



# YMCA Camp Kitchikewana Hiring Guide

Spring/Summer/Fall 2026

Dear applicants,

We are happy to share the 2026 Hiring Guide, where you will find job descriptions, contract lengths and pay rates. Please be mindful of the start dates and qualifications required for each role.

Working at a summer camp can be a very challenging adventure because the safety, fun and personal growth of each camper rests with us. It is also a very fun and rewarding way to spend your summer alongside like-minded peers who share the same commitment to children.

Each person applying for a job at YMCA Camp Kitchikewana is expected to model our mission, vision, and values at all times.

### ***The YMCA Mission: What is our purpose?***

A community-building charity that connects people to each other and to experiences designed to build health and strength, skills and confidence, and opportunities for exploration and growth.

### ***The YMCA Vision: What do we want to achieve?***

Vibrant and connected communities where everyone belongs.

### ***The YMCA Values: What guides our decision-making?***

- **Kindness:** We are friendly, caring, and committed to cultivating relationships built on compassion.
- **Integrity:** We are honest, trustworthy, and take responsibility for our decisions and actions.
- **Inclusiveness:** We embrace diversity and strive to create places, programs, and experiences where everyone belongs.
- **Respect:** We believe in each other – our strengths, perspectives, and passions.
- **Optimism:** We approach things with an open mind, an emphasis on happiness, and are inspired by the potential of all people.

As you consider your application, please be advised of the following:

- You must be 17 years of age by December 31, 2026 in order to work or volunteer at Kitchi.
- For almost all positions, due to our island-based location, you must have your up-to-date National Lifeguard (NL) by the start of your contract. **Please submit proof of certification or enrolment with your application.**
- All staff must also have their up-to-date Standard First Aid and CPR-C prior to the start of the contract. Please ensure that your certifications required for your position remain valid throughout the duration of your contract. **Please submit proof of certification or enrolment with your application.**
- Vulnerable Sector (VS) Police Checks are required if you will be 18 years old prior to August 30, 2026. If you turn 18 while you are at camp, you must obtain a check at that time. If you previously submitted a Police Record Check within 3 years of your contract start date, you will not need to re-apply for another check.
- Due to budget approval timelines, 2026 salary rates will be confirmed prior to the issuing of contracts.

We look forward to receiving your application. Please do not hesitate to contact me if you have any questions.

Take care,

Tim Mosser

Director, YMCA Camp Kitchikewana  
[tim.mosser@sm.ymca.ca](mailto:tim.mosser@sm.ymca.ca)

## How to Apply

- Please go to <https://ymcaofsimcoemuskoka.ca/careers/job-postings/>
- Complete the prompts to create a Dayforce account and apply for a job (note: the Dayforce online system will only allow you to apply for **one** job so be sure to make that your highest choice of position).
- List your top three job preferences (in your order of preference) in your cover letter which you will be required to upload along with your resume.
- To be considered for the first round of hiring, online applications are due **by 11:59 pm on Sunday, January 18th, 2026**.
- Those selected for an interview will be contacted via email.

The YMCA of Simcoe/Muskoka supports diversity, equity and a workplace free from harassment and discrimination. The YMCA of Simcoe/Muskoka is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted. Please note that staff applications are competitive and, as a result, we don't have jobs for all of the amazing applicants each year. If you are not a successful applicant this year, we encourage you to seek other leadership opportunities and apply to Kitchi again in the future.

## Interview information

**Sites, Tripping, Programming, Section Head, Leadership and Kitchen** interviews will be virtual on Microsoft Teams. Those applicants selected for an interview will be contacted via email to book a time. The interview will consist of general questions about your skills and experience, as well as questions specific to the position(s) you are applying for. We will endeavour to fill these positions in February.

**Camp counsellor interviews** for new counsellors will be in person or virtually on Microsoft Teams. The location for the in-person interviews will be determined at a later date and will include a group interview. Following the group interview, there will also be a brief individual interview where we will ask about your specific skills and experiences, why you want to work at camp, and what you will bring to the job that is unique. Successful counsellor applicants who have previously held a counsellor position at Kitchi will be offered virtual interviews. We will endeavour to fill counselling positions in March.

## **Mandatory On-site Staff Training Dates:**

Spring Staff Training (Outdoor Centre Staff only): May 11-14, 2026

Summer Staff Training (Summer Staff only): June 21 - June 27, 2026

\*We understand that some applicants may not be able to commit to working a full summer but would be interested in working a shortened season. While we are open to the possibility of shortened contracts, we ask that you include this information in your cover letter along with your availability.

## **Camp Equitable Employment Fund**

We are excited to be offering the YMCA Camp Equitable Employment Fund (CEEF) to our staff applicants again this year. CEEF is a grant implemented across all YMCA overnight camps in Canada to decrease barriers to employment at camps for people traditionally marginalized and underrepresented in the camping industry. The fund is open to BIPOC (Black, Indigenous, People of Colour) Canadians aged 17 to 25 with previous experience or a demonstrated interest in working with youth. No previous camp-specific experience is required. Successful applicants receive financial assistance to offset the personal expenses of working in the outdoor industry, including certification courses, personal gear, equipment, and travel costs. Funding will be awarded to successful applicants who have been offered a position at a YMCA overnight camp in Canada in the order applicants are received and based upon available funding. Interested candidates are encouraged to apply for funding as soon as possible.

**To apply, visit: <http://tinyurl.com/CEEF2026>.**

If you have any questions, please contact us.

Summer Positions Available	Weekly Pay	# of Positions
<b>Counselling Team</b>		
Counsellor	\$530	28
Resource Counsellor (2 sailing, 1 aquatics, 1 boating, 1 a/c, 1 drama, 1 guitar, 1 mountain biking, 1 island explorers).	\$560	9
Inclusion Counsellor	\$560	5
Inclusion Relief Counsellor	\$550	5
<b>Sites Team</b>		
Sites Services Manager <i>(6 month contract highly preferred)</i>	\$760	1
Water Plant Coordinator <i>(6 month contract highly preferred)</i>	\$688	1
Sites Staff	\$590	2
Cleaning Staff	\$550	3
<b>Tripping Team</b>		
Head Tripper	\$890	1
Tripper	\$881	3
<b>Program Team</b>		
Program Manager	\$760	1
Aquatics Area Head	\$600	1
Land Area Head	\$590	1
Sailing Area Head	\$590	2
Boating Area Head	\$590	1
*Waterfront Director (responsibilities to be added to a Program Team position)	To be determined	1
<b>Section Head Team</b>		
Counselling Manager	\$760	1
Section Head	\$610	3
Wellness Coordinator	\$610	1
Inclusion Coordinator	\$610	1
Office Coordinator	\$610	1
Day Camp Coordinator	\$610	1
<b>Leadership Team</b>		
Leadership Manager	\$760	1
L1 Facilitator	\$590	2
L2 Facilitator	\$590	3
L1 Facilitator/Tripper	\$590 / \$881	1

<b>Summer Positions Available</b>	<b>Weekly Pay</b>	<b># of Positions</b>
<b>Kitchen Team</b>		
Food Services Manager	Commensurate w/ experience	1
Head Cook <i>(6 month contract highly preferred)</i>	\$1,000	1
Senior Prep Cook	\$590	1
Prep Cook/Dishwasher	\$550	3-4

<b>Outdoor Centre Positions Available</b>	<b>Weekly Pay</b>	<b># of Positions</b>
Spring Outdoor Centre Facilitator	\$704	24
Fall Outdoor Centre Facilitator	\$704	8

# Counselling Team Positions

## **Counsellor**

**Positions Available:** 28

**Reports to:** Section Head Team

**Supports:** Campers

**Salary:** \$530/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Job structure:** Counsellors will be placed with a co-counsellor in a cabin for 3-4 sessions of the summer. For the other sessions, they may work as Rovers, providing additional support to camp operations. This may include being a substitute counsellor for cabins that need more support or supporting the Sites and/or Kitchen teams.

### **Responsibilities:**

- *Camper Care:* Responsible for the campers and their care 24 hours/day. This includes ensuring that cabins are ready prior to the arrival of campers, and attending to the physical, emotional and spiritual well-being of each camper.
- *Skill Instruction and Lifeguarding:* Responsible for leading camper skill instruction (e.g. swimming, canoeing, kayaking, sailing, etc.). This includes being well-prepared to teach your lessons. You are also responsible for lifeguarding as scheduled.
- *Programming:* Actively participate and lead section programs, and cabin choice activities as per the guidelines established by the Program Manager.
- *Outtripping:* Actively lead and participate in the preparation, implementation and debriefing of your cabin's outtrip. Organize and facilitate creative programming for campers during down-time on outtrip.
- *Inclusion:* Participate in the support of inclusion campers in your cabin and/or section.
- *Administration:* Complete all necessary paperwork (first day health checks, program paperwork, incident reports, lesson report cards, and Leadership Feedback) throughout the session.
- *Day Camp:* May be asked to provide assistance to the Kitchi Day Camp Program.

### **Required Certifications:**

- National Lifeguard
- Standard First Aid
- CPR-C

### **Recommended Certifications:**

- Aquatic Instructors
- CANSAI Instructors
- ORCKA Tripping 1
- ORCKA Instructors 1 and Canadian Style Paddling
- Flatwater Kayaking Instructor/Camp Kayaking Instructor

## **Resource Counsellor**

**Positions Available:** 1 position for each of the following areas: boating, swimming, arts and crafts, drama, guitar, Island Explorers, mountain biking. 2 positions will be available for sailing.

**Reports to:** Section Head Team and Area Heads

**Supports:** Campers

**Salary:** \$560/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Job Structure:** Resource counsellors assist the Area Heads in the facilitation of afternoon skills while maintaining regular cabin counsellor duties. Resource Counsellors must have or obtain additional certifications required for the position.

### **Responsibilities:**

- *Camper Care:* Responsible for the campers and their care 24 hours/day. This includes ensuring that cabins are ready prior to the arrival of campers, and attending to the physical, emotional and spiritual well-being of each camper.
- *Skill Instruction and Lifeguarding:* Responsible for leading camper skill instruction (e.g. swimming, canoeing, kayaking, sailing, etc.). This includes being well-prepared to teach your lessons. You are also responsible for lifeguarding as scheduled.
- *Programming:* Actively participate and lead section programs and cabin choice activities as per the guidelines established by the Program Manager.
- *Outtripping:* Actively lead and participate in the preparation, implementation and debriefing of your cabin's outtrip. Organize and facilitate creative programming for campers during down-time on outtrip.
- *Inclusion:* Participate in the support of inclusion campers in your cabin and/or section.
- *Administration:* Complete all necessary paperwork (first day health checks, program paperwork, incident reports, lesson report cards, and Leadership Feedback) throughout the session.

### **Required Certifications:**

- National Lifeguard
- Standard First Aid
- CPR-C
- For Sailing: CANSail 1-2 Instructors (must first achieve the following pre-requisites: CANSail Fundamentals, CANSail Boat Safety)
- For Swimming: Aquatic Instructors
- For Boating: Flatwater Kayaking Instructors

### **Recommended Certifications:**

- For Sailing: CANSail 3-4 Instructors
- For Boating: ORCKA Instructors 1 and Canadian Style Paddling
- ORCKA Tripping 1

## **Inclusion Counsellor**

**Positions Available:** 3-5

**Reports to:** Inclusion Coordinator

**Supports:** Campers or volunteers attending through the Inclusion Program

**Salary:** \$560/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Job Structure:** The role of the Inclusion Counsellor is to provide direct support to the campers attending the Inclusion Program in their cabin group.

### **Responsibilities:**

- *Inclusion:* participate in the support of inclusion campers in your cabin and/or section.
- *Administration:* Ensure camper journals are filled out correctly and are up-to-date. Communicate with parents when needed.
- *Camper Care:* Responsible for the campers in their care 24 hours/day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper.
- *Lifeguarding:* As scheduled.
- *Programming:* Actively participate and lead section programs, and cabin choice activities as per the guidelines established by the Program Manager.
- *Outtripping:* Actively lead and participate in the preparation, implementation and debrief of your cabin's outtrip. Organize and facilitate creative programming for campers during down-time on outtrip.

### **Required Certifications:**

- Standard First Aid
- CPR-C
- National Lifeguard

### **Recommended Qualifications:**

- Experience working with individuals with special needs

## **Inclusion Relief Counsellor**

**Positions Available:** 3-5

**Reports to:** Inclusion Coordinator

**Supports:** Campers, including campers or volunteers attending through the Inclusion Program

**Salary:** \$550/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Job Structure:** In addition to the responsibilities of Counsellor, the role of the Inclusion Relief Counsellor is to provide support to the Inclusion Counsellor and camper attending the Inclusion Program in their cabin group. They will provide daily coverage and act as the 1:1 support while the Inclusion Counsellor is on day off.

### **Responsibilities:**

- *Inclusion:* participate in the support of inclusion campers in your cabin and/or section.
- *Administration:* Ensure camper journals are filled out correctly and are up-to-date. Communicate with parents when needed.
- *Camper Care:* Responsible for the campers in their care 24 hours/day. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and spiritual well-being of each camper.
- *Lifeguarding:* As scheduled.
- *Programming:* Actively participate and lead section programs, and cabin choice activities as per the guidelines established by the Program Manager.
- *Outtripping:* Actively lead and participate in the preparation, implementation and debrief of your cabin's outtrip. Organize and facilitate creative programming for campers during down-time on outtrip.

### **Required Qualifications/Certifications:**

- Standard First Aid
- CPR-C
- National Lifeguard

### **Recommended Qualifications:**

- Experience working with individuals with special needs

# **Sites Team Positions**

## **Sites Services Manager (six month contract highly preferred)**

**Positions Available:** 1

**Reports to:** Camp Management

**Supports:** Sites Services Team

**Salary:** \$760/week

**Contract Length:** April 26 – August 30, with option to extend to October 2 (highly preferred)

### **Responsibilities:**

- *Delivery of Service:* Responsible for creating schedules and prioritizing housekeeping (bathrooms, boats, and dining hall daily cleaning), boat driving, water treatment and general maintenance of the camp site.
- *Supervision and Support:* Supervises and supports the Sites Services team. Coordinate and support camp volunteers in required tasks.
- *Budget/Inventory:* Tracks expenditures and provides monthly tracking reports to director and/or as requested.
- *Health and Safety:* Responsible for establishing and enforcing Sites Services staff uniform policy in accordance with the YMCA of Simcoe/Muskoka's Uniform Policy. Responsible for establishing and enforcing guidelines for use of the boats, maintenance equipment and water treatment system in adherence to Health Regulations, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.
- *Risk Management:* Will work with Sites Services staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with housekeeping, water treatment, general maintenance, boat driving and Ministry of Labour standards.
- *Water treatment:* Will be an active member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
- *Year-end Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications:**

- Standard First Aid and CPR-C
- Pleasure Craft License
- OCA Camp Marine Module (provided by camp)
- WCWC Water Treatment Certification (Camp pays for half of this certification, and the successful candidate pays for the other half. If the candidate returns to camp in a similar role in a subsequent summer, camp will reimburse the remaining half.)
- Valid G Driver's License

### **Recommended Certifications/Qualifications:**

- National Lifeguard
- Experience working in jobs with similar responsibilities

## **Water Plant Coordinator**

**Positions Available:** 1

**Reports to:** Sites Services Manager

**Supports:** Sites services team

**Salary:** \$704/week (Spring and Fall); \$688/week (Summer)

**Contract Length:** April 26 – August 30, with option to extend to October 2 (highly preferred)

### **Responsibilities:**

- *Delivery of Service:* Responsible for creating schedules and prioritizing housekeeping (bathrooms, boats, and dining hall daily cleaning), boat driving, water treatment and general maintenance of the camp site.
- *Supervision and Support:* Supervises and supports the Sites Services team. Coordinate and support camp volunteers in required tasks.
- *Budget/Inventory:* Tracks expenditures and provides monthly tracking reports to director and/or as requested.
- *Health and Safety:* Responsible for establishing and enforcing Sites Services staff uniform policy in accordance with the YMCA of Simcoe/Muskoka's Uniform Policy. Responsible for establishing and enforcing guidelines for use of the boats, maintenance equipment and water treatment system in adherence to Health Regulations, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.
- *Risk Management:* Will work with Sites Services staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with housekeeping, water treatment, general maintenance, boat driving and Ministry of Labour standards.
- *Water treatment:* Will be an active member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
- *Year-end Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications:**

- Standard First Aid
- CPR-C
- Pleasure Craft Operator Card
- OCA Camp Marine Module (provided by camp)
- WCWC Water Treatment Certification (Camp pays for half of this certification, and the successful candidate pays for the other half. If the candidate returns to camp in a similar role in a subsequent summer, camp will reimburse the remaining half.)

### **Recommended Certifications/Qualifications:**

- National Lifeguard
- Valid G Driver's License
- Experience working in jobs with similar responsibilities

## **Sites Services Staff**

**Positions Available:** 2

**Reports to:** Sites Services Manager

**Salary:** \$704/week (Spring and Fall); \$590/week (Summer)

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Water treatment:* If qualified, will be an active member of the Water Treatment team. This includes managing the treatment of all potable water, keeping logs and maintaining open lines of communication with the MOE and Ministry of Health.
- *Site Maintenance/Repair:* Will assist with the repair/maintenance of site equipment as needed and determined by the Sites Services Manager.
- *Boat driving:* Will be an active member of the boat driving team. This includes regular pick-ups and drop-offs, garbage runs, food runs and changeovers.
- *Housekeeping:* Responsible for assisting with the daily cleaning/sanitization of the central dining hall & lodges, bathroom/shower facilities, all camp ramps/paths, all motorized vehicles and boats, as determined by the Sites Services Manager.
- *Health & Safety:* Will work with the rest of the staff team to maintain a safe and healthy environment for all staff, participants and visitors to YMCA Camp Kitchikewana (Ministry of Labour Standards and YMCA Standard Operating Procedures).

### **Required Qualifications/ Certifications:**

- Standard First Aid
- CPR-C
- Pleasure Craft Operator Card
- OCA Camp Marine Module (provided by camp)

### **Recommended Qualifications:**

- National Lifeguard

## **Cleaning Staff**

**Positions Available:** 3

**Reports to:** Sites Services Manager

**Salary:** \$550/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Housekeeping/Cleaning:* Responsible for the daily cleaning/sanitization of the central dining hall & lodges, bathroom/shower facilities, all camp ramps/paths, all motorized vehicles and boats.
- *Health and Safety:* Will work with the rest of the staff team to maintain a safe and healthy environment for all staff, participants and visitors to YMCA Camp Kitchikewana.
- *Site Maintenance/Repair:* Will assist with the repair/maintenance of site equipment as needed and determined by the Sites Services Manager.

### **Required Certifications:**

- Standard First Aid
- CPR-C

# Outtripping Team Positions

## **Head Tripper**

**Positions Available:** 1

**Reports to:** Camp Management

**Supports:** Outtripping Staff

**Salary:** \$890/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Note:** Mandatory Tripper training will be provided in early May.

### **Responsibilities:**

- *Emergency Procedures:* Ensure that each camper and staff member has knowledge of emergency procedures as they pertain to out-trip before they go on trip. Participate in the preparation and practicing of evacuation routes alongside the rest of the tripping team, the sites team, and Camp Management.
- *Safety Equipment:* Ensure First Aid kits are well-stocked and accompany all outtrips; review, select and schedule outtrip routes specific to age, tradition, safety and YMCA value; ensure there is a qualified leader on each trip (1 staff aged 18+ and one NL-certified staff); implement the outtripping curriculum; develop well-balanced, practical menus; facilitate the packing of each outtrip; maintain an accurate inventory of departmental equipment; perform necessary repairs promptly.
- *Administration:* Ensure the camp office has copies of all route cards and a schedule of trips. Reviews all trip logs and incident reports. Order trip food through the kitchen while operating within a budget.
- *Leadership Tripping:* Assist the Leadership department in all planning components of the extended outtrip (this includes the coordination of participant outtripping skill education, route selection and menu planning).
- *Risk Management:* Will work with Tripping Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risk on out-trips.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-end Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.
- *Site maintenance:* ensure that program equipment is in good repair and safe to use (tripping, canoes, sailboats, etc.). Assist the Sites team in maintaining site cleanliness and general repair.

### **Required Certifications/Qualifications:**

- Minimum of 18 years of age
- National Lifeguard
- Standard First Aid
- CPR-C
- ORCKA Tripping Level 2 (camp will provide)
- ORCKA Tripping Level 3 (camp will provide)
- Wilderness First Aid (camp will provide)

### **Recommended Certifications/Qualifications:**

- Knowledge of the commonly used areas for trips (McCrae Lake, Musquash River, Beausoleil Island)

## **Tripper**

**Positions Available:** 3

**Reports to:** Head Tripper

**Salary:** \$881/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Note:** Mandatory Tripper training will be provided in early May.

### **Responsibilities:**

- *Leadership on outtrip:* responsible for leading weekly outtrips as scheduled by the Head Tripper, this may include facilitation of an entire trip, leading campers and staff through designated routes, coordinate the outtrip curriculum.
- *Administrative Tasks:* Responsible for maintaining outtrip records (this includes incident reports, route cards, trip logs).
- *Risk Management:* Responsible for minimizing exposure to risk for all campers and staff on trip.
- *Communication:* Maintains appropriate communication with camp while on trip.
- *Role Models Environmental Ethics:* Is to actively promote no-trace camping while on trip.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).

### **Required Certifications/Qualifications:**

- Minimum of 18 years of age
- National Lifeguard
- Standard First Aid
- CPR-C
- ORCKA Tripping Level 2 (camp will provide)
- Wilderness Advanced First Aid (camp will provide)

### **Recommended Certifications/Qualifications:**

- Knowledge of the commonly used areas for trips (McCrae Lake, Musquash River, Beausoleil Island)
- ORCKA Tripping Level 3

# Program Team Positions

## **Program Manager**

**Positions Available:** 1

**Reports to:** Camp Management

**Supports:** Area Heads

**Salary:** \$760/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Scheduling & Programming:* Responsible for: creating schedules for lifeguarding; placing counsellors into skills; scheduling counsellors to run evening section programs; overseeing the successful implementation of all other programming aspects of camp (skills, all-camps, cabin choice programs). Schedule Senior Staff to extra duties: banquet, campfire, talent show, all camps, etc.
- *Supervision and Support:* Supports the Area Head Team, to ensure that all program areas at camp are fun, safe and in line with the YMCA's core values of Honesty, Caring, Respect, Responsibility and Inclusiveness. Conducts evaluations for Area Heads.
- *Budget/Inventory:* Manages budgets and inventory of all programming areas (including sailing, aquatics, boating, all camps, arts and crafts, drama, guitar, mountain biking, archery, island explorers, general program resources).
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.
- Coordinate and support camp volunteers in required tasks.

### **Required Qualifications/ Certifications:**

- Standard First Aid
- CPR-C
- National Lifeguard
- Valid G Driver's License
- Prior camp supervisory experience

### **Recommended Qualifications/ Certifications:**

- Swimming Instructor Qualifications
- ORCKA Certifications
- CANSail Certifications
- Lifesaving Instructor/Examiner

## **Waterfront Director**

**Positions Available:** 1

*\* This position is most often combined with another position such as Aquatics Area Head, Sailing Area Head, etc.*

**Reports to:** Program Manager

**Supports:** Safety and guidelines of all Kitchikewana waterfront areas

**Salary:** To be determined

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Emergency Procedures (EP):* Coordinate all waterfront search patterns, all waterfront EP training, practice waterfront EPs regularly, maintain an inventory of both land and water EP equipment.
- *Administration:* ensure accurate record keeping for lessons and all necessary paperwork is forwarded to the appropriate agencies, coordinate the waterfront safety skit, facilitates the Go-for-Green program, and maintain the Buddy Board with all appropriate numbers and an up-to-date list of camper buddy numbers.
- *Risk Management:* Will work with Waterfront Staff and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risk on waterfront. Conduct ongoing reviews of waterfront areas to ensure they are up to standard.
- *Supervision:* Supervision is based on ensuring other waterfront areas are up to standard in terms of health and safety regulations, and all performance related supervision of the waterfront area heads (area head evaluations, program quality, etc).
- *Waterfront Management:* Maintain active schedule and calendar of all programs taking place on the waterfront and ensuring that a member of the Waterfront Team is present and actively supervising during all such programs (evening program, all-camps).
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications/ Qualifications:**

- National Lifeguard
- Standard First Aid
- CPR-C
- Instructor-level certification in a waterfront skill area (sailing, canoeing and/or lifesaving)
- Supervisory experience
- Knowledge of waterfront health and safety regulations (government, OCA and YMCA camp standards)

### **Recommended Certifications/Qualifications:**

- Knowledge of the YMCA Canada Swim Program
- Other advanced skill certifications in your waterfront skill area
- G Driver's license

## **Land Area Head**

**Positions Available:** 1

**Reports to:** Program Manager

**Supports:** Arts and Crafts, Drama, Kitchikewana Naturalists, Mountain Biking, and Guitar Resource

Counsellors and all counsellors during all-camps

**Salary:** \$590/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Skill Instruction:* Ensure the highest quality of arts and crafts, drama, naturalist, biking and guitar instruction. Support and oversee the Resource Counsellors that run these skills.
- *Program Quality:* Ensure that all skills and daily programs (cabin choice, etc.) are delivered with a high level of program quality (lesson plans, in line with YMCA values).
- *Inventory and Supplies:* Create and manage a budget for all land skills. Ensure that there are appropriate supplies to maintain all programs for the duration of both months.
- *Craft Shop Management:* Organize and maintain organization of craft supplies and general cleanliness of the Craft Shop during skills and free time.
- *Facilitate Session 4 musical:* writing, directing, and facilitating rehearsals.
- *Weekly Talent Shows:* Organize talent show each session.
- *Assist Program Manager:* provide assistance to the Program Manager with skills selection, staff training and development, all-camps and counsellor evaluations.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications/ Qualifications:**

- Standard First Aid
- CPR-C
- Background in drama, art, guitar and/or environmental programs

### **Recommended Certifications/Qualifications:**

- Experience in camp programming
- Valid G Driver's license
- National Lifeguard

## **Aquatics Area Head**

**Positions Available:** 1

**Reports to:** Program Manager

**Supports:** Aquatics Resource Counsellor and Aquatics instructors

**Salary:** \$590/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Skill Instruction:* Ensure the highest quality of swimming instruction, maintain instructional equipment, assign instructors to levels, complete all Life Saving Society test sheets, forward necessary sheets to appropriate agencies, teach leadership skills.
- *Administration:* Ensure test sheets are completed accurately and forwarded to appropriate agencies, complete incident reports when necessary, ensure membership dues and registration are complete.
- *Swimming Area Maintenance/Repair:* Ongoing maintenance checks of the swimming area, record "open-up" conditions, damages incurred, dates of repair and additions.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications/Qualifications:**

- National Lifeguard
- Standard First Aid
- CPR-C
- Lifesaving Society Instructors
- Aquatic Instructors
- Lifesaving Society Examiners

### **Recommended Certifications/Qualifications:**

- Standard First Aid Examiners

## **Boating Area Head**

**Positions Available:** 1

**Reports to:** Program Manager

**Supports:** Boating Resource Counsellors and boating instructors

**Salary:** \$590/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Note:** Successful applicant must be available in early May for ORCKA training

### **Responsibilities:**

- *Skill Instruction:* Ensure the highest quality of canoeing and kayaking instruction, maintain instructional equipment, and assign instructors to levels; secure outside examiners for boating levels when necessary; arrange for "in-house" examiners whenever possible; complete all ORCKA test sheets; establish a filing system and forward all necessary paperwork to appropriate agencies; ensure badges/awards are forwarded to successful candidates; teach leadership skills.
- *Lifeguarding:* As a member of the Waterfront Team, will be responsible for acting as the Head Guard at Wanakita Beach during Awesome Time.
- *Administration:* Maintain records of all boating instruction; complete all incident, emergency and/or injury reports when necessary; ensure membership dues and registration for agency affiliations are complete.
- *Canoe and Kayak Maintenance/Repair:* Organize preventative maintenance for each boat; keep a record of each boat's "open-up" condition, damage incurred during the season, repairs done and "shut-down" condition; and maintain an inventory of commonly used replacement parts.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications/ Qualifications:**

- National Lifeguard
- Standard First Aid
- CPR-C
- ORCKA Instructional certifications (camp will provide)

### **Recommended Certifications/Qualifications:**

- Knowledge of maintenance procedures for canoes and kayaks

## **Sailing Area Head**

**Positions Available:** 2

**Reports to:** Program Manager

**Supports:** Sailing Resource Counsellor and Sailing Instructors

**Salary:** \$590/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Skill Instruction:* Ensure the highest quality of sailing instruction, maintain instructional equipment, and assign instructors to levels; secure outside examiners for sailing levels when necessary; arrange for "in-house" examiners when required; complete all CANSail test sheets; establish a filing system and forward all necessary paperwork to appropriate agencies, ensure badges/awards are forwarded to successful candidates; teach leadership skills.
- *Lifeguarding:* As a member of the Waterfront Team, will be responsible for acting as Head Guard in the Sailing Area during Awesome Time.
- *Administration:* Maintain records of all sailing instruction; complete all incident, emergency and/or injury reports when necessary; ensure membership dues and registration for agency affiliations are complete.
- *Sailing Maintenance/Repair:* Organize preventative maintenance for each boat; keep a record of each boat's "open-up" condition; damage incurred during the season, repairs done and "shut-down" condition, and maintain an inventory of commonly used replacement parts.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications/ Qualifications:**

- National Lifeguard
- Standard First Aid
- CPR-C
- Pleasure Craft Operator card
- CANSail 3&4 Instructors\*
- CANSail Boat Safety\*
- CANSail Fundamentals Course\*

\*Camp pays for half of these certifications and the successful candidate pays for the other half. If the candidate returns to camp in a similar role in a subsequent summer, camp will reimburse the remaining half. CANSail Boat Safety and CANSail Fundamentals are prerequisites to the CANSail Instructors course.

# Section Head Positions

## **Counselling Manager**

**Positions Available:** 1

**Reports to:** Camp Management

**Supports:** Section Heads, Inclusion Coordinator, Wellness Coordinator

**Salary:** \$760/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Section Head Supervision:* Training, supervision, evaluation and management of Section Heads & Inclusion Coordinator in a manner that promotes the YMCA of Simcoe/Muskoka's Core Values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
- *Administration:* Approve and distribute cabin lists, coordinate camper journals, value awards, recognitions, etc. Help manage the camp office.
- *Parent Communication:* Ensure consistent and reliable parent communication occurs regarding incidents that campers were a part of. Ensure that first-time parent phone calls from Section Heads are happening in a timely manner.
- *Counsellor wellness:* Monitor health and well-being of counsellors. Work with other Non-Counselling Staff Members to maintain counsellor moral.
- *Inclusion:* Actively assist the Inclusion Section Head with including participants in camp programs.
- *Camp Information:* Assist Camp Management in distribution of camper, dietary, medical, bus lists to all required departments, and ensure that accuracy and organization of these lists is maintained.
- *Scheduling & Programming:* Responsible for creating the day-off schedule for Section Heads and the Counselling Team.
- *Supervision and Support:* Supports the Counselling Team, to ensure that camp is a fun, safe and in line with the YMCA's core values of Honesty, Caring, Respect, Responsibility and Inclusiveness.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Qualifications/ Certifications:**

- National Lifeguard
- Standard First Aid/CPR-C
- Valid G Driver's License

### **Recommended Qualifications/ Certifications:**

- Prior supervisory experience

## **Section Head**

**Positions Available:** 3

**Reports to:** Counselling Manager

**Supports:** Counselling staff

**Salary:** \$610/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Counselling staff supervision:* Training, supervision, cabin placements, evaluation and management of counsellors in a manner that promotes the YMCA of Simcoe/Muskoka's core values of Caring, Honesty, Respect, Responsibility and Inclusiveness.
- *Administration:* Approve and distribute cabin lists.
- *Parent Communication:* Ensure consistent and reliable parent communication occurs regarding any camper incidents. Ensure that first-time parent phone calls from Section Heads are happening in a timely manner.
- *Counsellor Wellness:* Monitor health and well-being of counsellors. Work with other non-counselling staff members to maintain counsellor morale.
- *Inclusion:* Actively assist the Inclusion Coordinator with including participants in camp programs.
- *Camper Wellness:* Monitor, treat and follow-up with wellness issues in your section in liaison with the Camp Director, Assistant Directors, Wellness Coordinator and the Office Coordinator.
- *Section Programming:* Provide leadership and support to evening section programs.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications:**

- National Lifeguard
- Standard First Aid
- CPR-C

### **Recommended Certifications/qualifications:**

- Supervisory experience
- Instructor qualifications
- Wilderness first aid
- Valid G Driver's license

## **Inclusion Coordinator**

**Positions Available:** 1

**Reports to:** Counselling Manager

**Supports:** Inclusion Counsellors and Inclusion Relief Counsellors

**Salary:** \$610/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Staff Supervision and Support:* Coordinate and facilitate staff training opportunities. Assign an appropriate counsellor to directly support each camper attending through the inclusion program and provide and/or arrange for relief, coverage and support to the Inclusion counsellors. Support other counsellors when needed (e.g. Section Heads on day off etc.).
- *Section Head Team Support:* As a member of the Section Head team, provide support to all Section Head-related duties (see Section Head job description).
- *Administration:* Review camper profiles prior to participant arrival; give input to Section Heads regarding Inclusion Counsellor and Inclusion Relief Counsellor performance.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Certifications:**

- National Lifeguard
- Standard First Aid
- CPR-C

### **Recommended Certifications:**

- Experience working with individuals with special needs
- Valid G Driver's license

## **Wellness Coordinator**

**Positions Available:** 1

**Reports to:** Counselling Manager

**Supports:** Campers, Camp Doctor/Nurse and Staff

**Salary:** \$610/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Wellness:* Organize camper medication and files on the first day of each session; support camp medical staff throughout the session; attend to ill/injured campers and communicate with families of campers needing wellness attention.
- *Communication:* Maintain professional, consistent and reliable communication regarding any camper wellness issues to guardians.
- *Supplies & Inventory:* Responsible for maintaining inventory, organization, and orders for wellness supplies.
- *Counsellor wellness:* Monitor health and well-being of counsellors. Work with other non-counselling staff members to maintain counsellor morale. Plan the senior staff socials with the other coordinators.
- *Programming:* As a member of the camp staff team, assist in all areas of camp as needed. Actively participate in assisting programs and organization and delivery of staff socials.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Qualifications/ Certifications:**

- Standard First Aid
- CPR-C
- Exceptional organizational and customer service skills

### **Recommended Qualifications/ Certifications:**

- National Lifeguard
- Post-secondary student working on a degree in nursing or health-related field
- Previous administrative and customer service experience

## **Kitchi Day Camp Coordinator**

**Reports to:** Counselling Manager

**Supports:** Day Camp Counsellors

**Salary:** \$610/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Scheduling & Programming:* Responsible for: creating daily/summer schedules and facilitating programs; monitoring program quality on an ongoing basis.
- *Supervision and Support:* Supports the day camp counsellors to ensure that all program areas at camp are fun, safe, and in line with the objectives set out by the YMCA of Simcoe/Muskoka.
- *Inventory:* Manages inventory of day camp program, conducting an inventory for the end of the season.
- *Parent communication:* Ensure excellent communication between staff and parents, addressing parent concerns in a professional and timely manner.
- *Camp communication:* Maintains open communication with the YMCA Camp Kitchikewana Management Team.
- *Counsellor wellness:* Monitor health and well-being of counsellors. Work with other non-counselling staff members to maintain counsellor morale. Plan the senior staff socials and staff snack with the other coordinators.
- *Staff feedback:* Provide ongoing feedback for day camp counsellors and conduct formal evaluations at the end of each staff session where appropriate.
- *Year-end report:* Develop an end-of-season report.
- *Purchasing:* Responsible for ordering and purchasing program supplies and food

### **Required Qualifications/ Certifications:**

- Standard First Aid
- CPR-C
- National Lifeguard

### **Recommended Qualifications/ Certifications:**

- Prior supervisory experience in a camp setting

## **Office Coordinator**

**Positions Available:** 1

**Reports to:** Camp Management

**Salary:** \$610/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Communication:* Manage incoming and outgoing information (mail, telephone, email) to ensure effective communication between the camp and camper families.
- *Social Media:* Under direction and support of camp management, will assemble, organize and post regular updates and photos to social media accounts, and communicate with parents via email. This will include taking/gathering of photos.
- *Supplies & Inventory:* Responsible for maintaining inventory, organization, orders and mail-outs for camp clothing, lost & found, office supplies, camper/staff files, bunk notes, camper mail.
- *Camp Information:* Distribute camper, dietary, medical, bus lists to all required departments and ensure that accuracy and organization of these lists is maintained.
- *Hiring Packages:* Will assist the Director with ensuring that new-hire payroll packages and all staff, volunteer and human resources paperwork is complete and organized. Assist with staff expense reimbursements.
- *Changeovers:* Manage the office during camp changeovers, deal with cabin placement concerns, office communication, etc.
- *Volunteers:* Assist with the scheduling and coordination of volunteers.
- *Standards Compliance:* With direction and support of Camp Management, ensure all camp compliance standards/guidelines inspections, checklists and paperwork are maintained (camping standards and best practices, health, fire, ESA inspections, Ministry of Labour files, and kitchen and sites checklists).
- *Programming:* As a member of the camp staff team assist in all areas of camp as needed and actively participate in assisting programs and organization and delivery of staff socials.
- *Year-End Report:* Will complete a year-end report to summarize the season and make suggestions for future summers.

### **Required Qualifications/ Certifications:**

- Standard First Aid
- CPR-C
- Working knowledge of Microsoft Office and social media (Facebook, Twitter, Instagram)
- Exceptional organizational and customer service skills

### **Recommended Qualifications/ Certifications:**

- Post-secondary student working on a degree in Communications or a related field
- Previous administrative and customer service experience

# Leadership Team Positions

## **Leadership Manager**

**Positions Available:** 1

**Reports to:** Camp Management

**Supports:** Leadership Facilitators

**Salary:** \$760/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *Supervision:* Provide ongoing supervision, daily feedback, check-ins, and consistent support to the Leadership Facilitators. Inform the Directors of any situations in the Leadership department that warrant discipline. Provide mid- and end- of season performance reviews for the Leadership Facilitators. Supervise the administration of the Leadership program participant evaluation system and file completed reports in participant files.
- *Parent Communication:* Ensure that parent phone calls from leadership facilitators are happening in a timely manner prior to the arrival of the participants, in keeping with established best practices as per the Leadership Manual. Additionally, play an active role in the virtual gathering for leadership families in June to discuss agreements and expectations that program participants face in the spirit of consistency and establishing clear boundaries. Ensure that consistent and reliable parent communication occurs regarding any participant incidents.
- *Internal and External Communication:* Work with the Leadership Facilitators to initiate and nurture positive relationships with external organizations that will contribute to the various components of the Leadership program (LSS, ORCKA examiners, Red Cross, bus companies, GBINP, equipment rental outfitters and all other organizations which are involved in the program); act as the liaison to all other Camp Departments.
- *Administration:* Participate in the budget and purchasing process, complete all incident, invoice, emergency and/or injury reports when necessary.
- *Program Development:* With the Leadership Team, develop curriculum in conjunction with Leadership Facilitators to meet goals established by the YMCA of Simcoe/Muskoka's Youth Leadership Program while promoting the core values
- *Leadership Tripping:* Responsible for planning, packing and leading both extended leadership trips.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season, evaluate Leadership Facilitators and make suggestions for future summers.

### **Required Qualifications/ Certifications:**

- National Lifeguard
- Standard First Aid and CPR-C
- G Driver's License

## **L1 Facilitator**

**Positions Available:** 2

**Reports to:** Leadership Manager

**Supports:** Leadership 1 Participants (age 14-15)

**Salary:** \$590/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *General:* Implement daily schedule; complete detailed lesson plans for all sessions well in advance; assist in the delivery of skills; ensure positive growth of all participants; educate other department areas about the Leadership Program, the participant's needs and assistance required from other non-counselling staff.
- *Coordination of Program:* Responsible for scheduling program components in a "month-format" (e.g. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
- *Skill Development:* Will support the Area Heads in delivery of morning skills and track the progress and provide support to the L1s to ensure successful completion of their skill.
- *Participant Supervision:* Responsible for the physical and emotional well-being of all participants; provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month; educate all participants regarding camp and Leadership Program policies and procedures; follow up all wellness/behavioural/disciplinary issues.
- *Leadership Outtripping:* Aid Leadership Manager and Head Tripper in planning, packing and leading extended Leadership outtrips.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season, evaluate L1 participants and make suggestions for future summers.

### **Required Certifications/ Qualifications:**

- National Lifeguard
- Standard First Aid
- CPR-C

### **Recommended Certifications/ Qualifications:**

- LSS Bronze Cross Examiner and/or Standard First Aid Examiner status
- Instructional certifications (sailing, canoeing or lifesaving)

## **L2 Facilitator**

**Positions Available:** 3

**Reports to:** Leadership Manager

**Supports:** Leadership 2 Participants (age 15-16)

**Salary:** \$590/ week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

### **Responsibilities:**

- *General:* Implement daily schedule; complete detailed lesson plans for all sessions well in advance; assist in the delivery of skills; ensure positive growth of all participants; educate other department areas about the Leadership Program, the participant's needs and assistance required from other non-counselling staff.
- *Coordination of Program:* Responsible for scheduling program components in a "month-format" (e.g. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
- *Participant Supervision:* responsible for the physical and emotional wellbeing of all participants, provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month, educate all participants regarding camp and leadership program policies and procedures, follow up all wellness/ behavioural/disciplinary issues.
- *Cabin/Skill Placement:* Will track the development of L2s and support them as needed to ensure positive contributions are being made within cabin and skill placements.
- *Leadership Outtripping:* Aid Leadership Manager and Head Tripper in planning, packing and leading extended Leadership outtrips.
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Reporting:* Will complete a year-end report to summarize the season, evaluate L2 participants and make suggestions for future summers.

### **Required Certifications/ Qualifications:**

- National Lifeguard
- Standard First Aid
- CPR-C

### **Recommended Certifications/ Qualifications:**

- LSS Bronze Cross Examiner and/or Standard First Aid Examiner status
- Instructional certification (sailing, canoeing or lifesaving)

## **L1 Facilitator / Tripper**

**Positions Available:** 1

**Reports to:** Leadership Manager

**Supports:** Leadership 1 Participants (age 14-15)

**Salary:** \$590/week (not including the 2 x 5 day outtrips at a rate of \$861/week)

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)  
Successful candidates must be available for tripper training in early May

### **Responsibilities:**

- *General:* Implement daily schedule; complete detailed lesson plans for all sessions well in advance; assist in the delivery of skills; ensure positive growth of all participants; educate other department areas about the Leadership Program, the participant's needs and assistance required from other non-counselling staff.
- *Coordination of Program:* Responsible for scheduling program components in a "month-format" (e.g. all necessary booking arrangements, communication and notification/reminders to guest speakers/non-counselling staff).
- *Skill Development:* Will support the Area Heads in delivery of morning skills and track the progress and provide support to the L1s to ensure successful completion of their skill.
- *Participant Supervision:* Responsible for the physical and emotional well-being of all participants; provide on-going informal feedback to participants throughout the month and a formal written evaluation at the end of the month; educate all participants regarding camp and Leadership Program policies and procedures; follow up all wellness/behavioural/disciplinary issues.
- *Leadership Outtripping:* Aid Leadership Manager and Head Tripper in planning, packing and leading extended Leadership outtrips. Assist in all planning components of the extended outtrip (this includes the coordination of participant outtripping skill education, route selection and menu planning).
- *All-Camp Programming:* As a member of the non-counselling staff team, will be jointly responsible for developing and delivering all-camp programs throughout the summer (these include, but may not be limited to camp-wide events, evening programs, closing banquet, campfires).
- *Year-End Report:* Will complete a year-end report to summarize the season, evaluate L1 participants and make suggestions for future summers.

### **Required Certifications/Qualifications:**

- Minimum of 18 years of age
- National Lifeguard
- Standard First Aid and CPR-C
- ORCKA Tripping Level 2 (camp will provide)
- Wilderness Advanced First Aid (camp will provide)

### **Recommended Qualifications**

- Knowledge of the commonly used areas for trips (McCrae Lake, Musquash River, Beausoleil Island)
- ORCKA Tripping Level 3

# Food Services Team Positions

## **Food Services Manager (six-month contract highly preferred)**

**Positions Available:** 1

**Reports to:** Camp Management

**Supports:** Kitchen Team

**Salary:** Commensurate with experience

**Contract Length:** April 26 – August 30, with option to extend to October 2 (highly preferred)

### **Responsibilities:**

- *Supervision:* Responsible for the development of staff schedules, and the implementation of staff training, staff supervision, staff evaluations, and staff support.
- *Food Preparation:* Responsible for menu planning, leading the daily preparation of food, supervising and assisting with post-service clean up, and ensuring completion of clean-up and daily sanitation procedures.
- *Health and Safety:* Responsible for establishing and enforcing kitchen staff uniform policy. Responsible for establishing and enforcing guidelines for use of the kitchen in adherence to Simcoe Muskoka District Health Unit, OCA standards, and YMCA of Simcoe/Muskoka's Policy and Procedures.
- *Administration:* Responsible for food ordering, food storage, and all administrative tasks associated with the Food Service department (including budget tracking, incident reports and appropriate record keeping).
- *Risk Management:* Will work with Head Cook and Camp Management to establish best practices that ensure that industry standards are maintained to best minimize risks associated with Food Preparation and Storage.
- *Year-end Report:* Will complete a year-end report outlining the summer, evaluating all kitchen staff, and make suggestions for upcoming summers.

### **Required Certifications:**

- Food Handling Safety Certification (camp can provide)
- Standard First Aid/CPR-C
- WHMIS (camp can provide)
- Red Seal Certification (preferred)
- Experience working in a kitchen
- Understanding/knowledge of alternative diets and allergies, i.e. gluten free, vegan, dairy free

**Head Cook:**

**Positions Available:** 1

**Reports to:** Food Services Manager

**Supports:** Kitchen Team

**Salary:** Commensurate with experience

**Contract Length:** April 26 – August 30, with option to extend to October 2 (highly preferred)

**Responsibilities:**

- *Supervision:* Responsible for assisting the Food Services Manager in the development of staff schedules, and the implementation of staff training, staff supervision, staff evaluations, and staff support.
- *Food Preparation:* Responsible for assisting the Food Services Manager in menu planning and the daily preparation of food; and taking on responsibility of leadership, preparation and delivery of food in the absence of the Food Services Manager.
- *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards as established by Camp Management, the Simcoe Muskoka District Health Unit, Ontario Camps Association and the YMCA of Simcoe/Muskoka.
- *Cleaning and Maintenance:* Responsible for taking a lead role in post-service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.
- *Dietary Needs:* Responsible for planning and preparing nutritious and high-quality meals for participants and staff with dietary restrictions.

**Required Certifications:**

- Food Handling Safety Certification (camp can provide)
- Standard First Aid
- CPR-C
- WHMIS (camp can provide)
- Experience working in a kitchen

**Recommended Qualifications:**

- Understanding/knowledge of alternative diets and allergies, i.e. gluten-free, vegan, dairy-free

**Senior Prep-Cook:**

**Positions Available:** 1

**Reports to:** Food Services Manager

**Supports:** Prep Cooks / Dishwashers

**Salary:** \$704/week (Spring); 590/week (Summer)

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Responsibilities:**

- *Food Preparation:* Assists the Food Services Manager and Head Cook in the preparation and service of all meals, snacks, and out trip supplies.
- *Kitchen In-Charge:* Responsible for supporting the Food Services Manager and Head Cook by overseeing the kitchen operations as needed. This includes short-term coordination and oversight of meal preparation, staff supervision, staff support and kitchen cleaning.
- *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards and food service guidelines as established by Camp Management, Simcoe Muskoka District Health Unit, Ontario Camping Association and YMCA Ontario Camping.
- *Cleaning and Maintenance:* Responsible for post-service clean up, including kitchen, service stations pots, services equipment sanitation and dishes.

**Required Certifications:**

- Standard First Aid
- CPR-C
- Food Handling Safety Certification (camp can provide)

**Recommended Qualifications:**

- Culinary/kitchen experience

**Prep-Cook/Dishwasher:**

**Positions Available:** 4

**Reports to:** Food Services Manager

**Salary:** \$550/week

**Contract Length:** June 21 - August 22 (may be extended to August 30 for Family Camp)

**Responsibilities:**

- *Food Preparation:* Assists the Food Services Manager and Head Cook in the preparation and service of all meals, snacks, and out trip supplies.
- *Health and Safety:* Contributes in a team approach to achieving and maintaining sanitary standards as established by Camp Management, Simcoe Muskoka District Health Unit, Ontario Camping Association and YMCA Ontario Camping and the YMCA of Simcoe/Muskoka.
- *Cleaning and Maintenance:* Responsible for post-service clean up, including kitchen, service station spots, services equipment sanitation and dishes.

**Required Certifications:**

- Standard First Aid
- CPR-C
- Food Handling Safety Certification

# Outdoor Centre Team Positions

## **Spring Outdoor Centre Facilitator**

**Reports to:** Camp Management

**Supports:** Outdoor Centre Participants (students, teachers, parents, volunteers, family groups, rentals)

**Salary:** \$704/week

**Contract Length:** May/June (depending on the position), in addition to staff training in early May.

### **Responsibilities:**

- *Open-Up:* Responsible for assisting in the open-up of the camp site.
- *Outdoor Centre Programming:* Responsible for delivering programs for Outdoor Centre Groups that ensure a high-quality program in a safe environment while promoting the YMCA of Simcoe/Muskoka's core values of Kindness, Integrity, Inclusiveness, Respect and Optimism.
- *Operational Responsibilities:* Responsible for regular shifts on Sites and in the kitchen to ensure that the camp is fully operational for the entire spring season.
- *Summer Preparation:* Responsible for preparing for summer program (responsibilities will be specific to summer job descriptions) and participating in training sessions in preparation for the summer (specific to the summer job position).

### **Required Qualifications/ Certifications:**

- Standard First Aid
- CPR-C
- National Lifeguard

### **Recommended Qualifications/ Certifications:**

- Previous camp and/or outdoor centre experience
- Outtripping experience
- Customer service experience

## **Fall Outdoor Centre Facilitator**

**Reports to:** Camp Management

**Supports:** Outdoor Centre Participants (students, teachers, parents, volunteers, family groups, renters)

**Salary:** \$704/week

**Contract Length:** September 1 – October 2, 2026

### **Responsibilities:**

- *Outdoor Centre Programming:* Responsible for delivering programs for Outdoor Centre groups that ensure a high-quality program in a safe environment while promoting the YMCA of Simcoe/Muskoka's core values of Kindness, Integrity, Inclusiveness, Respect and Optimism.
- *Operational Responsibilities:* Responsible for regular shifts on Sites and in the kitchen to ensure that the camp is fully operational for the entire fall season.
- *Shut down:* Will be responsible for assisting in the shutdown of the camp site.

### **Required Qualifications/ Certifications:**

- Standard First Aid
- CPR-C
- National Lifeguard

### **Recommended Qualifications/ Certifications:**

- Previous camp and/or outdoor centre experience
- Outtripping experience
- Customer service experience