



**YMCA
Camp Pine Crest**

Employment Package 2012

The Pine Crest Staff Team

Our staff team of approximately 125 is made up of a combination of full-time YMCA staff and other professionals, recent graduates, and university, college and high school students.

The entire camp staff team participates in one week of training before camp and receives on-going training and direct coaching and supervision throughout the summer.

All staff work to facilitate positive interactions among group members, and to ensure that each camper receives a fun, balanced and rewarding camp experience within the framework of our Guiding Principles and the Ontario YMCA Quality 8.

We value staff who are enthusiastic, hard working and are committed to working co-operatively as a supportive member of our staff team.

Each staff member possesses his or her qualifications in CPR, Standard First Aid, and all counselling staff possess NLS (National Lifesaving Society).

All positions at Camp Pine Crest are residential and days off are scheduled around program on site. Schedules will be set each session by the area supervisors and/or Camp Directors. Time off details will be further explained during the interview process.

Application Process

Please make sure that you have read through the job description information carefully. If you find a position, which you feel is suitable, for which you possess, or are willing to obtain the required qualifications, complete the following steps:

- **Step 1**
Read through the job descriptions and choose the position(s) you wish to apply for;
- **Step 2**
Send in your resume and cover letter. Please include the following information:
 - Why you think you would make a good fit for employment at Camp Pine Crest
 - Position you are applying for and two additional choices that you would be interested in
 - Indicate if you are interested in the Spring, Fall or Winter program positions.
 - Qualifications that you possess and/or your plan to obtain those necessary
 - References (not necessary for returning staff)
- **Step 3**
Once you have your complete application prepared, you may mail it, fax it, or email it directly to the camp office.
- **Step 4**
Applicants being offered an interview will be contacted by phone to arrange an interview time. The Camp Director and Program Facilitators will conduct interviews for all staff. Supervisors will assist in group interviews for counselling positions. Due to high demand for positions we are not able to interview all applicants. Those applicants that we are not able to interview will be informed by email.

Selection Process

Please note that the offer of any position would be made contingent upon you possessing the required qualifications prior to the first day of employment.

All staff employed by the YMCA of Greater Toronto require a current police records check prior to the first day of employment. **All records checks are only valid within 6 months of the date on the check. Staff that were employed by Pine Crest in 2012 do not require a new PRC. Any staff that will be working longer than a 4 month period will be required to complete a vulnerable screening check and will be reimbursed.**

Positions may be offered to suitable applicants on an ongoing basis; applications will be dated upon receipt and will be considered accordingly. You will be informed at the end of your interview when you can expect to be notified about the position.

Minimum Age Requirements

In compliance with YMCA and Ontario Camping Association recommended practices, **all staff are required to be 17 years of age by December 31st of the year they work.** Other positions have some specific age restrictions in order to be in compliance with various YMCA, OCA or government guidelines; these requirements are noted in the specific job descriptions. **Volunteers are required to be 16 years of age by the first day of service for the year they work.**

Training

At Camp Pine Crest we are committed to providing training and development for our staff team prior to the beginning of each camp season and throughout the summer, to help our staff members to continue to grow and to improve on existing skills and to learn new ones. It may be required depending on your position to attend mandatory trainings throughout the spring.

Pine Crest has a reimbursement fund available each year to assist in providing additional training for staff. The amount of the reimbursement will vary depending on the training. Please inquire about this fund when working towards obtaining your qualifications. We do not reimburse for re-certifications.

Please contact the camp office for information regarding obtaining the necessary qualifications for your desired role. You must have your courses arranged prior to arriving at camp. **Camp is not responsible for the transportation or lodging** at your courses so please be prepared to arrange payment for any additional costs. All course days are non-paid days off from your contract if you are working during the time, unless the training is run by the YMCA of Greater Toronto.

A mandatory pre-camp training period will be included in all summer contracts, taking place during the first week of the summer contract period.

Family Camps and Leadership Training Week

This is a unique week, offering families an overview of what Pine Crest has to offer in a traditional camp schedule and a dedicated week for leadership participants to enhance their qualification and skill development. In 2012 Family camp is July 29-August 3. These contracts will be a requirement of the regular contract unless otherwise stated by the Director. Preference will be given to those staff that show maturity and professionalism while caring for campers. Depending on registrations, a small number of staff may be off site for the week. Leadership Training Week will be staffed by those staff interested in becoming leadership trainers in the future.

Required Qualifications for Employment at YMCA Camp Pine Crest

The minimum qualifications required for all program and counselling positions except where noted are a current National Lifeguard Service (waterfront option preferred), Standard First Aid, (a 16-hour first aid course, Wilderness First Aid is acceptable and preferred) and CPR Level C (including infant and two person CPR).

***Preferred candidates will be those that can commit to the entire operating season contract. June 22 - September 1, 2012.**

Police Records Check

All staff of the YMCA are required to complete a police records search prior to the first day of employment. Please note that in the interests of providing a safe and appropriate environment for our campers, all offers of staff positions, paid or volunteer, will be made contingent on the YMCA receiving a satisfactory police records search prior to the first day of the contract period. Staff will not be accepted to report for work without a current police records check. Details regarding how to obtain the PRC will be provided during the interview process.

Pay Scale

At Camp Pine Crest, the seasonal pay scale is a set scale for all positions on camp based on years of experience. Details will be discussed in the interview.

Staff Positions

Winter/Spring/Fall Outdoor Centre Positions

A limited number of positions exist during the outdoor centre seasons, for staff to work with our outdoor education clients and to open and close sections of camp. Outdoor centre staff design and deliver a wide variety of outdoor education and outdoor recreation programs for schools, retreats and specialty groups who visit Pine Crest.

Working in a small team, these staff must be able to provide a high level of risk management, customer service and a high level of quality in program delivery. Spring positions have varying start dates from late April and throughout May and June. Fall staff are required to work until October 31. Winter camp is between Dec 19 and the end of March Break. Individuals interested in applying for a spring or fall position should please indicate their interest in their cover letter.

VOLUNTEERS

Volunteers play an important role in our camp community each summer. Opportunities in a variety of roles exist at the camp during each season. If you have the energy, time and the ability to contribute to Pine Crest this summer, please contact the Camp Director. Volunteers at Pine Crest are asked to participate in a portion of the pre-camp training period and to commit to a maximum term of two weeks for program and counselling positions. Full summer positions are also available for specialized positions.

Minimum requirements: Age 16 as of December 31, 2012.

Office Supervisor

The Office Supervisor is responsible for all administrative functions of the camp which include: coordinating transportation on arrival and departure day, distributing, managing incoming phone calls, distributing all incoming and outgoing mail, ordering office supplies, taking counselling meeting minutes, and other duties as needed.

The Office Supervisor is a key contact for the parents and must ensure that all parent inquiries are tracked and responded to in a timely manner. The Office Supervisor will work with the other Department Heads to ensure that all systems and procedures at the camp are in compliance with the YMCA, Ontario Camping Association, and the Pine Crest Policies. The Office Supervisor is supported and supervised by the Camp Director.

Position Dates: Mid June– September 1, 2012

Positions Available: 1

Minimum Requirements: Standard First Aid, CPR, NLS certification (preferred), and previous experience with customer service, basic computer knowledge and time management skills. Camp experience an asset. G Class license required.

COUNSELLING DEPARTMENT

Pine Crest counsellors make up the majority of our staff, and are at the heart of the camp experience for the camper. Pine Crest counsellors give leadership in pairs to camper groups made up of eight campers or 1:1 support for inclusion campers. Counsellors at Pine Crest are group leaders as well as program instructors, responsible for providing leadership in a wide variety of camp activity and skill areas. In addition, counselling staff also provide leadership on cabin canoe trips, ranging in length from one to seven nights depending on the age of the group.

All counselling staff should be prepared to share duties of other areas on camp when needed (maintenance, kitchen, program etc.)

It is a basic requirement of all counselling staff to lead canoe trips, provide programming and lifeguard during the session.

Junior Counsellors/ Counsellors

Counsellors work as the primary caregivers and cabin leaders for our campers. Counsellors are responsible for all aspects of camp leadership, including camper care, instructing activities, and leading outtrips. Pine Crest has a 24-hour supervision expectation and supports counsellors in doing so by pairing them per 8 campers. Counsellors receive support and supervision from the Counselling Supervisors.

Within the counseling team, each session there will be 5 staff working as 1:1 support for children with very specific needs.

Inclusions support staff: One staff will be dedicated to support all the 1:1 staff and to assist the Counselling Supervisor of Inclusions.

Counsellors in this role provide additional support, most often in a 1:1 ratio, to campers with specific needs. These staff provide the assistance, adaptation and extra supports required for a camper with specific needs to participate fully in the camp program as a member of the cabin group, or for a young

adult with specific needs to participate in a camp work placement. These staff while working with a camper with specific needs, will be supported by their two counselling partners and supervised by the Counselling Supervisors.

Position Dates: June 22- September 1, 2012

Positions available: Jr. Counsellors- 25 Counsellors- 35

Minimum Requirements: Standard First Aid, CPR, NLS certification

Preferred: Wilderness First Aid, ORCA Basic Instructors, Minimum 17 years of age by December 31, 2012

Counselling Supervisors

The Counselling Supervisors are responsible for the overall provision of care for every participant at camp. The Counselling Supervisors provide support and supervision to the Counselling Team. The Counselling Supervisors also ensures that participant information, including camper development forms and parent letters are accurate and up to date. In case of camper incidents and concerns, the Counselling Supervisors will manage the communication with families, supporting the counselling team and informing the non-counselling staff. One Counselling Supervisor will be dedicated to the direct support of the Inclusions program and staff at Camp Pine Crest.

All Counselling Supervisors are supported and supervised by the Camp Director.

Position Dates: June 8- September 1, 2012

Positions Available: 5

Minimum Requirements: Standard First Aid, CPR, NLS certification, valid driver's license, and minimum of 3 years counselling experience

Preferred: supervision experience and qualifications to support the camp program areas

Leadership Trainers

Leadership trainers are responsible for facilitating and delivering the curriculum of the Leadership Programs at Pine Crest. These staff work co-operatively to deliver the program which is focused on the development of either general leadership ability, outtrip leadership, and/or counsellor in training. Adventure Leadership Trainers will be required to hold very specialized qualifications and experience needed to lead the specific trips for each program. The canoe trips for leadership are extended trips (10-14 days) and require competent trip leaders.

Please note- CIT Adventure is a program that combines in-camp CIT training as well as leading an extended Adventure trip and an exchange to another camp. Relevant Adventure trip certifications apply. All leadership trainers will be able to demonstrate a very high level of accountability, be a positive and active role model in the camp environment. Preference will be given to those with Leadership Training experience and a variety of qualifications to support our program instruction. Staff must be able to deliver a wide variety of theoretical and practical program sessions for participants. All Leadership Staff are supported and supervised by a Counselling Head dedicated to Leadership.

Position Dates: June 15- September 1, 2012

Positions Available: **Jr. Leadership (4)**
Leaders In Training (4)
Counsellor In Training (2)
CIT Adventure (2)

Minimum Requirements: Advanced Wilderness First Aid, CPR, and NLS, Previous YMCA camp experience is essential, as these staff interpret the camp philosophy and objectives with their leaders. ORCA Basic Instructors, ORCA Canoe Tripping II

Jr. Adventure Leadership (2) 2 week programs leading participants on the Spanish River, Dumoine River and Georgian Bay Sea Kayak
Adventure Leadership (2) 3 and 5 week programs on Groundhog, Dumoine and Coulonge Rivers, Missinaibi and Wabakimi Rivers.
Sr. Adventure Leadership (2) 7 week program leading participants on the Winisk and Bonnet Plume Rivers.

Adventure leadership positions are also OP Staff- while not on trip, these staff commit time to the operations of OP, deliver program with the rest of the program team and contribute on camp where needed.

Minimum Requirements: Wilderness First Aid (60hr.), CPR, NLS certification, ORCA Tripping and Moving Water II or equivalent and Swift Water Rescue, WFR for Adventure and Sr. Adventure Trip leaders (Wilderness First Responder)

Preferred, ORCA tripping or moving water III/ Instructor to certify participants

Program Team

The role and responsibilities of the Program Team is to support the overall operations and spirit of YMCA Camp Pine Crest. Program staff work with all other non-counselling staff to directly support the

counselling team day to day. All Program Staff will play a role in the training during pre-camp, give direct leadership and ownership to specific areas of program including the Environmental Learning Centre, Natural Arts Centre, Boating, High and Low Ropes on camp, Special events and Photographer and social media.

These staff are also responsible for upholding a high quality of program in all areas on camp including skill instruction, clubs, cabin programs and staff and special events.

When applying for a program team position, preference will be given to those staff that possess qualifications in the designated areas (or equivalent experience), are positive role models and show initiative in the camp environment.

All program staff are supported and supervised by the Program Coordinator.

Position Dates: June 15- September 1, 2012

Positions Available: 6

Minimum Requirements: Standard First Aid, CPR, NLS certification,

Preferred: Challenges Unlimited Level II instructor (for ropes), Wilderness First Aid, ORCA Basic Instructors (for Boating), 3 years counselling experience

Waterfront Area Head

The Waterfront Area Head is responsible for the day to day management of the waterfront including swimming lessons, general swim, special events and monitoring the buddy system. This person is the lead in all waterfront emergencies and will be required to train all staff in pre-camp as to their role in these situations.

This position is part of the above program team but requires a highly specialized set of qualifications. Candidates should have minimum three years of pool or waterfront management experience, have their Instructors in Life Saving and have experience handling large search and rescue plans.

The Waterfront Area Head is supported and supervised by the Program Coordinator.

Position Dates: June 15- September 1, 2012

Positions Available: 1

Minimum Requirements: Standard First Aid, CPR, NLS (waterfront option) certification, minimum 18 years of age as of start date, YMCA Swim Instructors

Preferred: previous camp experience, NLS instructors

Outdoor Pursuits Staff/ Drivers

These staff work co-operatively with the OP Coordinator to provide leadership for camper groups in the packing and preparation for outtrips, including all aspects of their trip- food, equipment, personal gear, route selection, skills assessment and safety procedures. OP staff are responsible for keeping the packing rooms in good working order, and for the care and management of all gear. These staff also ensure that all trip information is accurate and up to date in case of emergency. OP staff will also be required to assist with covering cabin trips and driving schedules where necessary. In addition to OP, this is a program position and staff are required to contribute to all special events on camp. OP staff are supported and supervised by the OP Coordinator. OP staff positions may be shared with Adventure Leadership positions.

Position Dates: June 22- September 1, 2012

Positions Available: Assistant OP Coordinator-1, OP Staff-3, Drivers- 3

Minimum Requirements: Standard First Aid, CPR, and NLS certification, F class Driver's license

Preferred: Canoe tripping and /or moving water certification, age 21 by the first day of employment (drivers).

Maintenance/ Housekeeping Staff

Maintenance staff assist the Area Head in keeping the site in good repair. Responsibilities include light construction, building repair, landscaping, minor plumbing and electrical repairs, and painting. These staff are also responsible for regular cleaning of all general use areas of camp, including the dining room, washrooms, and shower facilities. The maintenance staff are supported and supervised by the Maintenance Area Head.

Position Dates: flexible- spring and fall employment available, minimum contract **June 15- September 1, 2012**

Positions Available: 6

Minimum Requirements: Standard First Aid, CPR, WHMIS certification.

FOOD SERVICES DEPARTMENT

Food Services Supervisor

The Food Services Supervisor is responsible for planning all meals, ordering all food products, managing the Kitchen Staff and contributing to the Pine Crest Health and Safety Team. The Food Services Supervisor

must ensure that all meals and kitchen procedures are in accordance with the standards of the YMCA, the Ontario Camping Association and the Ministry of Health. The Food Services Supervisor works closely with the Outdoor Centre Coordinators and Outdoor Pursuits Area Heads to coordinate meal planning and also with the Counselling Heads to ensure accurate numbers of campers are served on a daily basis. The Food Services Supervisor supports and supervises all Kitchen Staff and is supported and supervised by the Facility Manager.

Position Dates: flexible- minimum contract June 1- September 5, 2012- spring and fall employment available.

Minimum Requirements: Standard First Aid and CPR, Safe Food Handling Certification, WHMIS. Experience managing a food service for over 200 people (preference will be given to those with supervisory experience and previous experience working in camp environments). Preference given to those that can commit to entire season contract (April to October).

Kitchen Staff

Kitchen Staff are required to work as a team unit. All staff will play an important role of planning, preparing and presenting the meals for the entire camp. They are also responsible for maintaining a clean and healthy kitchen in accordance with the Ministry of Health. Kitchen staff will also be responsible for working with the program team to ensure a relationship of open communication within the camp. All kitchen staff are supported and supervised by the Food Services Supervisor.

The following positions are available: [Head Cook \(2\)](#) [Prep Cooks \(8\)](#)

Position Dates: June 22- September 1, 2012- spring and fall employment available

Minimum Requirements: Standard First Aid and CPR, Safe Food Handling Certification, WHMIS. Experience managing a food service for over 200 people (preference will be given to those with supervisory experience and previous experience working in camp environments).

Wellness Coordinator

Working in co-operation with volunteer camp nurses and doctors throughout the summer the wellness coordinator is the consistent staff member to ensure a high level of quality in wellness. This person will help to support camper behaviour management, handle all wellness checks for campers and staff, assist with assessments, first aid, and documentation functions in the centre. The Wellness Coordinator is also responsible for equipment and supply management, arranging all trip medications, ensuring high quality of staff training and support for overall wellness throughout camp. In addition, this staff member will handle all parent communication in regards to wellness issues. The Wellness Coordinator is supported and supervised by the Camp Director.

Position Dates: June 8- September 1, 2012

Positions Available: 1

Minimum Requirements: RN student (3rd year or above), Wilderness First Responder or equivalent experience as approved by the Camp Director, Valid Ontario Driver's License.

Wellness Assistant

Working closely with the Wellness Coordinator, this position is to help manage the high volume of campers and staff in need of additional care, medication administration, stocking first aid kits and general first aid and assessment on camp.

The position will be a one-month placement shared with a leadership or tripping position.

Position Dates: June 15- September 1, 2012

Positions Available: 2 half summer placements (split contract)

Minimum Requirements: RN student (3rd year or above), Wilderness First Responder or equivalent experience as approved by the Camp Director, Valid Ontario Driver's License.

Nanny

This position will work Sunday through Thursday each week of the summer with the exception of family camp to provide care and support to the Manager's children. In the summer of 2012 they will be 3 and 4.5 years old. A typical day is after breakfast to dinner however extended hours may be needed based on the needs of the camp. This person should be high energy, have previous experience with toddlers, hold a valid driver's license and standard first aid and CPR –C (infant).

Position Dates: June 22- September 1, 2012 (earlier contract in June available)

Positions Available: 1

Please send your complete application to **Andrea Balmer, General Manager** by fax, mail or email by December 1, 2011.

YMCA Camp Pine Crest
1090 Gullwing Lake Road
Torrance, ON
POC 1M0
Fax: (705) 762-5961
Email: camp.pinecrest@ymcagta.org

For more detailed information on our summer and outdoor centre programs please go to:
www.camppinecrest.ca