

We build strong kids,
strong families,
strong communities.



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

YMCA

2012 YMCA OF SIMCOE/MUSKOKA



DAY CAMP STAFF HIRING PACKAGE

YMCA of Simcoe Muskoka Day Camp

22 Grove St. West

Barrie ON, L4N 1M7

Phone: 705 726 6421 x 252 Fax: (705) 792-7874

elana_martins@ymca.ca



Our Mission-Our Values

Our mission, our vision and values reflect the aspirations of the communities we serve and the rich history and service of the YMCA over the past 160 years in Canada.

Each of our communities is special, each is unique, and each has a story to be told. Our region is enriched by our communities. The YMCA of Simcoe/Muskoka sees each Y as special and sees each person in it as an opportunity for participation and belonging.

We all are part of special places we call ours. That may be a village, town, city, region - or even a lake, a café or a park. Each community, each special place, is a part of who we are and what we aspire to be. For each of us, for those who work and volunteer with our Ys, and for those who use its services, we each have a YMCA that is special to us and to our community. We each have a “My Y.”

YMCA Mission

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

YMCA Vision

The YMCA will be the recognized leader in lifelong health and personal growth.

YMCA Values

Caring, Honesty, Inclusiveness, Respect, Responsibility



Our Camps

YMCA of Simcoe/Muskoka Day Camps has been making warm summer memories for decades. Our camps promote growth, fun and fellowship and our values of caring, honesty, inclusiveness, respect and responsibility are practically applied every day. Everyone is welcome and everyone matters. Our dedicated staff takes pride in helping children develop to their fullest potential. Our day camps are located in Barrie, Collingwood, Geneva Park, Gravenhurst, Innisfil, Midland, Orillia, Parry Sound and Wasaga Beach.

Our Staff Minimum Requirements

Each candidate needs to be at least 17 years of age by Dec 31st 2012 and possess:

- Current Standard First Aid and CPR 'C'
- Verification of a clear current Criminal Record with Vulnerable Sector
- A desire to provide a quality camping experiences to children 3-16 years old.
- A dedication to deliver our camping program using our YMCA Core Values

*Further requirements for specific positions are outlined within the job descriptions

How to Apply

1. Read through all job descriptions and choose your top 2 positions in which you would like to apply for.
2. Fill out all sections of the Day Camp Application Form
3. Have your most updated cover letter and resume with 3 references *good references are those of past employers/teachers/people you have volunteered for.
4. Photocopy or scan all current qualifications you have that apply to the job in which you are applying for.
5. Send your Day Camp Application Form , Cover Letter, Resume and copy of qualifications to Elana Martins, Director of Day Camps for the YMCA of Simcoe Muskoka - DEADLINES are posted under each description

Mail	E-Mail	Fax
Elana Martins YMCA of Simcoe/Muskoka Day Camp 22 Grove St. West Barrie ON, L4N 1M7	Elana_martins@ymca.ca If you e-mail your applications, please put the location in which you are applying for in the subject line.	705-792-7874 Please include a fax cover letter addressed to Elana Martins c/o Day Camp



Day Camp Counsellor Positions

CAMP YMCA/JR.CAMP/SPORTS/SPECIALTY/ADVENTURE/LEADERSHIP/WATERFRONT-GP

POSITION TERM: June 23 2012 - August 31st 2012

SALARY: 350/week *an additional \$10/week if you hold additional qualifications applicable to positions beyond minimum requirements

OVERVIEW OF POSITION

Camp Counsellors are responsible for making the magic of camp happen. They will provide amazing adventures, deliver super fun programs and ensure their camper's safety and supervision. Camp Counsellors are fun, creative, energetic and are an integral part of making experiences that last a lifetime

RESPONSIBILITIES:

- To be available to lead all programs assigned and to actively swim each day with the campers
- To be responsible for the safety, supervision and security of all participants in your car at all times following the YMCA Policies and Procedures
- To assist in programming and delivery of appropriate programs based on skill level, and age of participants.
- To participate with the children in a positive and supportive manner
- To maintain current qualifications as required by this position
- Participation in weekly staff meetings
- To make pre-week introductory phone calls to assigned camper group

QUALIFICATIONS:

- Minimum YMCA Day Camp Staff Requirements (listed on pg.1)
 - a passion for working with children
 - Positive attitude and enthusiastic nature
- * Current CPR C and NLS -is a mandatory qualification for Waterfront Staff at Geneva Park

LOCATIONS OF POSITIONS *several counsellor positions available at each location
Barrie, Collingwood, Geneva Park, Gravenhurst, Innisfil, Midland, Orillia, Parry Sound and Wasaga Beach

*****Applications for all Counsellors positions are due by March 1st 2012***



On-Site Day Camp Programmer

POSITION TERM: June 23 2012 - August 31st 2012

PAY RANGE: \$400/week

OVERVIEW OF POSITION

Site Programmers are responsible for assisting in the development and delivery of daily creative, fun and interactive programming. They also provide on-going support to all counselors and act in lieu of On-Site Coordinator. They will be an expert in program delivery and have a wealth of back pocket games, know all the songs, and can teach a first year Counsellor how to be an expert at leading their campers in high energy games.

RESPONSIBILITIES:

- Review and write program curriculum aligned with the YMCA Values
- To place supply orders to On-Site Coordinator when necessary
- Teach staff how to lead camp activities and programs
- To be available to lead all programs assigned and to actively swim each day with the campers
- Organize and deliver BIG DAY programming
- Assist with overall site leadership as member of leadership team
- Maintain program equipment inventory and purchase program equipment as needed
- Assist with overall site leadership as member of leadership team
- Participation in weekly staff meetings

QUALIFICATIONS:

- Minimum YMCA Day Camp Staff Requirements (listed on pg.1)
- Experience supervising a group of people
- Must be a full time student before and after the employment term
- Excellent organizational, customer service skills

LOCATIONS OF POSITIONS

Barrie(1), Collingwood(1), Geneva Park(2), Gravenhurst(1), Innisfil(1), Midland(1), Orillia(1), Parry Sound(1) and Wasaga Beach(1)

*****Applications for On-Site Programmers are due by March 1st 2012***



Inclusion Counsellor

POSITION TERM: June 23 2012 - August 31st 2012

PAY RANGE: \$400/week

OVERVIEW OF POSITION

Inclusion Counsellors are responsible for providing one on one support to children with special needs. They are caring, enthusiastic and patient and integrate campers as much as possible into the daily program itinerary. This position must have their own transportation as they may need to support YMCA day camp sites within their region and will move around to different sites based on camper registration.

RESPONSIBILITIES:

- Providing one on one or one on two camper support to children with special needs
- Managing behavioral incidents and implementing behavioral redirection strategies
- Communicating regularly with camper families
- Developing program inclusion strategies to create a successful camping experience for inclusion campers
- Act as resource to day camp staff team in terms of inclusive programming
- Writing reports as required
- Full and active participation in all camp activities
- Participation in weekly staff meetings
- Weekend introductory phone calls to assigned camper(s)

QUALIFICATIONS:

- Minimum YMCA Day Camp Staff Requirements (listed on pg. 1)
- must be a full time student before and after the employment term
- Experience supporting children with special needs in a recreational setting
- Must have own transportation
- Positive, caring, enthusiastic, encouraging attitude

LOCATIONS OF POSITIONS

Barrie(1), Collingwood(2), Geneva Park(1), Gravenhurst(1), Innisfil(1), Midland(1), Parry Sound(1) and Wasaga Beach(2)

*****Applications for Inclusion Counsellors are due by March 1st 2012***



On-Site Day Camp Coordinator

POSITION TERM: May 14th 2012 - August 31st 2012

PAY RANGE: \$450/week

OVERVIEW OF POSITION

The Site Director is responsible for providing leadership to the day camp operations of their site. They are ultimately responsible for camper safety and enjoyment, managing a staff team of 10 to 25 employees, solving problems and providing excellent customer service. They are committed to the goals and philosophies of YMCA Day Camp and bring with them a proven track record of progressive leadership in a summer camp setting.

RESPONSIBILITIES:

- Coordinate daily operations of their designated day camp site
- Direct supervisor to staff team, including ongoing guidance, coaching, and performance management
- Recruit, train, develop and manage staff and volunteers for day camp
- Communicating and problem solving with camper families
- Supporting day camp marketing efforts and strong kids fundraising events
- Responsible for operating staffing ratio of staff and make appropriate adjustments.
- Crisis response following YMCA procedures
- Provide leadership to day camp staff and program
- Prepare reports and perform administrative duties
- Ensure quality standards are achieved
- Working with the on-site GM of the facility

QUALIFICATIONS:

- Minimum YMCA Day Camp Staff Requirements (listed on pg.1)
- Experience in day or residential camp through progressive leadership positions
- Experience supervising staff
- Able to work with limited direct supervision
- Excellent organizational and customer service skills
- Well developed leadership abilities

LOCATIONS OF POSITIONS

Barrie(1), Collingwood(1), Geneva Park(1), Gravenhurst(1), Innisfil(1), Midland(1), Parry Sound(1) and Wasaga Beach(1)

*****Applications for On-Site Coordinators are due by February 9th 2012***



Assistant Day Camp Director

POSITION TERM: May 1st 2012 - August 31st 2012

PAY RANGE: \$500/week +travelling expense

OVERVIEW OF POSITION

The Assistant Day Camp Director will provide significant leadership to all day camp sites and staff teams within the YMCA of Simcoe/Muskoka. They will perform quality assurance and safety audits at the various day camp locations. Program development, marketing, implementation, evaluation, delivering in-school presentations, recruiting and assisting with the training of Day Camp staff in conjunction with the Director of Day Camping

RESPONSIBILITIES:

- Travelling to each Day Camp location in Simcoe/Muskoka weekly to support
- Conducting ongoing Day Camp Program quality assurance audits
- Assist in the recruitment, training, development and management of staff and volunteers for summer day camps
- Engaging with on-site camp programming with staff and campers
- Management and development of Day Camp program content, training and tools/resources
- Parent and public relations including developing, and maintaining positive relationships with external contract service providers and community groups
- Acting in Lieu of the Director of Day Camp or in place of a On-Site Coordinator
- Provide leadership to day camp staff and program
- Prepare reports and perform administrative duties
- Assist with delivering and programming special events and fundraising

QUALIFICATIONS:

- Minimum YMCA Day Camp Staff Requirements (listed on pg.1)
- Experience in day or residential camp through progressive leadership positions
- Experience supervising staff
- Able to work with limited direct supervision
- Excellent organizational and customer service skills
- Well developed leadership abilities
- must have a reliable vehicle

LOCATIONS OF POSITIONS- Barrie (1)

May 1st - June 30th -Barrie YMCA Camping Office July 1st - Aug 31st - On the Road

*****Applications for Assistant Director are due by February 9th 2012***



YMCA OF SIMCOE/MUSKOKA DAY CAMP APPLICATION FOR EMPLOYMENT 2012

GENERAL INFORMATION

NAME: _____ HOME PHONE #: _____

HOME ADDRESS: _____

EDUCATION: High School ___ Post-Secondary ___ Year/Grade Completed _____

ADDRESS AT SCHOOL (if different from above): _____

PHONE # AT SCHOOL (if different from above): _____

WILL YOU BE 17 AS OF DEC.31, 2012? YES NO

EMAIL ADDRESS: _____

LIST YOUR PREFERRED LOCATION

1. _____
2. _____

CHECK OFF YOUR TOP 2 JOB PREFERENCES

**please read DAY CAMP GUIDE 2012 on our website for more info on specific camps

COUNSELLING POSITIONS		
CAMP YMCA _____	JR.CAMP _____	GENEVA ADVENTURE*Barrie, Orillia, Gravenhurst _____
SPORTS _____	SPECIALTY _____	LEADERSHIP *Barrie & Midland _____
INCLUSION _____	GP WATERFRONT _____	

LEADERSHIP TEAM POSITIONS
ON-SITE PROGRAMMER _____
ON-SITE COORDINATOR _____
ASSISTANT DIRECTOR _____

QUALIFICATIONS/SKILLS

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

DRAMA _____

ARTS & CRAFTS _____

MUSIC _____

ARCHERY _____

CANOEING _____

OUTDOOR EDUCATION _____

GUITAR _____

ENVIRONMENTAL PROGRAMS _____



LIST ANY CERTIFICATES OR QUALIFICATIONS YOU HOLD FOR ANY OF THE ABOVE ACTIVITIES (please list any additional qualifications)

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

DO YOU HAVE A CURRENT CPR "C" CERTIFICATE? Yes ___ No ___ Expiry Date _____

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

WORK EXPERIENCE

PLEASE LIST YOUR MOST RECENT JOBS.

Employer Position Held Date(s) Employed Phone #

PLEASE LIST TWO EMPLOYMENT REFERENCES.

Name Phone # (bus. & home) Company Name

PLEASE NOTE...

You must be 17 years of age or older as of December 31, 2012 to be hired at YMCA DAY CAMPS. If you do not meet this age requirement, please do not submit an application!

Current First Aid and CPR 'C' certification and a current Vulnerable Sector Police Check (within 6 months of beginning employment) are mandatory requirements of employment at YMCA of SIMCOE MUSKOKA DAY CAMPS.

PLEASE COMPLETE THE APPLICATION IN FULL AND ENCLOSE AN UP-TO-DATE COVER LETTER, RESUME AND PHOTOCOPIES OF ALL REQUIRED QUALIFICATIONS.

**ASSISTANT DIRECTOR AND ON-SITE COORDINATOR APPLICATION DEADLINE – THURSDAY FEBRUARY 9TH 2012
ALL OTHER POSITION APPLICATIONS ARE DUE – MARCH 1ST 2012**

Mail : Elana Martins YMCA Day Camps
22 Grove St. West
Barrie ON
L4N 1M7

Phone: 705 726 6421 x 252
Fax: (705) 792-7874

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. Our organizational values are caring, honesty, inclusiveness, respect and responsibility.

The YMCA strives to ensure that volunteers and staff conduct their relationships with each other, participants and all other Association contacts with integrity, good judgement 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.