

Position: Core Staff

This employee position is for individuals:

Summer Overnight Camps:

- 1) Desiring to work at an overnight camps.
- 2) Planning on being a student in September 2015,
- 3) Born in 1998 (i.e. will be turning 17 in 2015),
- 4) In an employee role for the first time at any of our camps

Summer Day Camps:

- 1) Desiring to work at a day camp operations at
 - a) Ademac,
 - b) Carruthers Point,
 - c) Ma-Kee-Wa,
 - d) Mississauga Guiding Centre,
 - e) Teka,
 - f) Orenda
- 2) Planning on being a student in September 2015
- 3) Is a registered member of Girl Guides of Canada
- 4) Will be 16 years old as of July 6, 2015 and no older than 18 on that date

Why is this job the only position for first year, 17 year old (or people turning 17 this calendar year) staff members?

Any program associated with Girl Guides in Canada follows a risk management document called "Safe Guide", so our programs are covered by insurance. All of our camper supervision ratios are derived from this document and anyone under the age of 18, doesn't count towards this ratio. They may help supervise campers and lead activities but cannot help our camps maintain the required adult ratio.

Because our day camp campers go home at night, our national organization sees our day camps at a lowered risk segment so we can have some 16 year olds involved with campers at our day camps.

There will be some returning staff members who remain 17 but are in their second year of employment with us because their birthday falls after their contract at camp begins (i.e. born in July-December). We will have only a few limited positions for these young women within the camp. They can apply to this Core Staff position if they choose but priority will go to individuals who meet the criteria listed above

Requirements of Position (must have, or be willing to obtain, to apply for position):

- Willing to be a friendly member of a dynamic staff team of employees and volunteers delivering a girl-centered, exciting camp program experience to girls within the mission, vision and values of Girl Guides of Canada-Guides du Canada (GGC).
- Willing to live in a residential setting with children.
- Willing to participate in all training programs required for this position. Mandatory in-person training will occur within your contracted dates. A few hours of on-line training will be required to be completed prior to the first date of contract.
- Available for the full duration of the camp program including all on-site training dates (see below).
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer/contract.
- Participate in a few hours of pre-season on-line training prior to your first date of contract.

Qualifications (must have, or be willing to obtain, to apply for position):

- Demonstrated ability to work in a team atmosphere.
- Current throughout employment period:
 - Standard First Aid including CPR A or B.
- Knowledge of the GGC program is an asset.
- Completion of the Leadership Development Level 4 (LDP4) program is an asset

Accommodation:

Overnight Camps: Staff members in this position will have shared staff accommodation in a tent or indoor environment (e.g. bedroom) on campsites or in buildings with campers. No staff member will be allowed or required to share their accommodation alone with a camper.

Day Camps: No overnight accommodations provided except for July 3rd staff training, and Thursday night sleepover's during Trek week. Weeks alternate between Quest and Trek for programming and events.

Responsibilities (training for these "responsibilities" will occur before you begin your role):

Section One: General

- Actively participate as a camp member of the camp team and a role model in the implementation of the overall camp program. This includes activities, meals, hygiene, health and safety. Actively participate with the camp during full camp activities unless work is assigned elsewhere.
- Be conversant with the appropriate organizational requirements for the implementation of responsibilities. This includes but is not limited to:
 - GGC "Safe Guide" (Risk Management),
 - GGC, Ontario Council, Employment Contract/Terms of Engagement.
 - Specific summer camp program opportunities advertised for the summer program 2015.
- Be an effective role model to campers and other staff members. This includes but is not limited to:
 - Living the vision, mission and values of GGC,
 - Respectful treatment of all campers/staff,
 - Compliance with all rules/regulations,
 - Appropriate communication and interactions before camp, at camp at after camp has ended.
 - Maintaining a clean & safe work/living environment.
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Notify the Core Staff Coordinator /designate or Program Director of any concerns as they arise.
- Comply with & implement all established camp policies and practices that are applicable to the responsibilities being undertaken.

Section Two: Responsibilities for Role

Camper Care, Programming & Site Programming (33% of contract)

- As a member of the site team, ensure that camper's physical, social and emotional needs of security, health and safety are met through the compliance with the age-appropriate established camp procedures.
- As a member of the site team, ensure that the hygiene and nutrition of campers and self are met.
- Put systems in place to ensure that lost and found items are kept to a minimum.
- Provide direct and compassionate supervision to assigned campers.
- Ensure fair treatment to all campers with an attitude of flexibility.
- As a member of the site team, ensure that campers are provided with a girl-centered focus in a creative, friendly, safe and healthy manner.

- Participate in the development & implementation of the on-site program and activity schedule for campers with the Camp Counsellors. Ensure that a focus of the program development is on keeping the campers active and challenged throughout their time at camp. Exceed the expectations that campers have for their time at camp.
- Actively encourage campers to participate by role modeling participation in all aspects of full camp programming and special events.
- Undertake specific responsibilities within the team to ensure all components of work are implemented. This can include but is not limited to:
 - First Aid,
 - Cleaning/Tidying,
 - Organizing,
 - Food Services Support,
 - Off site support.
- During the implementation of programming, Core Staff will report to the Specific Program Coordinator. Program Sessions are the time spent at organized program activities specific to the camper's interest (approximately 4 x 1.5 hour time blocks each day). During these times, Counsellors and Core Staff become Instructors.
- Supervise and participate with campers in the program area in a fun, friendly and helpful manner.
- Implement required risk management and safety controls for the programs in a friendly way.
- Deliver the program in an exciting, dynamic manner to capture the attention of the camper and assist in their personal skill development.
- Facilitate campers to assist in the set up and close down of program area wherever possible and help with set up/close down with other staff if it wouldn't be suitable for a camper to assist with these activities.
- Encourage camper participation while supervising campers at all camp activities.
- Assist Leadership Development Participants while they are in placement in the Program Area providing feedback when requested.
- Other duties as assigned.

Special Event Planning (33% of contract)

- Working with fellow Core Staff members, the Program Director and/or the Core Staff Coordinator this group of staff will facilitate the planning, theme choosing, organizing, inviting, decorating, implementing, and evaluating of camp programming including:
 - Daily flag raising/opening,
 - BBQ & Outdoor Cooking,
 - Daily Quick Picks (individual choice programming),
 - One Staff Appreciation event each week,
 - Weekly Closing ceremony or Showcase,
 - Breakfast and Supper "Give Thanks" at central dining halls,
 - Summer Overnight Camp: Snack/tuck twice daily.
- Assist the Program Director and Program Coordinators with the development and implementation of the weekly camp-wide game. Summer Overnight Camp: Ensure the theme of this program is tied in to BBQ.
- Be the timekeepers of camp, ensure bells are rung, meals begin on time, snacks are out during transitions, etc.
- Other duties as assigned.

Camp Support (33% of contract)

- Implement daily clean up inspections on each site and in each (done by campers and staff, evaluated by Core Staff) providing feedback in a fun and friendly manner.
- Tidy and clean common areas at camp.
- Record fridge and freezer temperatures daily throughout camp.

- Tidy and stock Comfort Stations/washrooms.
- Assist with food preparation, delivery and serving of snacks and meals as required.
- Repair program area equipment (e.g. sand paddles) or stock program area supplies (e.g. organize craft supplies).
- Other duties as assigned.

Reimbursement (includes 4% vacation pay):

\$175/week

Additional money:

- \$25/week if participated in a full LDP4 program in a previous summer at a Girl Guide Camp,
- \$15/week if have a current NLS.

Dates of Contracts and Required Availability (includes training):

Overnight Camps

Adelaide*	Bonita Glen**	Doe Lake*	Ma-Kee-Wa	Woolsey*	Wyoka*
June 28-Aug 30	June 26 – Aug 30	June 28-Aug 30	June 28-Aug 30	June 28-Aug 30	June 28-Aug 30

- *Staff members at these camps will have 1.5 days of paid extended time off mid-summer if they are working a full-summer contract. If the staff member is not working a full-summer contract the staff member will still be given the time off but we reserve the right to not pay the individual for the entire extended time off period.
- **Bonita Glen's work is weekend inclusively from June 19-21 – Aug 28-30. There is no work assigned for the weekends of July 17-19 and Aug 7-9.

Day Camps

Ademac	Carruthers Point	Mississauga Guiding Centre	Orenda	Teka
July 2-Aug 30	July 2-Aug 30	July 2-Aug 30	July 2-Aug 30	July 2-Aug 30

- Day Camp staff members will have weekends off except for July 4-5. They will also have time off on Monday August 3rd. Weekend time off begins at 7:30 p.m. on Friday and ends at the start of the assigned shift on Monday mornings.

Notes:

- Assignment to specific areas can be changed as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camp Director.
- GGC reserves the right to assign employees to assist at camps other than those for which they are hired.
- GGC reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.

INCREDIBLE OPPORTUNITY: Camps are ALWAYS looking for staff with their National Lifeguard Service. We are offering our **Aquatics Leadership Camp** at Camp Ma-Kee-Wa near Orangeville. If you enroll in this camp while being a Core Staff, we will ensure that you get the time off needed for travel to and from camps, as well as some additional down time during the week. This course will also give you 2 high school credits and will give you an advantage for future employment opportunities. People who are interested in this role will have to pay for the course but we will be flexible to ensure that you have the time off to complete the required courses and there will be no reduction in your salary.