

## Core Staff

### Girl Guides of Canada, Ontario Council

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

**This employee position is for individuals who:**

Summer Overnight Camps:

- 1) Desire to work at an overnight camp.
- 2) Plan on being a student in September following camp.
- 3) Born in 2003 (i.e. will be turning 17 in 2020).

Summer Day Camps:

- 1) Desire to work in a day camp operation setting at Camp Woolsey
- 2) Plan on being a student in September following camp.
- 3) Is a registered member of Girl Guides of Canada.
- 4) Will be 16 years old as of July 6, 2020 and no older than 18 on the same date.

*Why is this job the only position for staff under 18 years of age?*

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, is limited in this count towards this ratio.

Because our day camp campers go home at night, our national organization sees our day camps in a lowered risk segment so we can have some 16 year olds who are youth members of Girl Guides of Canada involved with campers at our day camps.

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

- 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.
- 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):**

- Demonstrated ability to work in a team atmosphere.
- Current throughout employment period:
  - Standard First Aid and CPR C
- Knowledge of the Girl Guides of Canada Girls First program is an asset.
- Completion of the Ontario Council Summer camp's Leadership Development Program Level 4 (LDP4) or equivalent 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 on site accommodations provided for day camp weeks, except for scheduled overnights and staff training

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

Section One: General

- Actively participate as a member of the camp team and 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 part of the camp community during transition times, full camp activities and ceremonies when in camp.
- Be conversant with the appropriate organizational requirements for the implementation of responsibilities. This includes but is not limited to:
  - Girl Guides of Canada "Safe Guide" (Risk Management)
  - Girl Guides of Canada, Ontario Council, Employment Contract/Terms of Engagement
  - Specific summer camp program opportunities as advertised on [Girl Guides of Canada, Ontario Council website](#)
- 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 Girl Guides of Canada

- Respectful treatment of all campers/staff
- Compliance with all rules/regulations
- Appropriate communication and interactions with stakeholders 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.
- 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-driven 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 (bus programming, canoe trips etc. as assigned)
- During the implementation of programming, Core Staff will report to the specified Coordinator. Program sessions are the time spent at organized program activities specific to the camper's program (approximately 4 x 1.5 hour time blocks each day). During these times, Counsellors and Core Staff become Instructors or Lifeguards (with NL certification).
- 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 Coordinator this group of staff will facilitate the planning, 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 Day Camp Showcase
  - Breakfast and Supper "Give Thanks" at central dining areas
  - Summer Overnight Camp: Snack/tuck twice daily
- Assist the Program Director and Coordinators with the development and implementation of the weekly camp-wide game.
- 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 (dining area, indoor spaces, craft area, waterfront, green spaces, etc.).
- Record fridge and freezer temperatures daily throughout camp.
- Tidy, sanitize and stock Comfort Stations/washrooms daily.



- 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.

Returning Core Staff who have already completed a year employment with us in this role but have a late birthday, will have a modified schedule which will have a heavier weighting in the Camper Care, Programming and Site Programming responsibilities.

**Dates of Contracts and Required Availability (includes training):**

<p style="text-align: center;"><b>Doe Lake</b> Huntsville, ON Summer Overnight Camp (SOC)</p>	<p style="text-align: center;"><b>Woolsey</b> Ottawa, ON Summer Overnight Camp (SOC) &amp; Day Camp (SDC)</p>
	<p style="text-align: center;">Summer Overnight Camp positions &amp; Summer Day Camp positions available</p>
<ul style="list-style-type: none"> <li>• June 26-Sep 3 2020</li> </ul>	<ul style="list-style-type: none"> <li>• June 28 - August 30 2020</li> <li>•</li> </ul>

**Notes:**

- Day Camp staff members will have weekends off. Weekend time off begins at 7:30pm on Friday and ends at the start of the assigned shift on Monday mornings. No work the week of Aug 3-7<sup>th</sup> 2020
- 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.

