

Canoe Trip Staff - Doe Lake

Girl Guides of Canada, Ontario Council

Priority hiring for this position is given to the applicant who can complete the full contract and will be a student in September directly following the summer program at camp.

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

- Able to be a member of a dynamic staff team. 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. Ability to live in wilderness settings for up to 8 days.
- Ability to lift 23kg (50 lbs) safely and carry canoes and packs for extended periods of time. Ability to work independently and as team to complete tasks set out.
- Flexibility to work long hours with a wide variety of individuals from a wide-variety of backgrounds and circumstances.
- Able to recognize emotional stressors and implement self-care strategies. Able to discuss emotional and social needs with supervisors.
- Able 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 may be required to be completed prior to the first date of your contract.
- Be available for the full duration of the camp program.
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.

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

- Minimum age of 18 years of age
- Demonstrated experience working with children in a recreational setting.
- Current throughout employment period:
 - Trip Assist
 - ORCKA Canoe Trip Level 2
 - Minimum 5 nights of canoe trip experience (do not need to be consecutive and can be with or without children and youth). Applicants must meet Safe Guide requirements to lead canoe trips.
 - NL Certification
 - Canadian Coast Guard Pleasure Craft Operator Card an asset.
 - Wilderness First Aid for Outdoor Leaders and CPR with Adult, Child and Infant.
 - Police Records Check to comply with the requirement of obtaining the equivalent of membership in 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.

Reports to: Canoe Trip Coordinator (Lead Tripper).

Accommodation: Staff member in this position will have shared staff accommodation in a tent environment on campsites with campers or on wilderness campsite. No Staff member will be allowed or required to share their accommodation alone with a camper.

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 in the implementation of the overall camp program. This includes activities, meals, hygiene, health and safety. Be part of the camp community during transition times, full camp activities and ceremonies when in camp.
- Once trained, apply the appropriate organizational and governmental requirements for the implementation of responsibilities. This includes but is not limited to:
 - Girl Guides of Canada "Safe Guide"(Risk Management Document)
 - Girl Guides of Canada program for all ages
 - Girl Guides of Canada, Ontario Council Terms of Engagement/Contract
 - Ontario Camps Association Standards
 - Municipal and provincial regulations as they apply to residential camp program options
 - Specific summer 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 with stakeholders prior to, during and after camp
 - 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.
- Ensure that your supervisor is notified of any concerns as they arise.

Section Two: Canoe Tripping Program Implementation

- Implement the assigned curriculum for the tripping program with a focus on ensuring all campers are prepared for their tripping experience. Ensure that all campers are trained to the appropriate standards and expectations for the implementation of their canoe trip experience.
- Provide direct supervision to assigned campers and ensure that campers are provided with a girl-driven program in a safe and healthy manner.
- Review and evaluate Safe Guide's "Canoe and Kayaking Tripping Skills Requirements" with campers.
- Ensure that campers' needs of security, health and safety, hygiene and nutrition are met through the compliance with the established camp procedures.
- Review risk management and emergency procedures and equipment. Ensure it is known how to be used. This includes communication devices, exit routes, etc.
- Ensure that all program planning is girl-driven and meets the objectives set out by the local camp community.
- Ensure the implementation of the program includes completion of Girl Guides of Canada program work and appropriate Red Cross/Lifesaving Society of Canada, and ORCKA programs.
- Ensure all paperwork is provided to the camp office prior to the campers' departure.
- Ensure the tripping program area and associated equipment is maintained in a safe and useable condition.
- Be physically able to complete all roles while on trip including portaging canoes, assisting others in lifting packs as well as being able to lift and carry heaviest packs or barrels (23kg).

Section Three: In-Camp Responsibilities

- As a member of the site team, ensure that campers are provided with a girl-centered program in a safe and healthy manner.
- As a member of the site team, ensure that campers' needs of security, health and safety are met through the compliance with the established camp procedures.
- As a member of the site team, ensure that the hygiene and nutrition of campers and self are met.
- Provide direct supervision to the assigned campers.
- Undertake specific responsibilities within the team to ensure the assistance for all components of work are implemented. This can include but is not limited to:
 - First Aid/medication dispensing
 - Site cooking
 - Site cleaning
- Participate in the development & implementation of the on-site program and activity schedule for campers. Ensure that a focus is on keeping the campers active and challenged throughout their time at camp.
- With the Program Director, ensure tripping campers have opportunities to participate in other program areas while they are in camp pre and post trip.
- Act as a lifeguard or waterfront staff for any campers when scheduled by Program Director.
- Comply with and implement all established camp policies and practices that are applicable to the responsibilities being undertaken.

Dates of Contracts and Required Availability (includes training):

Doe Lake Huntsville, ON Summer Overnight Camp (SOC)
<ul style="list-style-type: none">• June 26-Sept 3 2020

Notes:

- ORCKA Canoe Trip Level 1 or 2 or Camp Canoe Trip Instructor may be offered for a small fee. Training trip will take place May 14-17, 2020 with the Spring Canoe Trip program for girls offering.
- 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.
- Girl Guides of Canada, Ontario Council reserves the right to assign employees to assist at camps other than those for which they are hired.
- Girl Guides of Canada, Ontario Council 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.

