



## YMCA-YWCA CAMP STEPHENS

### Staff Hiring – Spring and Summer 2012

At Camp Stephens we look for people with the ability to be positive role models for children and youth, represent our philosophy and help provide opportunities for campers to grow and develop as individuals. Working 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 and a high level of self-motivation are key to your success.

Camp Stephens is a fun and personally rewarding place to work. Camp Stephens provides a unique opportunity for everyone, so we're looking for staff members who are flexible and gain great satisfaction through helping children enjoy positive experiences and healthy growth. Successful camp staff members actively contribute to a child-centred environment, demonstrate our values of caring, honesty, respect and responsibility and are highly skilled.

#### **Contract Dates**

Contract dates are not negotiable.

Applicants who apply for both a spring and summer position will be given priority. Interviews for summer only positions will not commence until all spring positions have been filled.

#### **Rate of Pay**

The rates of pay are as follows:

- Senior Staff positions \$475/week
  - Leadership Staff positions \$345/week
  - Returning Staff positions \$320/week  
Returning staff is defined as staff who have worked at Camp Stephens or another residential camp for a minimum of two months in a paid staff position.
  - New Staff Positions \$295/week
- All positions include room and board during the term of employment.

#### **Certifications**

Certifications listed are the minimum required for the position. These certifications must be completed before the commencement of the contract and a copy of these certifications must be received by Camp Stephens. Certifications must be current for the entire term of employment. At the Camp Directors discretion courses &/or assistant to complete required certification will be provided. Preferred certifications are not mandatory but will give weight to an application.

#### **Terms of Employment**

All paid staff will be a minimum of 18 years of age. All paid staff must complete and clear a Back Check criminal record check and Child Abuse Registry Check. YMCA YWCA of Winnipeg will provide a membership for all staff and volunteers from contract signing date to end of contract dates.

## **Interview and Hiring Dates**

\*Most Senior Staff, Leadership Staff & 6 week trippers have already been hired.

Senior Staff will be interviewed and hired in November. Please have your application in by **October 26, 2011** for early consideration.

Leadership Staff and 6 week trippers will be interviewed and hired in late November. Please have your application in by **November 9, 2011** for early consideration.

All other staff and volunteers will be interviewed and hired starting in January. Please have your application in before **Monday, January 9, 2012** for early consideration.

## **Important Dates**

- Senior Staff start May 7, 2012
- Spring Staff Training starts May 14, 2012 arriving May 13
- Spring ends June 22, 2012
- Arrival for summer staff training is June 23, 2012
- Summer ends August 25, 2012
- Family camp August 27 - 31, 2012

## **JUNIOR VOLUNTEERS**

Campers who have completed the Leadership Development Program at Camp Stephens, but are not old enough to be a staff member may apply as Junior Volunteers. JVs work in a variety of positions throughout camp. They must attend staff training (June 23 to July 1) and will be interviewed for the positions. Once a camper becomes a JV, they are ineligible to return to Camp Stephens as a camper. Please feel free to contact the office 204-889-8642 ext 230 if you have any further questions. When a JV application is received, we will make arrangements to set up an interview in January.

## **SENIOR STAFF**

**Program Coordinator** (Positions Available: 1) **(HIRED)**

Contract Dates: May 7 - August 31, 2012

Rate of pay: \$475/week

Certifications: Standard First Aid, Bronze Cross, CPR C

Preferred: Class 4 Driver's Licence, PCOC, MED A3, SVOP

Responsibilities: The Program Coordinator assists the Camp Director in overseeing all school and summer programs at Camp Stephens. They plan and execute programs and train and supervise all counselling and some program staff. The Program Coordinator is a member of the Senior Staff team and is in charge of the island when the Camp Director is absent.

**Operations Coordinator** (Positions Available: 1) **(HIRED)**

Contract Dates: May 7 - August 31, 2012

Rate of pay: \$475/week

Certifications: WHMIS, Pleasure Craft Operator Card (PCOC), Standard First Aid, CPR, MED A3, SVOP (some training may be provided)

Preferred: Class 4 Driver's Licence, Operation of Small Drinking Water Systems

Responsibilities: The Operations Coordinator is responsible for all aspects of care and maintenance of the camp. They are responsible for all water, septic, electrical and mechanical systems and any special projects designated by the Camp Director. They assist in planning and executing staff training and directly supervise all operations staff. The Operations Coordinator is a member of the Senior Staff team.

**Wellness Coordinator** (Positions Available: 1)

Contract Dates: May 7 - August 25, 2012

Rate of pay: \$475/week

Certifications: Standard First Aid, Bronze Cross, CPR C

Preferred: Wilderness Advanced First Aid, NLS, PCOC, MED A3, SVOP

Responsibilities: The Wellness Coordinator manages all health care, first aid and emergencies at camp and maintains all related paperwork and records. They ensure the self-administration of camper medications and assist in planning and implementing staff training. The Wellness Coordinator is a member of the Senior Staff team and is a co-chair the workplace health and safety committee.

**Kitchen Coordinator** (Positions Available: 1) **(HIRED)**

Contract Dates: May 7 - August 31, 2012

Rate of pay: \$475/week

Certifications: Standard First Aid, CPR, Food Handler Certification

Responsibilities: The Kitchen Coordinator supervises the operation of the kitchen in terms of food ordering, budgeting, preparation, inventory and clean-up. They supervise and support all kitchen staff and assist in planning and implementing staff training. The Kitchen Coordinator is a member of The Senior Staff team.

**Wilderness Coordinator** (Positions Available: 1) **(HIRED)**

Contract Dates: May 7 - August 25

Rate of pay: \$475/week

Certifications: Standard First Aid, CPR, Bronze Cross, strong risk management, tripping and supervisory experience.

Preferred: Class 4 Driver's License, WAFA, PCOC, MED A3, SVOP, Canoe Instructor (Paddle Canada or provincial body)

Responsibilities: The Wilderness Coordinator oversees all aspects of overnight and extended canoe trips including menu, equipment, route selection, and staffing. They assist in the planning and implementation of staff training. The Wilderness Coordinator is a member of the Senior Staff team.

**LEADERSHIP STAFF**

**Water & Septic Coordinator** (Positions Available: 1) **(HIRED)**

Contract Dates: May 7 - August 31, 2012

Rate of Pay: \$345/week

Certifications: WHMIS, Operation of Small Drinking Water Systems, PCOC, MED A3, SVOP, Standard First Aid, CPR

Preferred: Class 4 Driver's Licence, Bronze Cross

Responsibilities: The Water & Septic Coordinator primary responsibility is the operation & documentation of Camp Stephens Water and Septic Systems. The Water & Septic Coordinator reports directly to the Operations Coordinator and assists in maintenance duties and functions and assist in execution of designated projects. To ensure safe operation of boats and safety of passengers in boats. in all aspects of their role. They assist in supporting and supervising operations staff.

**Assistant Kitchen Coordinator** (Positions Available: 1) **(HIRED)**

Contract Dates: May 14 - August 31

Rate of Pay: \$345/week

Certifications: Standard First Aid, CPR, Food Handler Certification

Responsibilities: The Assistant Kitchen Coordinator reports directly to the Kitchen Coordinator and assists in all aspects of their role. They assist in supporting and supervising kitchen staff.

**Assistant Wilderness Coordinator** (Positions Available: 1)

Contract Dates: June 17 - August 25

Rate of Pay: \$345/week

Certifications: Standard First Aid, CPR, Bronze Cross

Preferred: Class 4 Driver's License, WAFA, PCOC, MED A3, SVOP, Canoe Instructor (Paddle Canada or provincial body)

Responsibilities: The Assistant Wilderness Coordinator reports directly to the Wilderness Coordinator and assists in all aspects of their role. They assist in supporting both our wilderness and in-camp trail programs.

**Section Coordinator** (Positions Available: 3) **(HIRED)**

Contract Dates: June 24 - August 25

Rate of Pay: \$345/week

Certifications: Standard First Aid, CPR, Bronze Cross, several years of camp experience

Preferred: Class 4 Driver's License, PCOC, MED A3, SVOP

Responsibilities: Section Coordinators are responsible for overseeing all aspects of a camper's experience. They support counsellors in terms of behavioural challenges within their cabin groups and plan special events for their section of camp. They assist in training and supervision of counselling staff. The Section Coordinators report directly to the Program Coordinator. They are a member of the Leadership Staff.

**Leadership Development Program (LDP) Coordinator** (Positions Available: 2) **(HIRED)**

Contract Dates: June 24 - August 25

Rate of Pay: \$345/week

Certifications: Standard First Aid, CPR, Bronze Cross, several years of camp experience

Preferred: WAFA, NLS

Responsibilities: The LDP Coordinators interviews and assist in selection of program participants and plan and implement the LDP program. They support and supervise all program participants. They report directly to the Program Coordinator and are a member of the Leadership Staff.

## **PROGRAM STAFF**

### **Climbing Coordinator** (Positions Available: 1)

Contract Dates: May 14 - August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR, Bronze Cross, experience running a climbing tower or wall.

Preferred: Recognized Level 2 Instructor

Responsibilities: The Climbing Coordinator oversees the climbing tower and works closely with the High Ropes Coordinator to ensure the quality and consistency of programming. They ensure the safety of all participants at the climbing tower. They oversee the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The Climbing Coordinator is a member of the Program Staff.

### **Environmental/International Coordinator** (Positions Available: 1)

Contract Dates: May 14 – August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR, Bronze Cross

Responsibilities: The Environmental/International Coordinator plans and implements the enviro/international program at camp and maintains contact with the international department of the YMCA-YWCA of Winnipeg. They assist in the planning and implementation of camp programs. The Climbing Coordinator is a member of the Program Staff.

### **High Ropes Coordinator**

Positions Available: 1

Contract Dates: May 14 - August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR, Bronze Cross, experience running a high ropes course

Preferred: Recognized Level 2 Instructor

Responsibilities: The High Ropes Coordinator oversees the high ropes course and works closely with the Climbing Coordinator to ensure the quality and consistency of programming. They ensure the safety of all participants at the high ropes course. They oversee the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The High Ropes Coordinator is a member of the Program Staff.

**Sailing Coordinator** (Positions Available: 1)

Contract Dates: May 14 - August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR, Bronze Cross, PCOC

Preferred: White Sail Instructor

Responsibilities: The Sailing Coordinator oversees the sail program and all sailboats. They ensure the safety of all participants. They oversee the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The Sailing Coordinator is a member of the Program Staff.

**Waterfront Coordinator** (Positions Available: 1)

Contract Dates: June 24 - August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR C, NLS

Responsibilities: The Waterfront Coordinator plans and implements waterfront program, ensures safety of participants in swim area and during waterfront sessions. They ensure proper supervision of campers by staff. They oversee care, maintenance and an on-going inventory of all waterfront equipment. They assist in the planning and implementation of camp programs. The Waterfront Coordinator is a member of the Program Staff.

**SPRING STAFF**

**Office Staff** (Positions Available: 1)

Contract Dates: May 14 - August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR C, Bronze Cross

Responsibilities: The office staff will assist in the day to day operation and administration of camp. Primary duties will include answering phones, data entry, filing, etc. The person in this position will work in the office for half of the day and assist in other camp activities for the remainder of the day. The Office Staff reports directly to the Camp Director.

**Spring Counsellors** (Positions Available: 19)

Contract Dates: May 14 - June 23

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: CPR C, Standard First Aid, Bronze Cross

Responsibilities: Works directly with campers, ensures that there is a safe, fun and supportive recreational/educational setting for the campers. Supports and supervises campers at all scheduled activities. Plans and implements camp programs. Assists in food preparation and clean-up in the dining hall as per direction of the Kitchen Coordinator.

**Kitchen Staff** (Positions Available: 4)

Contract Dates: May 14 – June 23

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR,

Preferred: Food Handler Certification, Bronze Cross

Responsibilities: Assists in food preparation and clean-up in the dining hall and kitchen as per direction of the kitchen coordinator.

**Operations Staff** (Positions Available: 3)

Contract Dates: May 14 – June 23

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR, PCOC

Preferred: MED A3, SVOP, Class 4, Bronze Cross

Responsibilities: To assist in maintenance duties and functions and assist in execution of designated projects. To ensure safe operation of boats and safety of passengers in boats.

**Wilderness Staff** (Positions Available: Varies)

Contract Dates: TBA

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Wilderness Advanced First Aid, Bronze Cross, CPR C

Preferred: Canoe Tripping 1, Class 4

Responsibilities: Guide school group trips on safe and educational wilderness trips and to be responsible for all actions taken with or by the group.

## **SUMMER STAFF**

### **Counsellors** (Positions Available: 24)

Contract Dates: June 24 - August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: CPR C, Bronze Cross, Standard First Aid

Responsibilities: Works directly with campers, ensures that there is a safe, fun and supportive recreational/educational setting for the campers. Supports and supervises campers at all scheduled activities. Plans and implements camp programs. Assists in food preparation and clean-up in the dining hall as per direction of the Kitchen Coordinator.

### **Operations Staff** (Positions Available: 3)

Contract Dates: June 24 – August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR, PCOC

Preferred: MED A3, SVOP, Class 4, Bronze Cross

Responsibilities: To assist in maintenance duties and functions and assist in execution of designated projects. To ensure safe operation of boats and safety of passengers in boats.

### **Kitchen Staff** (Positions Available: 4)

Contract Dates: June 24 – August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, CPR,

Preferred: Food Handler Certification, Bronze Cross

Responsibilities: Assists in food preparation and clean-up in the dining hall and kitchen as per direction of the kitchen coordinator.

### **Wilderness Staff** (Positions Available: 12)

Contract Dates: June 24 – August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Wilderness Advanced First Aid, Bronze Cross, CPR C

Preferred: Canoe Tripping 1, White Water 1, NLS, Class 4

Responsibilities: The Wilderness Staff are responsible for planning and implementing wilderness canoe trips from two to four weeks in duration. They are responsible for the safety, health and well being of all

campers on their trip. They work with a partner and are responsible for ensuring that participants are instructed and supported in skill development.

**Trail Staff** (Positions Available: 1 male, 1 female)

Contract Dates: June 24 – August 25

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Standard First Aid, Bronze Cross, CPR C

Preferred: Wilderness Advanced First Aid, Canoe Tripping 1, White Water 1, NLS, Class 4

Responsibilities: The Trail Staff are responsible for working directly with the Wilderness Coordinator to plan and implement in camp canoe trips from one to five nights in duration. They will assist counsellors in leading in camp trips and support the Wilderness coordinator in the smooth operation of the Depot. They are responsible for the safety, health and well being of all campers on their trip. They are responsible for ensuring that participants and counsellors are instructed and supported in skill development.

**Six Week Trippers** (Positions Available: 4) v **(HIRED)**

Contract Dates: June 24 - August 25

Rate of Pay: \$320/week

Certifications: Wilderness Advanced First Aid, CPR C, Bronze Cross, Paddle Canada Moving Water or Canoe Tripping Certification

Preferred: Paddle Canada Canoe Instructor, WFR, NLS, Class 4

Responsibilities: The Six Week Staff are responsible for planning and implementing a wilderness canoe trip of six weeks in duration. They are responsible for the safety, health and well being of all campers on their trip. They work with a partner and are responsible for ensuring that participants are instructed and

**Family Camp Staff** (Positions Available: 10)

Contract Dates: August 27 - 31

Rate of Pay: Returning \$320/week or New \$295/week

Certifications: Bronze Cross, CPR C, Standard First Aid

Responsibilities: Assist in planning and implementation of family camp program. Assist with various duties as needed (maintenance, food prep, clean up, and programming).