



**YMCA Camp Queen
Elizabeth
Employment Opportunities
Spring/Summer 2012**

www.campqueenelizabeth.com



YMCA

We build strong kids,
strong families, strong communities.

Applicants to YMCA Camp Queen Elizabeth

Staff members will be positive role models that are committed to ensuring safe and enjoyable experiences that reflect the mission and core values of the YMCA of Western Ontario. Staff members must complete Ontario High School Grade 11 or equivalent by the end of June 2012 in order to be eligible for employment.

Mission Statement:

The YMCA of Western Ontario is a multi-service charity that provides opportunities for growth in spirit, mind and body for people of all backgrounds, beliefs and abilities.

Core Values:

Caring, Respect, Honesty, Responsibility

Successful applicants for employment at YMCA Camp Queen Elizabeth are committed to the personal growth and development of children and young adults. They have a background working with these age groups, and are highly flexible, willing to learn and display a strong work ethic. Successful applicants are also committed to achieving high quality outcomes.

YMCA camping staff actively participate in all aspects of the camp's program, and give active and loyal support to the camp, its philosophy and objectives and abide by all camp regulations and policies.

YMCA camping staff use a supportive and professional manner when working with fellow staff members, visitors, and campers. They also maintain a professional appearance that promotes the positive values of good health and hygiene.

In consideration of the above, the YMCA of Western Ontario agrees to provide opportunities for the staff to excel within the position they hold at camp. Formal and informal feedback is provided throughout their employment. The opportunity to express any concerns or grievances is also provided throughout their employment.

All members of the YMCA Camping and Outdoor Education branch strive to:

- Demonstrate a personal and professional commitment to the YMCA's mission, vision, & values
- Manage risk and reduce harm for themselves, campers, participants, and colleagues
- Have fun and use play as a fundamental approach to child and youth development
- Show initiative by doing the right thing at the right time without being asked
- Empower themselves and others to accomplish goals by planning ahead, organizing people and resources, and reflecting on the process and outcomes
- Communicate in a thorough, clear, and timely manner that supports information sharing,
- Build positive relationships with colleagues, campers, and community members
- Provide high quality experiences to campers, participants, and families
- Facilitate continuous learning and development for themselves, campers, participants, and colleagues
- Demonstrate integrity through responsible behaviour at all times

Facility Summaries

YMCA of Western Ontario Camping Services

YMCA Camp Queen Elizabeth is a part of a larger branch operated out of the East London YMCA in London, Ontario. Our Branch is responsible for residential camps, extended outtripping experiences, day-camps, YMCA Children's Safety Village Educational Programs, youth leadership programs, outdoor education and corporate training opportunities.

YMCA Camp Queen Elizabeth

Since its inception in 1953, YMCA Camp Queen Elizabeth has been a leading residential children's camp for boys, girls and teens. A seasonal centre, CQE is located in Georgian Bay Islands National Park on Beausoleil Island just outside of Honey Harbour, Ontario. CQE has a variety of programs for children and young adults 6-17. One-week camps, two-week camps, outtrips and month long leadership programs are among the programs offered. CQE provides programs that have a strong emphasis on waterfront activities, canoe tripping, and environmental education. YMCA Camp Queen Elizabeth operates during the spring and fall seasons as an Outdoor Education Centre, offering a variety of programs for schools and groups as well as a selection of training events and retreats for camp staff, adults and other groups. CQE will have over 1800 visitors throughout this upcoming spring and summer.

Employment Responsibilities & Requirements

Pre-Camp (June 24 – 30, 2012)

All Camp Queen Elizabeth employees are required to participate in a week long training process that serves as the foundation for ensuring that our employees are able to successfully carry out their jobs, and that the staff team as a whole is prepared for the summer. This training is required for all *new and returning* Camp Queen Elizabeth employees.

*Under extenuating circumstances, staff may be permitted to miss up to 24 hours of precamp. This *must* be arranged ahead of time, as the staff member will be required to complete make-up training prior to the start of precamp.*

Paperwork Completion and WHMIS training Sessions (TBA)

All *new and returning* CQE employees are required to attend one of these sessions in order to complete the paperwork and WHMIS training needed for employment.

Tripping Weekend (May 25-27, 2012)

All first year counsellors are required to participate in a training weekend that ensures all of our counsellors are able to plan, prepare, and deliver safe, healthy, and fun outtrips to our participants. This **mandatory** weekend will cover basic trip skills, including packing, navigation, route selection, site management, cooking, shelter, weather, risk management, and programming on trip. Participation in the Venture LIT program does not preclude you from participating in this integral training weekend.

Qualifications & Certifications

Below each position description is a list of required qualifications. While Camp Management will aid in finding and registering for some courses, it is ultimately the responsibility of the applicant to ensure that they hold all necessary certification by the start of employment. With the exception of SVOP, CQE does not pay staff for time spent in courses. Please address any questions or concerns regarding qualifications and certifications at the time of your interview.

In terms of payment for these courses, employees are required to cover the full cost of the following certifications if required for their job: NLS, CPR-C, Standard First Aid, Pleasure Craft license, G class Drivers license.

If the following certifications are required for your job, CQE will assist with the cost by paying for half of the program fee: Food Safety Training, Wilderness First Aid (40 hours), SRT, ORCKA levels, F class Drivers license.

If SVOP or OIT is required for your job, CQE will pay for the full course fee.

Every employee must also get a Criminal Reference Check with Vulnerable Sector Screening completed. A new Criminal Reference Check is required every two years. This must be completed before your contract begins, and all associated fees are the responsibility of the staff member.
Please note that this year, staff members under the age of 18 will not be exempted from obtaining a CRC. Those under 18 must obtain a Criminal Reference Check, but will not require the vulnerable sector search.

The 2012 Weekly Wage Scale will be available here in mid-December, 2011.

YMCA Camp Queen Elizabeth Outdoor Centre Positions

The CQE Outdoor Centre operates in May, June, and September and offers Outdoor Education programs for schools and weekend programs for adults and families. The spring season is staffed by CQE Summer staff who have several years of experience working in a camp environment and have demonstrated strong leadership abilities.

While all applicants are welcome to apply for spring positions, preference will be given to those applying for jobs whose descriptions say *Spring Position Required/Available*.

Program Specialist

May 20 – June 23, 2012

Program Specialists serve as instructors for all programs that run at CQE and outtrips during the spring season. Program Specialists instruct all water and land-based programs and have a good working knowledge of all program activities that take place at camp. Program Specialists act as hosts and facilitators for all conference and school groups who visit the site, provide support services for the delivery of the group's programs, and may co-ordinate group visits. Spring staff play a variety of roles during the season. In addition to the active delivery of programs, spring staff may also take part in opening each resource area for the season, site maintenance and upgrades, and general preparations for the summer season in each program area.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: Flexible and hard working staff that enjoy working in a team environment, and performing a variety of roles. Preference will be given to summer staff whose job description indicates "*Spring Position Required/Available*".

YMCA Camp Queen Elizabeth Summer Position Descriptions

Counselling Positions

First Year Counsellors

June 24 – September 2, 2012

Counsellors work as part of a counselling team with a primary focus of working directly with campers, providing support and supervision. They fill program instruction roles and give leadership to specific program resource areas throughout camp. First year counsellors are expected to develop a broad understanding of CQE and a solid foundation of skills for working at camp. Some counsellors also give support to Leaders-In-Training in counselling placements.

Required Qualifications: NLS, Standard First Aid, CPR C, CQE Tripping Course or ORCKA Canoe Tripping Level 1, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: Fun and responsible individuals looking to focus on the needs of campers while having fun themselves. Successful completion of CQE or equivalent leadership programs.

Experienced Counsellors

June 24 – September 2, 2012

Counsellors work as part of a counselling team with a primary focus of working directly with campers, providing support and supervision. Experienced counsellors will be responsible for offering hands on support and coaching to first year counsellors as part of a counselling pair. They are required to give leadership to program instruction areas at camp, and most will be responsible for heading a morning activity. To this end, all applicants must submit a lesson plan for an existing morning activity as part of the hiring process. Qualified counsellors may also have the opportunity to take on more varied roles at camp, including leading extended wilderness canoe trips, supporting program areas, and working with campers with special needs. Some counsellors also give support to Leaders-In-Training in counselling placements. Flexibility and a willingness to take on new challenges are essential qualities for experienced counsellors.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum one year of counselling experience at CQE or other camp.

Preferred Applicants: Individuals with a strong counselling foundation and a desire to offer hands on leadership to first year counsellors, LITs, campers with special needs, and camp programs.

Roving Support Counsellors (3 positions)

June 24 – September 2, 2012

Spring Positions Available

Roving Support Counsellors work as part of the counselling team with a primary focus on providing support and supervision to the campers and counsellors. As a team, the Roving Support Counsellors and Counselling Manager work to set a positive tone for the camp as a whole, create a safe and inclusive space for campers and staff, and ensure that campers' life needs are being adequately met. Each Roving Support Counsellor supervises a portion of the counselling staff, providing support and coaching in dealing with day-to-day camper situations as they arise. Roving Support Counsellors also assist in on-going development of counselling and camper-care skills, providing Counsellors with constant feedback, both formal and informal. Roving Support Counsellors ensure that families are well informed with regards to any medical or behavioural incidents involving their camper, and help to develop behaviour

management and integration plans for campers who need help living and playing in the camp environment. Roving team members will also support outings that are in need of additional staffing.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling experience.

Preferred Applicants: Extremely positive and patient individuals with extensive and varied counselling experience and the ability to positively coach a large number of staff.

Counselling Manager (1 position)

May 20 – September 2, 2012

Spring Position Required

The Counselling Manager is a key leadership position on the staff team and is responsible for establishing a camper-focused attitude amongst the counselling team. The Counselling Manager supervises and supports the Roving Support Counsellors and fulfills the administrative requirements of the counselling area. The Counselling Manager will provide support in dealing with day-to-day camper and staff situations as they arise. They also coordinate on-going training for the counselling team, and provide Roving Support Counsellors and counsellors with constant feedback. The Counselling Manager constantly monitors the level of camper care and supervision and develops and implements systems to improve the camp in this area. Communicating with camp physicians, camp management, and camper families and assisting in issues regarding camper wellness (emotional and physical) is an integral part of the Counselling Manager's responsibilities. This person works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons of counselling experience, minimum 1 season of staff supervision experience.

Preferred Applicants: Mature and patient individual with a strong understanding of Y mission and values, and extensive supervisory, organizational and counselling experience.

Leadership & Outtripping Positions

Leadership 1 "Delaware" Trainers (8 positions)

June 24 – September 2, 2012

Spring Positions Available

Leadership 1 staff members are responsible for co-ordinating the first year of Leadership at CQE. The Delaware Trainers work co-operatively to develop and deliver the program which provides an emphasis on tripping skills and focuses on the development of the leader within a small group environment. Trainers work in pairs and will stay with a group of 10 – 12 participants throughout the month-long program. Leadership 1 participants work on their in-camp hard skills and group building components while living in the CQE Community. Wilderness and trip leadership skills are developed while out on a two-week trip in the Temagami region. Leadership 1 staff are responsible for updating program curriculum, facilitating personal growth opportunities for participants, skill instruction, support and evaluation of participants, and planning and delivering both the Delaware base camp program and wilderness canoe trip.

Required Qualifications: NLS, Standard First Aid, CPR C, Wilderness First Aid (40 Hours), Criminal Record Check including Vulnerable Position Screening, ORCKA Canoe Tripping Level 2.

Preferred Applicants: Strong leader with extensive camp outtripping experience who relates well to 15 year olds, and delivers consistent and positive feedback.

LIT Trainers (2 positions)**June 24 – September 2, 2012*****Spring Positions Available***

The Leaders-In-Training (LIT) Trainers are responsible for co-ordinating the second year of the two-year CQE Leadership program. The LIT trainers will deliver a fun, safe, and challenging program to approximately 30 LIT participants (July) and 22 participants (August). This staff member works cooperatively with counsellors, the Summer Camp Assistant Director, and program staff to coordinate opportunities for leadership development, including a 2 week cabin placement and 2 week teaching placement for each participant. The emphasis is on camp counselling and leadership skills, and focuses on the development of the leader within the cabin group. Responsibilities include: delivering creative programs, facilitating sessions on leadership skills, fostering personal growth opportunities, providing feedback on performance, and evaluation of LITs.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 2 seasons counselling experience.

Preferred Applicants: Independently motivated person with extensive camp experience and other relevant experiences who relates well to 16 year olds, and delivers consistent and positive feedback.

LIT Venture Guides**May 14 – September 2, 2011 (2 positions - FILLED)**

Ventures Guides are responsible for the overall preparation, delivery and summation of the Venture LIT program. In July, the Venture LITs will be paddling the Missinaibi River; in August, the Venture LITs will be paddling the Kenogami and Albany rivers. The Venture LIT trainers will spend the spring planning their route, making travel arrangements, establishing a risk management plan, repairing and purchasing equipment, packing food, and delivering a whitewater training weekend to participants. During the program, they are responsible for delivery of the Venture LIT program and the overall safety of the group. After the program, they will prepare a final report and make recommendations for the 2013 program.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, Wilderness First Aid (40 hours minimum), Swiftwater Rescue Technician, ORCKA Canoe Tripping and Moving Water Level II, experience guiding canoe trips, experience paddling whitewater.

Preferred Applicants: Mature individuals with extensive camping and outripping experience. Demonstrated proficiency in camper leadership and excellent wilderness and risk management skills.

Outripping Manager (1 position)**May 7 – September 2, 2012*****Spring Position Required***

The Outripping Manager (OT Manager) is responsible for the overall operation of all outtrip programs at camp, including leadership, voyageur, and cabin trips. It is essential that this person fosters a positive outtrip culture amongst staff, leadership participants, and campers, and is able to respond to on-trip incidents and outtrip program trends in a timely and effective fashion. They are responsible for implementing risk management systems to effectively manage risk on all trips. The OT Manager must be aware of the whereabouts of all trips at all times, and maintain accurate records of trip plans, routes, and participants. This person manages the OT budget, oversees equipment use, repairs, and purchasing, and is responsible for ordering food and maintaining adequate food supplies. They plan and deliver training for CQE staff, including the first year tripping weekend and the staff trip during summer precamp. They

supervise and support the Voyageur Tripper and the Cabin Trip Coordinator. The OT Manager will also work closely with all Voyageur and Leadership trippers and trainers to ensure the safe and smooth delivery of their trips. This person works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: NLS, Standard First Aid, CPR C, Wilderness First Aid (40 hours), Criminal Record Check including Vulnerable Position Screening, ORCKA Canoe Tripping Level 2 or equivalent experience.

Preferred Applicants: A mature person with exceptional organisational skills, a strong understanding of Y mission and values, and significant outtripping experience.

Cabin Trip Coordinator (1 position)

June 24 – September 2, 2012

Spring Position Available

The Cabin Trip Coordinator (CTC) is responsible for all of the cabin trips and for supporting the development of trip leadership skills and ethics amongst the counselling team. This person plans the cabin trip schedule, books campsites when required, coordinates food and equipment packing for cabin trips, ensures cabin trips are properly cleaned up, and debriefs the trip with campers upon their return. The CTC must be aware of the whereabouts of all cabin trips at all times, and maintain accurate records of trip plans, routes, and participants. They will deliver training and feedback to counsellors regarding trip leadership, and are responsible for proactively establishing a positive and environmentally responsible trip culture amongst the counselling team and campers. This position reports to the OT Manager and will also provide support to the overall operation of all outtrip programs at CQE.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, experience leading canoe trips.

Preferred Applicants: A mature person with exceptional organisational skills and a strong understanding of Y mission and values who relates well to first and second-year staff members. Ideally available May 25-27 to assist with delivery of CQE Tripping Weekend.

Voyageur Guide (1 position)

June 24 – September 2, 2012

Our Voyageur Guide leads the two 2-week voyageur trips in July and the Leadership: Temagami trip in late August. Depending on scheduling and interest, they may possibly lead a one week Voyageur trip in early August as well. The guide is typically paired with an experienced counsellor each session to plan and lead the trip. The guide is expected to be able to comprehensively plan, pack and lead overnight canoeing trips ranging in length from 5 to 12 days. While primarily hired to lead extended outtrips, this person possesses the skills and flexibility to lend support in the delivery of other outtrip programs and will be involved with other areas of camp. The Voyageur Guide receives support from the Outtripping Manager.

Required Qualifications: NLS, Standard First Aid, CPR C, Wilderness First Aid (40 hours minimum), Criminal Record Check including Vulnerable Position Screening, ORCKA Canoe Tripping Level 2, SRT certification an asset

Preferred Applicants: Flexible individuals with extensive camp outtripping experience. Demonstrates excellent wilderness risk management knowledge and abilities.

Program Positions

Program Manager (1 position)

May 7 – September 2, 2012

Spring Position Required

The Program Manager is a key leadership position on the staff team and is responsible for establishing a camper-focused attitude amongst the program team and in all program areas at camp. The Program Manager is responsible for monitoring the quality of overall program at camp, and implementing systems to ensure that campers receive a consistently incredible experience that reflects YMCA values and goals. This includes the supervision of all resource areas; land and water, all cabin-programs, and camp wide programs. This staff member supervises Program Staff and the Waterfront Director, as well as Counsellors when in program instruction roles. This person oversees all program equipment on site, and is involved in managing a budget to ensure adequate supplies are available for campers during each session. During the spring season this involves planning and ordering for the summer. During the summer inventories must be managed to ensure adequate supplies are maintained. The Program Manager is also responsible for fulfilling the administrative needs of the program team, including scheduling of morning activities, all camp activities, theme days, and much more. This person works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum 3 seasons of camp experience.

Preferred Applicants: Mature, patient, creative, and fun individual with a commitment to staff development through positive coaching, a strong understanding of Y mission and values, and extensive organizational and programming experience.

Program Team (3 positions)

June 24 – September 2, 2012

Spring Positions Available

Program Team members are responsible for the supervision of a specific land or water activity area. These staff members work as members of the “Program Team” to facilitate the safe delivery of programs and special events. Program Staff update program curriculum, assist other staff in the delivery of programs and ensure that each program area and all special events are run at a high standard of safety and of quality. One member of the program team will manage the Sailing area, one member will manage the Arts and Crafts area, and one member will manage another program area at camp. The Program Team member oversees all instruction and safety of their respective program areas. These positions also assist with program scheduling on a session by session basis, and may assume the duties of the Waterfront Director in his/her absence. Program team members will also support outtrips that are in need of additional staffing.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, instructor qualification in their program area or equivalent experience, minimum 2 seasons of camp experience.

Preferred Applicants: Individuals with experience in programming, a lot of positive energy, the ability to instruct activities at a high level and effectively manage large groups of campers in all camp activities.

Waterfront Director (1 position)

May 20 – September 2, 2012

Spring Position Required

The Waterfront Director is responsible for the safety and supervision of all activities on the waterfronts at YMCA Camp Queen Elizabeth. This includes the co-ordination and support of waterfront program areas, waterfront cabin programs, campers and staff. This staff member works closely with counsellors instructing waterfront program areas to co-ordinate the waterfront programs within the daily, weekly and session schedules at camp. The Waterfront Director is responsible for overseeing the safety and emergency procedures on the waterfronts at camp, the co-ordination and supervision of lifeguards and swim instructor schedules, and ongoing in-service lifeguard training throughout the summer.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, minimum of 2 previous seasons working in a waterfront camp environment.

Preferred Qualifications: Waterfront NLS, Red Cross Instructors, YMCA Swim Instructors, LSS Instructors, LSS Examiners

Operations Positions

Operations Manager (1 position)

May 7 – September 2, 2012

Spring Position Required; Fall Position Available

The Operations Manager is responsible for supervising all Operations Staff, and ensuring that all facilities at CQE are maintained at a high level of cleanliness, and are kept in good repair. A primary focus for this person will be ensuring compliance with Ministry of the Environment regulations, Public Health regulations, Ministry of Transportation regulations, Fire Code, Building Code, and Electrical Code. The Operations Manager works directly to support the daily operations of the camp, including food and garbage boat runs, all camp cleaning, special maintenance projects, and other tasks as assigned. They are responsible for managing the operations budget and for controlling expenses related to vehicle and site operations. This person also provides leadership to the staff team as a whole and works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: “F” Class Drivers Licence, Standard First Aid, CPR C, SVOP Commercial Boating Licence, Criminal Record Check including Vulnerable Position Screening, 3 seasons of camp and/or maintenance experience.

Preferred Applicants: A mature person with exceptional organizational skills, strong maintenance skills (i.e. plumbing, carpentry etc.) and a solid understanding of Y mission and values.

Operations Staff (3 positions)

June 24 – September 2, 2012

Spring Position Available

The Operations Staff are responsible for ensuring that all facilities at CQE are maintained at a high level of cleanliness, and are kept in good repair. This includes the regular cleaning schedule of camp buildings and facilities. The Operations Staff work along with the Operations Manager to support the daily operations of the camp, including food and garbage boat runs, special maintenance projects, and other tasks as assigned.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: SVOP commercial boat license, “F” Class License, positive person with a strong work ethic and the ability to be self-motivated, to work independently and as a member of a small team.

Water System Operator (1 position)

May 7 – September 2, 2012

Spring Position Required

The Water System Operator's responsibilities include managing the intake and outflow of water resources at camp, accountability for the daily operation of the camp's water distribution systems and wastewater treatment centre, and adherence to all Public Health and Ministry of the Environment regulations as they pertain to drinking water. Further responsibilities include: monitoring, chemical dosing, sampling and analysis, and taking accurate daily record - keeping of wastewater conditions. This staff member will act as the on-site liaison with respect to wastewater systems, with certified operators from the Ontario Clean Water Agency, the consulting engineer, and officials from the Ministry of Energy and Environment. The Water System Operator will ensure that standards set for the operation of the treatment centre are consistently met, and that the treatment schedule outlined in the operating manual is being followed. In the absence of the on-site OCWA employee, the Water System Operator will be responsible for monitoring the waste water plant the overall conditions of CQE's waste water. The person will contribute as a member of our Operations team with various tasks around the site when not working at the wastewater treatment plant.

Required Qualifications: Criminal Record Check including Vulnerable Position, Walkerton Clean Water Agency's Operator in Training (OIT) certification, Standard First Aid and CPR-C

Preferred Applicants: A positive, hard working and flexible person looking to contribute to a vital area of camp and further their education and experience.

Food Services Positions

Food Service Manager (1 position)

May 7 – September 2, 2012

Spring Position Required; Fall Position Available

The Food Service Manager is responsible for the overall food service operation at camp. This person is responsible for all purchasing with regards to food supplies, kitchen supplies, and equipment, and is expected to manage the budget of this area. The Food Service Manager oversees the preparation and serving of all meals to campers and staff of the camp, with consideration given to specific dietary needs, as well as ensuring that the kitchen and food storage areas are maintained at a consistently high level of cleanliness. They are responsible for planning a healthy, varied, and delicious menu. The Food Service Manager ensures that all food is prepared and handled in a safe and healthy manner, and that Public Health guidelines are met. They supervise and support the Assistant Cook and Prep Cooks, and are responsible for establishing a fun and safe working environment in the kitchen. This person also provides leadership to the staff team as a whole and works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required Qualifications: Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Position Screening, experience working in food service and/or at camp.

Preferred Applicants: A mature person with exceptional organizational skills, cooking skills, and a strong understanding of Y mission and values.

Assistant Cook (1 position)

May 7 – September 2, 2012

Spring Position Required

The Assistant Cook works as part of the Food Services team. Their primary focus is on working directly with the delivery of food service to campers and staff at CQE. They provide help and support to the Food Service and Operations of camp through baking, food preparation, food storage, staff coaching, and kitchen cleaning. This staff member will take on the responsibilities of the Food Service Manager during his / her absence; this may include food ordering, menu planning, and inventory control.

Required Qualifications: Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A positive person with Food Services and/or camp experience

Prep Cook – Dietary Restrictions Coordinator (1 position)

June 24 – September 2, 2012

Spring position available

The Prep Cook – Dietary Restrictions Coordinator works as part of the Food Service team. Their primary focus is on working directly with the delivery of food service to campers and staff at CQE. This person is responsible for planning and delivering healthy, delicious meals that meet the dietary restrictions of people in our camp community, including dairy-free, vegetarian, vegan, and gluten-free options. They also support the Food Service and Operations of camp through food preparation and baking, food storage, and by ensuring a clean and sanitary kitchen.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A positive person with a strong work ethic and the ability to work closely in a small-team setting, Food Safety Training.

Prep Cooks (3 positions)

June 24 – September 2, 2012

Prep Cooks work as part of the Food Service team. Their primary focus is on working directly with the delivery of food service to campers and staff at CQE. They support the Food Service and Operations of camp through food preparation and baking, food storage, and by ensuring a clean and sanitary kitchen.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening.

Preferred Applicants: A positive person with a strong work ethic and the ability to work closely in a small-team setting, Food Safety Training.

Administrative Positions

CQE Office Manager (1 position)

April 30 – September 2, 2012

Spring Position Required

The Office Manager maintains the flow of information throughout Camp, to and from camper families, and between CQE and the Camping Branch in London. This person is the face of camp and is expected to provide excellent customer service to camp families and outdoor education clients.

The main components of this job include the management of:

- incoming and outgoing information (mail, telephone, e-mail)
- camp information (camper files, cabin and bus rosters)
- supplies and inventories (office, merchandise, medical)
- social media (blog, facebook, twitter)
- payroll (new hire packages and staff paperwork)
- Bunk1 and camper mail

This staff member works closely with Directors, Managers and other staff to facilitate timely distribution of necessary information to the camp as a whole. This person must have an understanding of the information needed by each area of camp, and an ability to use Microsoft Excel.

Required Qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening, extensive organization skills.

Preferred Applicants: A mature and computer literate person with exceptional communication and interpersonal skills; prior experience with CLASS.

Seasonal Management Position

Assistant Summer Camp Director (1 Position)

April 30 – September 7, 2012

The seasonal Assistant Summer Camp Director is part of the senior management team at CQE along with the Camp Director and full time Assistant Director, and is responsible for the overall delivery of the summer camp program. This person will split direct supervision of area managers with the Camp Director, and may support the program manager, counselling manager, leadership trainers, and outtripping manager, depending on skills and abilities. In the spring, this person will deliver summer staff training (1st year tripping weekend and WHMIS), plan and prepare summer pre-camp, ensure compliance with relevant legislation and standards, support area managers in preparation for their summer roles, and strengthen relationships with camper families and summer-only staff members. In the summer, this person will be responsible for ensuring all campers, leadership participants, and their families receive high quality experiences that reflect YMCA core values and the YMCA's Camping Quality Recommended Practices. The Assistant Summer Camp Director will offer coaching and feedback to area managers, address unique, challenging, and/or persistent situations that arise involving campers and/or staff, facilitate excellent communication and smooth program delivery across various areas of camp, and most importantly create a positive, fun, enthusiastic, safe, and camper-focused attitude amongst the entire staff team. This person will also act as the on-site designate for the Camp Director in her absence. For a more detailed job description, including salary range, please contact the Camp Director at cbodkin@ymcawo.ca.

Required Qualifications: NLS, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Position Screening; experience supervising staff; experience in several of the following functional areas: counselling, outtripping, leadership development, program.

Preferred Applicants: Class "F" Drivers License, Wilderness First Aid, in-depth understanding of the mission, vision, and values of the YMCA of Western Ontario and how to put them into action at YMCA Camp Queen Elizabeth.

How to Apply

Camp Queen Elizabeth's hiring process is extremely competitive. There are several factors that contribute to our hiring decisions:

1. Professionalism of your application package
2. Performance (including punctuality) during the interview
3. Previous job performance
4. Experience and qualifications

We recognize that often we must turn away qualified applicants simply based upon the strength of other applicants. If you are not offered a position at CQE, we will assist you by providing contact information for other YMCA Camps for those who are interested.

All applicants (**new and returning staff**) must submit the following documents:

- CQE Application for Employment (standard form, available online at <http://www.campqueenelizabeth.ca/employment.html>)
- Cover Letter
- Resume
- New applicants: 3 references that can attest to your character and/or your previous job performance (note: it is YMCA policy to contact references prior to any offer of employment)
- Returning applicants from 2011 **only**: contact information for all employers you've had since you last worked for CQE; if you have NOT been employed since the end of summer 2011, please indicate this on your application form by writing "CQE was my most recent employer".
- If applying for a returning counsellor position, a lesson plan for an existing morning activity

In order to be considered for the initial round of hiring, applications need to be received by 4:00 pm on December 1st 2011. Applications can be submitted by mail, email, or dropped off in person.

Mail/Drop Off:

YMCA Camping Services
Attn: CQE Summer Employment 2012
2016 Dundas St.
London, ON
N5V 1R1

Email:

PDF and/or Word documents only
cbodkin@ymcawo.ca

Once all applications have been reviewed, you may be contacted for an interview. Interviews will take place in December and early January. The initial round of offers of employment will be made by the end of January.

Questions regarding the application process can be directed to either:

Claire Bodkin

Nancy Knyf

Camp Director
Phone: (519) 913-0061 x. 652
cbodkin@ymcawo.ca

Assistant Director
Phone: (519) 913-0061 x. 653
nknyf@ymcawo.ca