Director

The Wellness Director provides support in all areas of camp to ensure a safe and healthy camp environment for all participants and staff, physically, socially, and emotionally. This staff member ensures a clean and healthy camp environment through check-ins with campers and staff, regular facility audits, and support of staff in providing for a high degree of care for everyone at camp. The Wellness Director also has some responsibility for camper information systems at camp, including communication systems, camper information, and contact with parents in conjunction with the Camp Director.

Position Dates: -June 14th – September 3rd, 2010
Min. Requirements: -min. two years nursing program, CPR-C,
WCB Level II
Preferred: -RN, First aid instructors

Waterfront Director

The Waterfront Director is responsible for the safety and supervision of all activities on the waterfront, as well as the safety and emergency procedures on the waterfront. This staff member works with the section directors to coordinate and deliver programs occurring on the waterfront, and is responsible for the management and maintenance of all waterfront equipment and supplies. The staff member also supervises lifeguards and other waterfront staff.

Position Dates: -June 14th – September 3rd, 2010
Min. Requirements: -Standard first aid, CPR-C, NLS, Boat operators license
Preferred: -Bronze cross instructors, previous camp waterfront experience, WCB Level II, advanced paddling skills, instruction or coaching certificate

Section Directors

Section directors are responsible for camper care, group leader development and supervision. Section directors provide for the overall safety and well being of every camper who comes to camp, and provide assistance and support to group leaders in dealing with day to day camper situations. Section directors provide daily hands-on support and assistance to group leaders in the delivery of programs and activities. Section directors are responsible for helping organize all camp games and special events. Section directors must have previous camp experience.

Position Dates: -June 14th – September 3rd, 2010
Positions Available: -3 (1 Resident Camp, 2 Day Camp)
Min. Requirements: -Standard first aid, CPR-C
Preferred: -Class 4 Driver's License, NLS

YMCA Camp Elphinstone

YMCA Camp Elphinstone is located on the Sunshine Coast near Gibsons, a 40 minute ferry ride from Vancouver. It offers wonderful one-week, two-week and four week camping adventures for campers 7-17 years. Camp Elphinstone is committed to the development of individual campers through the cabin group process and individual choice activities, waterfront and land based activities and out trips. Camp Elphinstone is home to campers from around the world as well as the Lower Mainland.

Camp Elphinstone employs approximately 110 staff and volunteers during July and August with a small number of positions beginning in the spring. Successful Camp Elphinstone staff are self-motivated individuals whose ambition is to serve and develop children and youth in a camp setting. They demonstrate positive values, are highly skilled, **flexible and can commit to the full camp season**. Ability to functionally communicate in a second language such as Spanish, Korean, Japanese or Chinese is desirable for some positions.

JOB OPPORTUNITIES AT CAMP ELPHINSTONE

Positions Available

(Complete job descriptions, requirements and responsibilities for each specific camp are available at: <http://www.vanymca.org/camps/WorkingAtCamp.html>)

Spring Break Camp

YMCA Camp Elphinstone runs week long residential and day camp programs during March break. Volunteer positions will be available for day and resident group leaders. Mandatory staff training for all involved will occur Saturday March 6th and Sunday, March 7th at Elphinstone. Please see group leader job information below for more details.

Position dates: -March 5th – March 12th (inclusive)
Min. Requirements: -Standard first aid, CPR-C

Outdoor Education Program Specialist (Spring/Fall)

Working together on a team, program specialists are the front line staff working directly with participants, guests, teachers and chaperones. Reporting to the program coordinators and outdoor education director, program specialists instruct and lead programs (including canoeing, kayaking, high ropes, initiatives, environmental programs, campfires and more) as well as providing necessary facility support services.

This is a full-time seasonal contract position. Successful candidates will be required to live on site with at least one roommate. Program specialists receive a minimum of one full day off each week.

Full 9 month contracts available, including senior summer positions.

Min. Requirements: -Standard first aid, CPR-C, NLS
Preferred: -Class 4 Drivers license

Family Camp Staff

Family camp staff will work with the Camp Director to run and facilitate all programs for family camp. Staff will instruct camp programs to adults and children, plan a special event and run evening programs. Staff will provide positive customer service and support to families ensuring their needs are being met throughout their experience.

Position Dates: -August 24th- September 6th
Min Requirements: -Standard first aid, CPR-C, Bronze Cross
Preferred: -NLS

Group Leadership

Volunteers

Volunteer opportunities at Camp Elphinstone exist in both day camp and residential camp. As a volunteer you will receive training in many areas of camp. You will gain experience working with children in a day and residential camping facility. Volunteers at Camp Elphinstone are asked to participate in pre-camp training and commit to a minimum term of one month. Full summer positions are preferred.

Min. Requirements: -Age 17, as of June 30th, 2010
 -Standard first aid, CPR-C

Group Leaders

Group leaders work in pairs and are responsible for meeting the emotional, physical and safety needs of a group of up to 10 campers. Group leaders are responsible for the planning and delivery of cabin or day camp group programs for children aged 7-16. Group leaders, in conjunction with their campers plan and carry out an active program encompassing many of the camp program areas. These staff members should possess strong abilities in several camp related activities, in addition to demonstrated abilities to facilitate growth and group development among young people.

Chapman Section – ages 7-11
Dakota Section – ages 12-15
Day Camp Section -- ages 7-12

You will be placed in a section according to need and qualifications. Decisions as to what section you will work in will be made during the summer and could change. Please specify interest in one of the 4 sections in your cover letter and include reasons why that is the best fit.

Position Dates: June 26th- August 28th
Min. Requirements: Age 18 as of June 30th, 2010
 Standard first aid, CPR-C, Bronze Cross
Preferred: NLS, Wilderness first aid (needed for some specific trip experiences)

Leadership Development One Group Leaders

These staff members are responsible for delivering and facilitating the LD1 program for 15-16 year-old campers. They work cooperatively with other members of the staff team to develop and deliver their program, which builds camp skills, leadership abilities and group development among participants. The LD1 program has an emphasis on the more technical skills associated with camp life. It provides opportunities for young people to develop their own leadership skills through hands on instruction in camp programs. Previous camp experience is essential, as is a high level of core camp skills and group facilitation.

Position Dates: June 26th- August 28th
Min. Requirements: -Standard first aid, CPR-C, NLS, certification in at least one of the key camp program areas
Preferred: -certification in more than one of the key camp program areas, WFA

Leadership Development Two Group Leaders

These staff members are responsible for delivering and facilitating the LD2 program for 16-17 year-old campers. They work cooperatively with other members of the staff team to develop and deliver their program, which builds leadership abilities, group development among participants and instruction skills based on technical skills learned in LD1. The LD2 program has an emphasis on group leading skills, healthy child development and camper care.

Opportunities are also provided for campers to develop their own leadership styles. Previous camp experience is essential for these staff members, as is a high level of core camp skills along with teaching, and group work.

Position Dates: - June 26th- August 28th
Min. Requirements: -Advanced first aid, CPR-C, NLS, at least 4 years experience counseling in a residential camp setting
Preferred: -Class 4 driver's license, first aid instructor, WFA

Program Staff

Land Based

Land program staff members are responsible for instructing a wide variety of camp programs. These highly committed and flexible staff members are responsible for instructing camp activities and supporting other staff in delivering programs. They will also have other daily responsibilities such as running meals, flagpoles or snack, helping with supervision of campers and providing for the care and maintenance of program areas and equipment. In addition, these staff members work closely with the program directors in planning and delivering special events.

High Ropes Course Instructor (2)

Art/ Sports/ Drama Instructor (1)

Out Trip/ Outdoor Living Skills Instructor (1)

Position Dates: June 26th- August 28th
Min. Requirements: -Standard first aid, CPR-C, Bronze Cross,

Certification to specific program area required.

Water Based

Water program staff members are responsible for instructing waterfront programs. These highly committed and flexible staff members are responsible for instructing camp activities, supporting other staff in delivering programs, daily responsibilities such as running meals, flagpoles or snack and providing for the care and maintenance of program areas and equipment. In addition, these staff members work closely with the program directors in planning and delivering special events.

Sailing Instructor (2)

Kayaking Instructor (1)

Canoeing Instructor (1)

Lifeguard (2)

Position Dates: June 26th- August 28th
Min. Requirements: -Standard first aid, CPR-C, NLS, boat operators license

Certification to specific program area required.

Support Staff

Office Manager

The office manager will complete registrations, organize registration material prior to the campers arrival, coordinate customer service, create cabin lists, ensuring all relevant information is in, answer phones, complete payroll and support the camp management in office duties as required. Applicants must enjoy working in a child-focused environment, be flexible, and be able to work independently.

Position Dates: -January – November
Min. Requirements: -Computer skills, cash experience, telephone skills, Standard first aid, CPR-C

Office Assistant

Responsibilities will include, customer service, answering phones, processing some camp registrations, computer work, administration and daily cash reports. Applicants must enjoy working in a child-focused environment, be flexible, be able to work independently, and have some computer experience. Excel and customer service experience an asset. This position will work directly with the Office Manager.

Position Dates: -June 14th – August 28th
Min. Requirements: - Standard first aid, CPR-C

Assistant Wellness Director

The assistant wellness director provides support to the wellness director and helps in all areas of camp to ensure a healthy and safe camp environment for participants and staff, physically, socially, and emotionally. This person helps to ensure a clean and healthy camp environment is maintained and supports staff in providing a high degree of care for campers. The assistant wellness director also has a responsibility helping maintain camper information systems at camp.

Position Dates: June 26th- August 28th
Min. Requirements: -Standard first aid, CPR-C, nursing student
Preferred: -Paramedic, Occupational first aid 3

Senior Staff Positions

The senior staff team reports directly to the Camp Manager, Director and Assistant Camp Directors. They work as a team to ensure the safety and overall well being of all camp participants. Senior staff are responsible for the planning and delivery of the staff training pre-camp and will participate in their own staff training in June

All senior staff position dates are:

Saturday, June 12th – Saturday, August 28th

Section Directors

Section directors are responsible for a specific section of campers and are responsible for camper care, group leader development and supervision, section programs, scheduling of programs and activities. Section directors provide for the overall safety and well being of every camper who comes to camp, and provide assistance and support to group leaders in dealing with day to day camper situations. Section directors must have previous camp experience.

Chapman Section Director (male and female)

Dakota Section Director (male and female)

Day Camp Section Director

Min. Requirements: -Standard first aid, CPR -C, NLS, Class 4 driver's license
Preferred: -certification in at least one of the key camp program areas

Program Directors

The program directors work as a team and are responsible for the safety and supervision of all program activities at camp, on the waterfront and on land. They are also responsible for emergency procedures both on land and on the waterfront. These directors work with section directors to coordinate and deliver programs occurring at camp, and are responsible with their respective teams, for the management and maintenance of all program equipment and supplies. These staff members supervise and schedule the program staff team.

Waterfront Program Director

Land Program Director

Min. Requirements:

-Standard first aid, CPR-C, NLS, Class 4 drivers license, boat operators license, previous camp experience

Certification to specific program area required.

Wellness Director

The Wellness Director provides support in all areas of camp to ensure a healthy and safe camp environment for participants and staff, physically, socially, and emotionally. They ensure a clean and healthy camp environment is maintained through check-ins with campers and staff, facility audits, and supports staff in providing for a high degree of care for campers. The wellness director also has responsibility for camper information systems at camp, including parent communication and camper information. Record keeping and general health for campers and staff will be a constant concern for the wellness director.

Min. Requirements:

-min. 2 years nursing program, CPR-C, occupational first aid level II

Preferred:

-RN, Class 4 drivers license

Preferred: - Wilderness First Aid, Class 4 Driver's License

Program Director

The Waterfront & Program Director is responsible for the safety and supervision of all activities at Camp Deka, as well as the safety and emergency procedures on the waterfront. This staff member works with the Camp Director and Group Leaders to coordinate and deliver programs and is responsible for the management and maintenance of all program equipment and supplies.

Position Dates: -May 1 – August 27
Min. Requirements: -Standard First Aid, CPR-C, NLS, Boat Operators, Class 4 Drivers License
Preferred: -Previous camp, waterfront and program experience, OFA III

Maintenance

Position requires basic landscaping skills, basic carpentry skills, plumbing knowledge an asset. Position will report to the director and is responsible for general camp upkeep.

Position Dates: -July 3 – August 24
Min. Requirements: -Standard First Aid, CPR-C, Class 4 Drivers License



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