

Winter Event Staff

Girl Guides of Canada, Ontario Council

Priority hiring for this position is given to applicants who can complete the full events contract.

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 and their families within the mission, vision and values of Girl Guides of Canada.
 - Live in a camp setting with campers (adults, children and families).
 - Participate in all training programs required for this position. Mandatory in-person training will occur as needed within your contracted dates. A few hours of on-line training may be required to be completed prior to the first date of the contract.
- Available for the full duration of the camp program.
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer/contract.

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

- Must be 18 years of age or older due to Girl Guides of Canada, Safe Guide requirements.
- Demonstrated experience caring for participants in a recreational setting, preferably in a camp setting.
- Demonstrated ability to work in a team atmosphere.
- Experience working and teaching in fall/winter conditions and have appropriate outdoor clothing.
- Current throughout employment period:
 - Standard First Aid and CPR C
 - Police Records Check to comply with the requirements of Girl Guides of Canada. If hired, Girl Guides of Canada, Ontario Council will cover the cost to complete a PRC through our process only and we will provide further instruction once hired.
- Knowledge of the Girl Guides of Canada program is an asset.
- Preference will be given to those with winter activity facilitation/leadership experience.

Reports to:

Outdoor Experiences Supervisor. Takes direction from Winter Event Coordinator.

Accommodation:

Staff members in this position will have shared staff accommodation indoors. No staff under any circumstance will share sleeping quarters with a youth participant. You may be asked to sleep one night outdoors.

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

Section One: General Responsibilities

- Actively participate as a staff 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.
- Understand and be knowledgeable about organizational requirements for the implementation of responsibilities. This includes but is not limited to:
 - Girl Guides of Canada "Safe Guide" (National Risk Management Process/Document)
 - Girl Guides of Canada Ontario Council, Employment Contract including the Terms of Engagement
 - Specific Camp Program opportunities as advertised on Girl Guides of Canada, Ontario Council website
- Be an effective role model to campers and colleagues. This includes but is not limited to:
 - Living the vision, mission and values of Girl Guides of Canada
 - Respectful treatment of all campers/staff
 - Compliance with all rules/regulations
 - Appropriate communication and interactions before camp, at camp and 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.
- Comply with & implement all established camp policies and practices that are applicable to the responsibilities being undertaken.
- Notify your supervisor of any concerns (camper or otherwise) as they arise.

Section Two: Responsibilities for Camper Care, Site Programming and Other Duties

Camper Care

- 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.
- Provide direct and compassionate supervision to assigned campers.
- Ensure fair treatment to all campers with an attitude of flexibility.

Site Programming

- All campers in camp will be assigned a site or group based on a combination of their age and program. Each group has a staff team assigned to it. As a member of a site team, ensure that campers are provided with a girl-centered focus in a creative, friendly, safe and healthy manner.
- Participate in the implementation of the on-site program and activity schedule for campers.
- 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.

Other Duties

- 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

Section Three: Program Sessions

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, Event Staff take on the role of instructor. The majority of sessions are taught independently as a solo instructor/facilitator.

Responsibilities:

- Implement the required program activity using lesson plans or enhanced planning.
- 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 youth campers at all camp activities.
- Event Staff will be assigned to work in program areas based on the following:
 - Age (preference to those 18 years of age or older)
 - Qualification (preference to those having qualifications to lead the activity)
 - Experience (as indicated on your application)
 - Program areas' needs
 - Interest of the staff

Dates of Contracts and Required Availability (includes training):

Expand Your Horizon Winter (Adults only) Camp Woolsey	Family Day Weekend Camp for Families Camp MaKeeWa
• January 17-19 2020	• February 14-17 2020

Compensation:

- \$107.00 per day, plus 4% vacation pay for a total of \$111.28 per day

Notes:

- Girl Guides of Canada, Ontario Council reserves the right to amend this job description.

How to Apply

- Returning staff: please send an email of interest
- New Staff: please send cover letter and resume
 - via email to LeeAnne Federico at hr.coord2@guidesontario.org. Indicate in subject line, Attention: Vicky Wallace, Outdoor Experiences Supervisor

