

# Volunteer Core Staff

## Girl Guides of Canada, Ontario Council

**(Applicants must be under the age of 18 to apply for this position, see chart below for age requirements)**

Please Note: Individuals may volunteer up to two weeks and/or two weekend sessions at summer camp and time can be extended at the discretion of the Camp Director and availability of accommodation space.

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

- Willing to:
  - Able to be a member of a dynamic staff team delivering a girl-centered, exciting camp program experience to girls. Able to adhere to camp policies which may be limiting and not necessarily reflect your way of living.
  - Able to live and work in a camp community setting with limited privacy and personal space.
  - Flexible to work long hours (with 90-minute break) with a wide variety of individuals from a wide-variety of backgrounds and circumstances.
  - Participate in a few hours of pre-season on-line training prior to your first date at camp
  - Meet with Camp Director for Emergency Response Training at camp
  - Direct any questions to other staff when unsure of procedures
  - Ability to lift 15kg (30 lbs) safely and stand for extended periods of time.
- Must be a current Member of Girl Guides of Canada
- Submission of the Parent/Guardian Authorization and Declaration for Volunteers Under 18 Years of Age.

### Qualifications (must have, or be willing to obtain):

Safe Guide requires the following to be a volunteer for our programs:

	<b>For youth, aged 16 by July 2, 2020 and a current member of Girl Guides of Canada</b>	<b>For youth, turning 17 in 2020 &amp; a current member of Girl Guides of Canada</b>
<b>Day Camp</b>	This position is available at Camp Woolsey	This position is available at Camp Woolsey
<b>Overnight Camp</b>	Not available	This position is available at Camp Woolsey and Doe Lake Girl Guide Camp

***(Individuals aged 18 or older should apply to be a Volunteer Camp Counsellor. Individuals who meet the age requirements but are not current members of the organization cannot apply for this role.)***

- Demonstrated experience caring for children in a recreational setting, preferably in a camp setting.
- Demonstrated ability to work in a team atmosphere.
- Able to walk throughout a camp environment, including but not limited to uneven surfaces, grass, sand and gravel roads.
- Recommended:
  - Standard First Aid & CPR C
- Knowledge of the GGC program is an asset.

### Reports to:

- Overnight Camps: Camp Director or designate with some supervision provided by the Camp Coordinators during program activity time.
- Day Camps: Camp Director with some supervision provided by the Program Director during program activity time.

### Accommodation:

- Overnight Camps: Staff members in this position will have shared staff accommodation in a tent or indoor environment (e.g. bedroom with bunk beds). Accommodation will be on campsites or in buildings with campers.

- Day Camps: No overnight accommodation is provided except for Thursday night sleepover's during Trek week. Day camp staff must leave site each day and over every weekend.

**Responsibilities (please ask other staff for clarification if need be during your time at camp):**

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 Terms of Engagement
  - Specific summer camp program opportunities advertised through the [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 camper concerns as they arise

Section 2: Core Staff Volunteer:

**COUNSELLOR DUTIES**-*Camper Care, Programming & Site Programming (approximately 1/3 of your time in this role)*

- 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.
- Enforce 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 (if qualified)
  - Cleaning/Tidying
  - Organizing
  - Food Services Support
  - Off-site support
- During the implementation of programming, Core Staff will report to a 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/Assistant 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 EVENTS PLANNING** *(approximately 1/3 of your time in this role)*

- Working with fellow Core Staff members, the Program Director and/or the Core Staff Coordinator, this group of staff will facilitate the planning, theme selection, organizing, invitations, 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 is tied in to BBQ meal event.
- 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** *(approximately 1/3 of your time in this role)*

- Support daily clean up inspections on each site (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.

#### **Notes:**

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

**Mileage Policy:** Volunteers may apply for mileage reimbursement for the **round-trip kilometers from their home address to the camp program running closest to their home** for the time that is outlined in their Volunteer Application. **This may not be the camp you are volunteering at.** Travel will be reimbursed at \$0.25 per kilometer. Expense sheets will be provided upon request. Completed forms must be provided to the Camp Director prior to the last day of volunteering so that Camp Directors can submit for payment at the end of each month.

**See the Transportation section in the Terms of Engagement for more information.**

