

Position: Camp Counsellor

This employee position is for individuals applying to Summer Camps' Day or Overnight Programs and the person **must be planning on being a student in September 2015.**

Requirements of Position (must have, or be willing to obtain, to apply for position):

- Willing to:
 - Be a friendly member of a dynamic staff team of employees and volunteers delivering a girl-centered, exciting camp program experience to girls within the mission, vision and values of Girl Guides of Canada-Guides du Canada (GGC),
 - Live in a camp setting with campers (children and families),
 - Participate in all training programs required for this position before work begins.
- Available for the full duration of the camp program including all on-site training dates (see below).
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer/contract.
- Participate in a few hours of pre-season on-line training prior to your first date of contract.

Qualifications (must have, or be willing to obtain, to apply for position):

- Should be 18 years of age or older due to Girl Guides of Canada, Safe Guide requirements (a few Camp Counsellor positions at select camps will be made available to people who will be turning 18 in 2015 but won't be 18 at the time of camp).
- Demonstrated experience caring for children in a recreational setting, preferably in a camp setting.
- Demonstrated ability to work in a team atmosphere.
- Current throughout employment period:
 - Standard First Aid including at least CPR B,
 - Criminal Records Check to comply with the requirements of GGC.
- Knowledge of the GGC program is an asset.

Reports to:

Overnight Camps: Camper Care Director or Camp Director with some supervision provided by the Program Coordinators during program activity time.

Day Camps: Camp Director or Day Camp Coordinator (Ma-Kee-Wa and Woolsey) with some supervision provided by the Program Director during program activity time.

Accommodation:

Overnight Camps: Staff members in this position will have shared staff accommodation in a tent or indoor environment (e.g. bedroom) on campsites or in buildings with campers.

Day Camps: No overnight accommodation is provided except for July 3rd during staff training, and Thursday night sleepover's during Trek week. Day camp staff must leave site each day and over every weekend.

Responsibilities (training for these "responsibilities" will occur before you begin your role):

Section One: General Responsibilities

- Actively participate as a staff member of the camp team and a role model in the implementation of the overall camp program. This includes activities, meals, hygiene, health and safety.
- Understand and be knowledgeable about organizational requirements for the implementation of responsibilities. This includes but is not limited to:
 - GGC "Safe Guide" (National Risk Management Process/Document),



- GGC, Ontario Council, Employment Contract including the Terms of Engagement,
- Specific summer camp program opportunities advertised through the web for 2015.
- Be an effective role model to campers and colleagues. This includes but is not limited to:
 - Living the vision, mission and values of GGC,
 - Respectful treatment of all campers/staff,
 - Compliance with all rules/regulations,
 - Appropriate communication and interactions before camp, at camp and after camp has ended,
 - Maintaining a clean & safe work/living environment.
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Comply with & implement all established camp policies and practices that are applicable to the responsibilities being undertaken.
- Notify your Supervisor of any camper concerns as they arise.

Section Two: Responsibilities for Camper Care, Site Programming and Other Duties

Camper Care

- As a member of the site team, ensure that camper's physical, social and emotional needs of security, health and safety are met through the compliance with the age-appropriate established camp procedures.
- As a member of the site team, ensure that the hygiene and nutrition of campers and self are met.
- Follow systems to ensure that lost and found items are collected, returned and kept to a minimum each day.
- Provide direct and compassionate supervision to assigned campers.
- Ensure fair treatment to all campers with an attitude of flexibility.

Site Programming

- All campers in camp will be assigned a site or group based on a combination of their age and program. Each site has a staff team assigned to it. As a member of a site team, ensure that campers are provided with a girl-centered focus in a creative, friendly, safe and healthy manner.
- Participate in the development & implementation of the on-site program and activity schedule for campers with the Site Coordinators.
- Ensure that a focus of the program development is on keeping the campers active and challenged throughout their time at camp. Exceed the expectations that campers have for their time at camp.
- Actively encourage campers to participate by role modeling participation in all aspects of full camp programming and special events.

Other Duties

- Undertake specific responsibilities within the team to ensure all components of work are implemented. This can include but is not limited to:
 - First Aid/Medication Dispensing,
 - Cleaning/Tidying,
 - Organizing,
 - Food Services Support,
 - Supervising campers while they travel to/from camp or on excursions (this may mean extended times away from your base camp),
 - Support in other areas of camp including on other sites,
 - Provide supervision on camp transportation including waiting with/for campers, parent intake, collecting forms, doing medical checks.

Section Three: Program Sessions

Program Sessions are the time spent at organized program activities specific to the camper's interest (approximately 4 x 1.5 hour time blocks each day). During these times, Camp Counsellors take on the role of Instructor. During the implementation of responsibilities related to Program Sessions, Counsellors will be supervised by the Program Coordinators if they are on our Overnight Camps Team.

Responsibilities:

- Implement the required program activity using lesson plans.
- Supervise and participate with campers in the program area in a fun, friendly and helpful manner.
- Implement required risk management and safety controls for the programs in a friendly way
- Deliver the program in an exciting, dynamic manner to capture the attention of the camper and assist in their personal skill development.
- Facilitate campers to assist in the set up and close down of program area wherever possible and help with set up/close down with other staff if it wouldn't be suitable for a camper to assist with these activities.
- Encourage camper participation while supervising campers at all camp activities.
- Assist (and evaluate as directed) Leadership Development Participants while they are in placement in the Program Area.
- Camp Counsellors will be assigned to work in Program Areas based on the following:
 - Age (preference to those 18 years of age or older),
 - Qualification (preference to those having qualifications to lead the activity),
 - Experience (as indicated on your application),
 - Specialty Area/Program Areas' Needs,
 - Interest of the Camp Counsellor.

Assignment for Camp Counsellors will rotate amongst the following specialty/program areas. Not all Camp Counsellors will work in all areas. Most will work in 2 or 3 areas depending on qualifications and experience, and some people may work in only one program area.

Program/ Specialist Options for Camp Counsellors:

Special Needs Camper Assistance

- Provide one-one support for campers who require additional assistance.
- Details of the support for each camper will be provided to the staff member prior to the arrival of the camper.
- Go to the activities that the camper goes to and will be expected to fully participate in those activities with the camper you're working with (e.g. if they're going swimming, you're going swimming).
- Assignment for this program/specialty is available at Doe Lake Camp and Camp Wyoka only.

Water Programs

- Provide quality programming and safe supervision in the waterfront or pool environment.
- Follow safety standards and best practices outlined by governing bodies.
- Examples of activities include: lifeguarding, swim/boat assessments, aquatic play, planning regattas.
- Includes canoeing and kayaking at Camps Adelaide, Wyoka.
- Includes canoeing, kayaking, sailing and boardsailing at Camps Doe Lake and Woolsey.
- This assignment is not available at Camps Ademac, Orenda, Tekla.

Art Programs

- Includes leading crafts, visual arts, performance arts, theatre skills, and music with groups of campers.
- Preference will go to individuals who have a skill set and experience in multiple disciplines.

Land Programs

- Includes sports, games, environmental programs, nature programs, archery, geocaching, orienteering, initiative tasks and outdoor camping skills.
- Preference will go to individuals who have a skill set and experience in multiple disciplines.

Ropes/Challenge Course/Climbing Wall Programs

- Low/High Ropes and Climbing Walls experience and qualifications.
- This assignment is available at Adelaide, Orenda, Doe and Wyoka only.

Salary:

Our policy is to pay individuals with current relevant qualifications, experience or memberships more money. We don't reimburse employees to obtain qualifications. The base salary for a Camp Counsellor is \$275/week. Increases from this base salary are described below. We only provide increases for qualifications, experience or memberships which are relevant to our operation. Increases from the weekly base salary for CURRENT qualifications or memberships include:

- One summer's work experience at one of our camps= \$10/week/year
- Current member of Girl Guides by/on March 25, 2014= \$10/week (determined by membership in iMIS (national database))
- NLS= \$20/week
- Red Cross Instructors=\$10/week (Doe Lake only)
- Canadian Coast Guard Pleasure Craft Operator Card)=\$5/week (only at Adelaide, Woolsey and Doe Lake)
- ORCKA OCA Instructors or higher in canoeing or kayaking: \$10/week (only at Adelaide, Woolsey, Wyoka and Doe Lake)
- CYA Bronze Sail or White Sail Coach: \$30/week (Doe Lake or Woolsey Overnight Camps only)
- Level One Challenge Course Instructors: \$20/week (applied at Adelaide, Doe Lake, Orenda and Wyoka only)
- Level Two Challenge Course Instructors: \$40/week (applied at Doe Lake and Wyoka only)
- Safe Food Handling Course: (\$10/week)

Example: Isabelle is 19 years old and a current member of GGC. She is returning for her 2nd year on staff in the role of a Camp Counsellor at Camp Wyoka. She has her NLS and Level One Challenge Course Instructors. She also has her Horseback Riding Instructor certification. Her salary would be:

- Base Salary= \$275/week
- Returning Premium=\$10/week
- Current member of GGC= \$10/week
- Current NLS= \$20/week
- Level One Challenge Course Instructor= \$20/week
- Horseback Riding Instructors= no increase since this qualification as it isn't listed above
- *Total Weekly Salary= \$335/week (includes 4% vacation pay)*

Dates of Contracts and Required Availability (includes training):

Overnight Camps

Adelaide*	Bonita Glen	Doe Lake*	Ma-Kee-Wa	Woolsey*	Wyoka*
June 28-Aug 30	June 26 – Aug 30	June 28-Aug 30	June 28-Aug 30	June 28-Aug 30	June 28-Aug 30

- *Staff members at these camps will have 1.5 days of paid extended time off mid-summer if they are working a full-summer contract. If the staff member is not working a full-summer contract the staff member will still be given the time off but we reserve the right to not pay the individual for the entire extended time off period.



- Bonita Glen’s work is weekend inclusively from June 19-21 – Aug 28-30. There is no work on the weekends of July 17-19 and Aug 7-9.
- Counsellors at Camp Ma-Kee-Wa will have occasional weekend work assigned to them but never more than 1 weekend per month. Time off in lieu will be assigned.

Day Camps

Ademac Carruthers Point Mississauga Guiding Centre Ma-Kee-Wa* Orenda Teka Woolsey
July 2-Aug 30

- Staff members at day camps will have weekends off except for July 4-5. They will also have time off on Monday August 3rd. Weekend time off begins at 7:30 p.m. on Friday and ends at the start of the assigned shift on Monday mornings.
- *Counsellors at Camp Ma-Kee-Wa will have occasional weekend work assigned to them but never more than 1 weekend per month. Time off in lieu will be assigned.

Notes:

- Assignment to specific areas can be changed as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camp Director.
- GGC reserves the right to assign employees to assist at camps other than those for which they are hired.
- GGC reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.