



## Staff Application Guide Summer 2022

### Introduction

Thank you for your interest in joining our staff team for the 2022 Summer season. This handbook will help to answer many of your questions as you fill out your application form.

There have been changes to the staff structure, job descriptions and qualifications for some positions – please read carefully.

### Background

Camp Awesome is a summer day camp and youth leadership development program that operates within the Eastern Ontario Outaouais Regional Council (EOORC) of The United Church of Canada.

**Our Goal:** Through our programs, Camp Awesome strives to promote a sense of belonging to a faith community, encourage critical thinking, promote respect for others and the environment, and provide a safe and fun environment for social, personal and faith development.

**Our Mission and Beliefs:** Camp Awesome believes that we are called by God to build community through Love, Hope, Joy and Faith for all campers, staff and volunteers. We provide all children, youth and young adults with a place to learn and explore the Christian faith in an open and inviting way without borders or restrictions. Campers, staff and volunteers are the centre of Camp Awesome and as such their experiences, ideas and knowledge are valued as integral to our success.

**Our Motto:** Fun – Friendship – Faith

### Summer 2022 Camp Dates

Coordinator Start Date - June 6, 2022

Senior Staff Start Date - June 20, 2022

Counsellor Start Date - July 4, 2022

Summer Staff Training - July 4 - 8, 2022

Camp Awesome Week 1: July 11 - 15, 2022

Camp Awesome Week 2: July 18 - 22, 2022

Camp Awesome Week 3: July 25 - 29, 2022

Camp Awesome Week 4: August 2 - 5, 2022 \*note there is no camp on the Monday of this week

Camp Awesome Week 5: August 8 - 12, 2022

Coordinator Wrap Up Week: August 15 - 19, 2022

## **Staff Training**

Several staff training events will be held, both in person and online. All training is aimed at developing the skills and knowledge necessary for performing in your position at camp. It is also very important that our staff comes together as a team. Therefore, in order to be considered for employment all candidates must be able to attend the above training dates as they apply to your position. Upon being hired these dates will be included in your contract.

## **Position Availability**

All Camp Awesome employment positions are funded through the Canada Summer Job Grant program. The availability of each camp position is subject to Camp Awesome receiving this funding. Camp Awesome reserves the right to alter or eliminate any of these positions if there is insufficient funding, candidates or registrations.

## **Job Responsibilities**

The first priority for all camp staff is to put the camper's wellbeing first and ensure that they are properly cared for while at camp. This means ensuring appropriate and qualified supervision at all times, meeting the special needs of specific age groups and children, providing effective redirection, and being a role model for youth.

Camp Awesome staff members also take part in the day-to-day operation of the camp program, which includes participating in staff meetings, leading special programs, instructing campers in various skills, helping with spontaneous or unexpected activities, and performing cleaning duties.

In the interest of providing campers with a wholesome experience and good role models the following activities are strictly prohibited during the camp program:

- Tobacco, E-cigarette or Marijuana use of any kind
- Discriminatory/inappropriate behavior and language
- Cellular telephone use not related to camp business during work hours
- Possession or consumption of illegal drugs or alcohol

## **Uniform & Dress Code:**

All staff are required to wear a Camp Awesome T-Shirt during program hours. Each staff member will be provided with two camp shirts at the beginning of the summer. All staff are required to wear appropriate clothing during camp that allows for participation in all camp activities and reflects a positive message to campers.

## **Working Conditions:**

Working at camp can be a very rewarding experience. It can help you grow as a leader and develop other valuable skills for future careers. It is also a great way to serve others in your community.

Working at camp and with children also requires attention and focus. Some of the working conditions you can expect in this position include:

- Being physically active, including running, continuous standing, bending, squatting and lifting.
- Indoor and outdoor environments, including exposure to sun and high temperatures.
- Social and emotional situations as you work with children and the staff team.
- Working up to 37.5 hours each week, including starting your work day at 7:30 am or finishing your day at 5:30 pm.

### **Staff Transportation:**

All staff will be responsible for arranging their own transportation to camp locations each week. Although most camps are located within the boundary of public transportation, there may be some weeks where staff will be required to travel outside of the city. Candidates should ensure that they have access to reliable transportation.

### **Job Descriptions**

Please carefully read the job description for the position(s) you are interested in. The competencies and certifications required for each job are mandatory in accordance with industry standards. You must be able to at least meet the minimum qualifications for a position in order to apply. Staff members are expected to arrange for their own certifications necessary for the position(s) this includes Standard First Aid and CPR.

### **Position Title: Coordinator**

Contract Dates: June 6 - August 19, 2022

Reports Directly to: Camp Director

**Primary Role:** The Coordinators are responsible for direct leadership of the Camp Awesome team. Working directly with the Camp Director, they develop the camp theme to provide a fun and informative, Bible-based program appropriate to the various age levels served by Camp Awesome.

#### **Leadership and Support**

- Work as a team with the other Coordinators and the Camp Director in the design and implementation of Camp Awesome program, including daily organizing and delivery of daily camp schedule.
- Assist the Camp Director in the planning and delivery of the staff training program.
- Leads daily staff meetings and debriefs to provide updates and check ins with camp staff and volunteers.
- Responsible for assisting camp staff with the hands-on delivery of camp programming each day. Supervise children actively and participate in activities.
- Assist Senior Staff to ensure materials and supplies are available, organized, and ready for each day of camp.
- Provide direct leadership and oversight of all aspects of the daily camp program to ensure camp staff are supported and that camp runs efficiently.
- Set goals with each staff member and give appropriate feedback. Be an appropriate role model for staff and take an active role in leadership development.

#### **Communication and Administration**

- Build and maintain positive relationships with campers, camp staff, volunteers and parents.
- Maintain effective communication with the Camp Director, including a daily check-in.
- Communicate effectively with campers, camp staff, volunteers, church coordinator and parents.
- Track attendance of all staff and report changes in scheduling to Camp Director for approval.
- Prepare staff materials, including information binders prior to camp.
- Review and maintain camper records during each week of camp.
- Responsible for daily sign-in and out procedures with campers and parents, including the creation of sign in and out sheets.
- Ensure that supplies are sufficient; if not, purchase the necessary materials and track finances as instructed by the treasurer.
- Effective communication in problem solving and response to incidents.

#### *Coordinator Position Continued*

- Responsible for ensuring privacy and confidentiality of all personal information of campers and parents.
- Complete written reports as necessary including incident reports, staff evaluations and personal leadership development action plan.
- Submit reports and evaluations of each staff member to the Camp Director upon completion of camp each week.

#### Health and Safety

- Attend all training sessions and seek support for additional training throughout the camp season as needed.
- Ensure that a minimum ratio of 1 staff to every 7 campers is maintained at all times.
- Ensure camp staff are receiving appropriate breaks throughout the day.
- Ensure all Health, Safety and Risk Management policies and procedures are followed at all times, by all campers and staff.
- Support the maintenance of a safe, clean, and well-organized camp environment.
- Responsible for the daily health and safety of all campers, camp staff and volunteers.

#### Qualifications/Education/Competencies/Experience:

- Must be at least 18 years of age at the start of contract.
- Current Standard First Aid and CPR C certifications.
- Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview.
- Provide proof of COVID-19 vaccination or a valid exemption.
- Post secondary education related to Child and Youth Care, Recreational Leadership, Outdoor Management, Education, would be considered an asset.
- Minimum 1 year experience in a camp environment, preferably in a leadership role.
- Enjoy working with children.
- Leadership ability, experience managing staff teams is considered an asset.
- Experience in resolving and managing challenging situations.
- Demonstrated effective time management, organization, and communication skills.
- Ability to follow and be receptive to directions.

#### **Position Title: Senior Staff**

Contract Dates: June 20 - August 12, 2022

Reports Directly to: Coordinators

Primary Role: The Senior Staff provide leadership to counsellors and campers. Supervising campers they take an active role in the delivery of all camp activities.

#### Leadership and Support

- Assist the Coordinators and Camp Director in the leadership of the staff training program.
- Responsible for the hands-on delivery of camp programming each day.
- Ensure materials and supplies are available, organized, and ready for each day of camp.
- Take the lead on small and large group games, songs, and crafts.
- Provide leadership in the form of role modeling maturity and be relatable to campers, counsellors and LITs.
- Directly supervise counsellors in the absence of Coordinators.

*Senior Staff Position Continued*

Communication and Administration

- Build and maintain positive relationships with campers.
- Communicate effectively with campers, camp staff, volunteers and parents.
- Effective communication in problem solving and response to incidents.
- Responsible for ensuring privacy and confidentiality of all personal information of campers and parents.
- Complete written reports as necessary including incident reports and personal leadership development action plan.
- Assist the Coordinators in the evaluation of Counsellors.

Health and Safety

- Attend all training sessions and seek support for additional training throughout the camp season as needed.
- Ensure all Health, Safety and Risk Management policies and procedures are followed at all times, by all camp participants.
- Support the maintenance of a safe, clean, and well-organized camp environment through the direction of the Coordinators.
- Responsible for the daily health and safety of their camp group.

Qualifications/Education/Competencies/Experience:

- Must be at least 16 years of age at the start of contract
- Current Standard First Aid and CPR C certifications
- Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview. Those under 18 years of age will be required to sign a statutory declaration confirming that there is no criminal reason why they should not work with children.
- Provide proof of COVID-19 vaccination or a valid exemption
- Previous experience working with children, preferably in a camp setting
- Previous experience working in a team environment
- Previous experience leading and mentoring a team considered an asset
- Ability to follow and be receptive to direction
- Ability to work in a fast paced environment with energetic children

**Position Title: Counsellors**

Contract Dates: July 4 - August 12, 2022

Reports Directly to: Senior Staff/Coordinators

Primary Role: Counsellors provide direct supervision of campers and take an active role in the delivery of all camp activities.

Specific Areas of Responsibilities/ Key Position Functions:

Leadership and Support

- Responsible for assisting the Senior Staff with the hands-on delivery of camp programming each day.
- Assist Senior Staff to ensure materials and supplies are available, organized, and ready for each day of camp.
- Take the lead on small and large group games, songs, and crafts.
- Provide leadership in the form of role modeling maturity and be relatable to campers and LITs

*Counsellor Position Continued*

Communication and Administration

- Build and maintain positive relationships with campers.
- Communicate effectively with campers, camp staff and volunteers.
- Effective communication in problem solving and response to incidents.
- Responsible for ensuring privacy and confidentiality of all personal information of campers and parents.
- Complete written reports as necessary including incident reports and personal leadership development action plan.

Health and Safety

- Attend all training sessions and seek support for additional training throughout the camp season as needed
- Ensure all Health, Safety and Risk Management policies and procedures are followed at all times, by all camp participants.
- Support the maintenance of a safe, clean, and well-organized camp environment through the direction of the Senior Staff and Coordinators.
- Responsible for the daily health and safety of their camp group.

Qualifications/Education/Competencies/Experience:

- Must be at least 16 years of age at the start of contract
- Current Standard First Aid and CPR C certifications
- Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview. Those under 18 years of age will be required to sign a statutory declaration confirming that there is no criminal reason why they should not work with children.
- Provide proof of COVID-19 vaccination or a valid exemption
- Desire to work with children
- Previous completion of leadership or counsellor in training program an asset
- Previous experience working in a camp setting an asset
- Ability to follow and be receptive to direction
- Ability to work in a fast paced environment with energetic children

## How to Apply

Please complete the Camp Awesome Staff Application Form online. Through this form you can also upload your resume and cover letter.

You can access the online form here: [Camp Awesome Staff Application 2022](#)

For a copy of the form or to submit your application through email please contact the Camp Director. Complete applications can be submitted to:

Kristy Drost, Director, Camp Awesome, EOORC  
[campawesomeottawa@gmail.com](mailto:campawesomeottawa@gmail.com)

**Due to screening deadlines, priority consideration will be given to applications received by April 18, 2022.** We will however continue to accept applications beyond this date.

Camp Awesome is an equal opportunity employer, and models its practices after the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.

We welcome all applications; however we will contact only those candidates selected for consideration.

We are committed to providing accommodations for people with disabilities. If you are selected for an interview and you require accommodation, please inform us in advance so that we can arrange reasonable and appropriate accommodation.