

We build strong kids,
strong families,
strong communities.



Plus de vie à la vie
des jeunes, des familles
et de la communauté.

YMCA

YMCA GENEVA PARK APPLICATION PACKAGE – SUMMER 2009

YMCA Geneva Park is a Leadership Development, Outdoor Education, Camping and Conference Services site of the YMCA of Simcoe/Muskoka. Since 1908 YMCA Geneva Park has been providing family leadership experiences throughout the summer months.

MISSION

The YMCA of Simcoe/Muskoka is a charity that excels at strengthening our communities by providing opportunities for all to grow in spirit, mind and body.

VISION

The YMCA of Simcoe/Muskoka will be the recognized leader in lifelong health and personal growth.

VALUES

Caring, Honesty, Inclusiveness, Respect, Responsibility

WHO ARE WE LOOKING FOR AT YMCA GENEVA PARK?

We are looking for staff that will demonstrate and promote a personal understanding of and appreciation for the mission, vision and values of the YMCA of Simcoe/Muskoka. Staff will be working in a team environment and will acknowledge and value team members' skills, experience, cultural background, knowledge, creativity and contributions. Staff will be positive role models and will demonstrate responsible behaviour at all times. All staff will commit to assisting participants, volunteers, staff and self in continuous learning and development. We are looking for people who are excited about building valuable relationships with the children, youth and adults with whom they interact and lasting friendships with fellow staff.

BASIC REQUIREMENTS

In order to be considered for a position at YMCA Geneva Park you must:

- be 18 years of age as of June 30th, 2009
- have current Standard First Aid and CPR – Level C certificates, valid throughout the entire contract of employment with YMCA Geneva Park
- have certain additional qualifications, depending upon the job for which you are applying, valid throughout the entire contract of employment with YMCA Geneva Park
- have a clear criminal reference check, presented *before* commencing work with YMCA Geneva Park (**must be dated within 6 months prior to contract start date**).

APPLICATION PROCESS

After reading the application package, please submit the following:

- your completed application form
- photocopies of all necessary qualifications
- current résumé and cover letter, including reference contact information

You will be contacted only if selected for an interview; interviews will commence in December.

A CHALLENGING AND REWARDING SUMMER EXPERIENCE

As a member of the summer staff team you can expect:

- To be part of a hard-working team of 35.
- To have a specific daily shift in a program area, with 55 minutes off for lunch.
- To have evening program duties.
- To receive orientation and training for your job.
- To receive ongoing feedback from your supervisor.
- To be housed in rustic cabins with nearby washroom facilities, and to receive three meals daily.
- To have one day off for each week worked.
- To receive a pay cheque every two weeks.
- To receive 4% vacation pay upon completion of the season in addition to your weekly salary.

JOB DESCRIPTIONS

Children's Program (\$180-230/week)

Develops and delivers programs to preschoolers, children and youth in a creative and enthusiastic manner. Daily responsibilities will include three hours of pre-school programming, 3 hours of school-age programming and one hour of drama instruction. Must have past experience working with children in a recreational setting.

Craft Shop (\$180-230/week)

Provides hands-on instruction and assists guests in self-directed projects. Ensures cleanliness and orderliness of craft areas. Must be creative and skilled in a wide variety of crafts. Ability to play musical instruments is an asset.

Swim Dock (\$205-230/week)

Provides swimming instruction, aquafitness classes and lifeguarding in a lakefront setting. Must have NLS and LSS, Red Cross and/or YMCA Instructor certification. Experience in lakefront guarding is an asset.

Windsurfing (\$205-230/week)

Provides progressive windsurfing lessons to children and adults in a safe, supportive manner. Oversees equipment rental and maintenance. Must have Bronze Cross and Pleasure Craft Operator Card (or a willingness to complete prior to beginning work), and experience and knowledge of windsurfing and/or sailing.

Marina (\$205-230/week)

Provides progressive canoeing and kayaking lessons to children and adults. Oversees equipment rentals and maintenance. Must have Bronze Cross and Pleasure Craft Operator's Card. ORKCA instructional levels (or a willingness to complete prior to beginning work) in canoeing and/or kayaking.

Gym, Tennis, Fitness Staff (\$180-230/week)

Provides recreational and progressive instructional programs in a variety of sports and activities. Must be able to provide leadership to sports activities, tennis and group fitness classes. Must have a strong and varied sports background.

Outdoor Discovery Centre Staff (\$180-230/week)

Assists with and provides leadership to environmental and interpretive nature activities. Experience and skills in adventure-based programming, orienteering and outdoor education is an asset. Will also be responsible for providing outdoor-based programs to day camp participants at least once daily.

Administrative Staff (\$180-230/week)

Assists with the organization and implementation of administrative duties. Job will consist of guest services, general office duties and coordination of volunteers. This position will also act as a liaison with the administration and conference departments. Customer service skills and computer literacy are assets.

Senior Staff Team

Responsible for managing a specific area under the program realm, implementing and managing rules and regulations and developing and delivering comprehensive staff training. Senior staff are also responsible for supervision of evening programs and emergency response duties. Bronze Cross or National Lifeguard Service Certifications are an asset to all Senior Staff Team positions.

Children's Program Supervisor (\$325/week)

Coordinates and supervises all children's program staff, facilitates creative program development and delivery for a variety of ages and communicates with parents. Must have extensive program planning and leadership experience, demonstrated innovation and creativity in children's programming. NLS is an asset.

Craft Shop Supervisor (\$295/week)

Develops and delivers an extensive, varied arts and crafts program that meets the needs of all guests. Provides hands-on instruction, monitors inventory, ensures cleanliness and orderliness of craft areas and supervises program staff. Must have extensive, demonstrated experience in creative programming.

Swim Dock Supervisor (\$325/week)

Provides leadership and supervision to the waterfront swim area, including staff scheduling, swim instruction, aquafit instruction, lifeguarding, staff training and comprehensive area safety. Must have NLS and LSS, Red Cross and/or YMCA Instructor. First Aid Instructors and LSS Examiner would be an asset. Previous waterfront lifeguarding experience would be beneficial.

Windsurfing Supervisor (\$325/week)

Supervises windsurfing and monitors guest participation in both instructional and recreational programs. Manages all equipment rentals, maintains equipment in good repair and supervises program staff. Must have NLS and Pleasure Craft Operator Card. Level 1 Windsurfing Instructors would be an asset.

Marina Supervisor (\$325/week)

Supervises canoeing and kayaking programs. Provides instruction, monitors equipment rentals, maintains all equipment in good repair and supervises staff. Must have NLS, Pleasure Craft Operator Card and ORKCA instructional levels (or a willingness to complete prior to beginning work) in canoeing and/or kayaking.

Gym, Tennis, Fitness Supervisor (\$295/week)

Supervises programs, areas and staff and provides hands-on leadership. Must have an ability to instruct tennis lessons at all levels, knowledge of fitness and wellness concepts and practices and a strong and varied sports background. Group fitness or dance knowledge would be an asset.

Outdoor Discovery Centre Supervisor (\$295/week)

Organizes and facilitates all interpretive nature and environmental activities for children and adults. Must have training and leadership experience in environmental sciences and outdoor education (adventure-based programming, orienteering, outtripping, wilderness survival, etc.)

Administration Supervisor (\$295/week)

Organizes, performs and supervises summer program administrative duties. Responsible for program statistics, guest services, program and first aid inventories, coordination of volunteers and nurses and general office duties. This position also acts as a liaison with the administration and conference departments. Customer service skills, computer literacy and knowledge of YMCA Geneva Park are assets.

Summer Leadership Counsellor (\$320/week)

Coordinates and delivers all aspects of leadership development programs for youth 12 - 17 years of age with co-counsellor. Must have extensive program planning and delivery experience in a residential leadership setting, strong outdoor education and outtripping skills. NLS is mandatory. Wilderness first aid is an asset. Strong interpersonal and mentoring skills as well as excellent communication, problem-solving and time management skills are requirements of this position.

Summer Program Coordinator (\$425-435/week)

This position is a partnership with shared responsibility. The two Summer Program Coordinators are the direct supervisors of all the programs and program staff, and they develop and deliver the program staff training and evaluation. The successful candidates will have excellent time-management, organizational and communication skills. Candidates considered for the position will have experience in the following: information sharing with families, scheduling staff, programs and spaces, knowledge of activities offered, risk management, assessing age appropriateness and ability to take into account the overall operations of the Park. Knowledge of YMCA Geneva Park programs and facilities is an asset.

YMCA GENEVA PARK APPLICATION FOR SUMMER EMPLOYMENT

GENERAL INFORMATION

NAME: _____ HOME PHONE #: _____

HOME (PERMANENT) ADDRESS: _____

CURRENTLY IN: High School ___ Post-Secondary ___ Year/Grade Completed _____ Other _____

ADDRESS AT SCHOOL (if different from above): _____

PHONE # AT SCHOOL: _____ WILL YOU BE 18 AS OF JUNE 30, 2008? YES NO

EMAIL ADDRESS: _____

LIST YOUR TOP TWO JOB PREFERENCES: (see attached job descriptions)

1. _____

2. _____

QUALIFICATIONS/SKILLS

Please check the activities that you feel you are qualified to instruct or lead.

DANCE ___ DRAMA ___ ARTS & CRAFTS ___ ARCHERY ___ AEROBICS ___

AQUAFITNESS ___ SWIM LESSONS ___ WINDSURFING ___ NATURE/ECOLOGY ___

KAYAKING ___ CANOEING ___ OUTTRIPPING ___ SPORTS & GAMES ___ TENNIS ___

GLOBAL AWARENESS ___ MUSIC ___

OTHER (please specify) _____

LIST ANY CERTIFICATES OR QUALIFICATIONS YOU HOLD FOR ANY OF THE ABOVE ACTIVITIES:

DO YOU HAVE A CURRENT STANDARD FIRST AID CERTIFICATE? No Yes - Expiry Date _____

DO YOU HAVE A CURRENT CPR – LEVEL C CERTIFICATE? No Yes - Expiry Date _____

DO YOU HAVE A CURRENT NLS CERTIFICATE? No Yes - Expiry Date _____

DO YOU HAVE A CURRENT BRONZE CROSS CERTIFICATE? No Yes - Expiry Date _____

WORK EXPERIENCE

PLEASE LIST YOUR MOST RECENT JOBS.

	<u>Employer</u>	<u>Position Held</u>	<u>Date(s) Employed</u>	<u>Phone #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

PLEASE LIST TWO EMPLOYMENT REFERENCES.

	<u>Name</u>	<u>Phone # (bus. & home)</u>	<u>Company Name</u>
1.	_____	_____	_____
2.	_____	_____	_____

I hereby certify that the above information is true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be sufficient cause for dismissal. I authorize the YMCA of Simcoe/Muskoka to investigate to the accuracy and completeness of the information. I have read and understand the conditions of employment at YMCA Geneva Park.

Signature of Applicant: _____ Date: _____

PLEASE NOTE...

You must be 18 years of age or older as of June 30, 2009 to be hired at YMCA Geneva Park. If you do not meet this age requirement, please do not submit an application!

Current Standard First Aid and CPR – Level C certification and a current (within 6 months of contract start date) Criminal Reference Check are requirements of employment at YMCA Geneva Park. Many positions require additional qualifications. Please see the enclosed position descriptions for information on the specific qualifications for each job.

Please complete the application in full and enclose an up-to-date resume and cover letter as well as photocopies of all required qualifications; forward by January 1, 2009 to:

*Brian Shelley
General Manager, Residential and Family Camping
YMCA of Simcoe/Muskoka
YMCA Geneva Park, R.R. #6, Orillia, Ontario, L3V 6H6
Email address: brian_shelley@ymca.ca
Fax: (705) 325-8411*

YMCA of Simcoe/Muskoka – YMCA Geneva Park
Telephone 705-325-2253 or 1-866-895-9622
www.ymcaofsimcoemuskoka.ca

“The YMCA strives to ensure that volunteers and staff conduct their relationships with each other, participants and all other Association contacts with integrity, good judgment and fairness. The YMCA respects the right of individuals to the protection of their personal information. The YMCA is committed to maintaining the confidentiality, privacy and accuracy of personal information it collects, uses and discloses about its participants, members, donors, parents/guardians, staff and volunteers”