



Big Cove YMCA Camp Staff Application Package-2017 Season

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EMPLOYMENT OPPORTUNITIES: SPRING/SUMMER 2016 About Working at Big Cove YMCA Camp

Mission Statement:

“Big Cove YMCA Camp is a historic wilderness camp dedicated to providing youth with opportunities to develop leadership skills, to enhance their self-esteem and to foster an appreciation of the natural environment in a safe, respectful community. Big Cove YMCA Camp is a historic wilderness camp dedicated to providing youth with opportunities to develop leadership skills, to enhance their self-esteem and to foster an appreciation of the natural environment in a safe, respectful community”.



This mission statement helps us create excellent experiences for all our participants. As staff members, we accept the challenge of meeting the goals as outlined in the mission statement. It is a challenge, a fun challenge that you should consider thoroughly if you are considering applying to join our staff team for 2017.

In 2016, 91% of camper families told us they were satisfied with their experience. This is clearly a success to celebrate, and it also gives us room to improve for 2017.

“The overall experience, confidence building and amount of self-sufficiency that my daughter came home with. She left afraid to be anywhere except home after dark and came back able to go out in the city in the evening and not be terrified and need to come home. You have given her a new lease on life!” - Camper parent, 2016

Staff Training Opportunities:

In May and June of 2017, Big Cove YMCA Camp will be partnering with industry leaders from the region to offer training in outdoor leadership which will include Wilderness First Aid, Canoeing and the Outdoor Council of Canada.

Staff Scholarship Opportunity: The [Langille Scholarship](#) offers five \$1,000 scholarships in acknowledgement of the contributions students make in building our community, helping them financially to reach their full potential in post-secondary education. This program is open to YMCA participants/members, volunteers and/or employees who are attending university or college.

How to Apply

Preparation

Read the 2017 Application Package including job descriptions and all general information.

Ensure you have all the necessary qualifications **valid until the end date of the 2017 contract you are applying for** or are enrolled in courses you still need to acquire.

Criminal Record Check (with Vulnerable Sector Check) and Child Abuse Registry Check **must be submitted before by the applying individual before a contract will be offered**. These must be recent (within 30 days) which means all staff (returning or not) must have these checks completed. Expense incurred by these checks is the responsibility of the applicant.

The Application

1. Complete a cover letter and resume, and save them as a PDF. Be sure to include the position you are applying for in your cover letter. Your resume **MUST** include three references
2. Prepare an email addressed to: steve_macdonald@ymca.ca
3. In the subject line write your name followed by "2017 Application"
(For example: Jane Smith-2017 Application)
4. Attach a copy of your cover letter resume PDF file.
5. Attach scanned copies of all required qualifications. Only attach current qualification(s) valid through August 31, 2017.
6. If you do not have current qualifications, we will accept proof of enrollment (*scanned receipts showing you are registered for the necessary courses*).
7. Email Steve your application.

The Next Step (Interviews)

To be considered for an interview all of the above steps must be followed correctly.

Interview invitations will be sent via email so please ensure that steve_macdonald@ymca.ca and bigcove@ymca.ca are added to your safe senders list.

If you are in the Halifax area you will be expected to attend interviews in person. If cannot attend in person you will be asked to have an interview via Skype. Please direct your questions to steve_macdonald@ymca.ca

Wages and Dates

Seasonal Contract

Level	Weeks	Weekly Wage*
Junior Counsellor**	9	\$100
Senior Counsellor - Year 1	9	\$200
Senior Counsellor - Year 2	9	\$230
Resource Specialists	10	\$230-300
L1 Counsellors	10	\$230-300
L2 Counsellors	10	\$230-300
Section Directors	10	\$230-300
Transportation Director	10	\$230-300
Volunteer and Communications Director	10	\$230-300
Health Care Manager	9	\$400
Assistant Director	10	\$300-500
Spring Program Specialist	9	\$230-300
Fall Program Specialist	4	\$230-300

*wage rates may vary based on age, qualification and experience

**Junior Counsellors receive an honorarium bi-weekly



Contract Dates

Junior Counsellor & Counsellors	June 24 – August 26
Resource & Leadership Counsellors	June 20- August 27
Spring Program Specialist	May 1 – June 20
Fall Program Specialist	August 30 – October 2

Job Descriptions & Criteria

Some of the qualities we seek in candidates and expect from staff:

- **Strong work ethic**
- **Positive team-oriented attitude**
- **Good judgement**
- **Patience with children and an interest in their growth and development**

Junior Counsellors (15 positions)

Junior Counsellors (JC) are first year staff and live with and care for a cabin of 8 campers. JC's are directly responsible for the care and supervision of their campers, providing each camper with a positive camping experience. This position requires good leadership, a caring nature and a willingness to have fun. JC's instruct morning activities as well as cabin group activities which include: swimming, canoeing, drama, archery, sports and many more. JC's are supported by their Section Directors, senior staff and the Summer Camp Director. This is a volunteer staff internship position. All JC's receive an honorarium at the end of their first and second successful month as a staff member.

- **Must be 17 years of age by contract start date**
- **Minimum qualifications: Standard First Aid and CPR 'C', Bronze Cross, WHIMIS**
- **Recommended qualifications: NLS, Wilderness First Aid, Outdoor Council of Canada, Paddle Canada Certification**

Counsellors (15 positions)

Counsellors are experienced staff who take care of a cabin group of approximately eight campers. Counsellors are directly responsible for the care and supervision of their campers, providing each camper with a positive camping experience. This position requires good leadership, a caring nature and a willingness to have fun. Counsellors instruct morning activities as well as cabin group activities which include: swimming, canoeing, drama, archery, sports and many more. Counsellors are supported by their Section Directors, senior staff and the Summer Camp Director. All applicants must have experience working with children.

- **Must be 18 years of age by December 31, 2017**
- **A minimum of one year experience working at a summer camp or related experience**
- **Minimum qualifications: Standard First Aid and CPR 'C', NLS, WHIMIS**
- **Recommended qualifications: Wilderness First Aid, Outdoor Council of Canada, Paddle Canada Certification (or equivalent)**

Leadership 1 Counsellor (4 positions)

This position is responsible for the coordination and implementation of the first year of Big Cove YMCA Camp's two-year Leadership Program. It is a four-week program for youth ages 15-16. The focus of the program is mechanical skill development through multi-day canoe trips with a canoeing and hiking component and instruction in all the camp program areas. Applicants must have extensive leadership experience in canoeing and wilderness camping, navigation skills and experience in a residential camp setting.

- **Must be 19 years of age by December 31, 2017**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: Standard First Aid and CPR 'C', NLS, WHIMIS, Wilderness First Aid, Paddle Canada Certification**
- **Recommended qualifications: Outdoor Council of Canada, Interpretive Guides Association**

Leadership 2 Counsellor (2 position)

This position is responsible for the co-ordination and implementation of the second year of Big Cove YMCA Camp's two-year Leadership Program. The four-week program is designed to train youth aged 16-17 in group management skills such as communication, counselling, and teambuilding development. Participants spend twelve days on trip and twelve days in cabins as a cabin shadow (CIT) residency. This position requires organization, excellent facilitation skills, experience working with teens in a residential camp setting as well as strong programming and planning skills. Applicant must have extensive leadership experience in canoeing and wilderness camping as well as navigational skills.

- **Must be 20 years of age by December 31, 2017**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: Standard First Aid and CPR 'C', NLS, WHIMIS, Wilderness First Aid, Paddle Canada Certification**
- **Recommended qualifications: Outdoor Council of Canada, Interpretive Guides Association, Class 4 Driver's License**



Support Staff

Senior staff are responsible for Big Cove YMCA's various program areas as well as fulfilling an equally important role as support personnel. Throughout the hiring process, we will be selecting individuals who take pride in quality program delivery and are willing to contribute to an inspired and motivated team environment.

Program instruction is central to all resource positions as well as the maintenance, cleanliness, upkeep and scheduling of their program area. They have additional responsibilities in the planning and delivery of special events, campfires, mealtime supervision of campers, overnight canoe trips, support activities as well as providing leadership within their area. Each senior staff member will be assigned to a cabin group to provide extra support and guidance. Senior staff live in dormitory style accommodations. In certain cases, exceptions may be made to the minimum age criteria. Senior staff may be required to attend various training events prior to the summer season. Successful applicants may be eligible to receive support in obtaining relevant qualifications outside of the general swimming, CPR and First Aid qualifications.

Section Directors

Campers are divided by age into two halves, the Junior Section (aged 7-11) and the Senior Section (aged 12-15), each of which have a Section Director. These two positions work very closely with the Summer Camp Director and together they oversee all aspects of campers and counsellors. Responsibilities include the pairing of counsellors and organizing campers into cabin groups each session. Both will provide guidance and support to the counsellors in their sections through continual feedback and formal evaluations. These two people help with camper situations and are the main liaison between parents, the Administrative Co-ordinator and camp if need be. Section Directors are responsible for developing training sessions for counsellors during pre-camp and mid-summer as well as organizing section-wide activities and participating in all camp activities.

- **Must be 20 years of age by December 31, 2017**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS**
- **Recommended qualifications: NLS, Class 4 Driver's Licence, Canadian Boating Licence**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Adventure Director

The Air Adventure Director is responsible for supervising and running the Adventure Program at camp which includes initiatives, team building, low and high ropes courses, a zip line, a climbing tree and a bouldering wall. Duties would include training all staff in general safety rules for each of the courses, designing an adventure program for all of the campers, conducting regular safety checks on equipment and the course and helping out other areas of camp as needed. This individual must have extensive knowledge of ropes courses. This position is part of the resource team.

- **Must be 20 years of age by December 31, 2017**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS**
- **Recommended qualifications: NLS, Class 4 Driver's Licence, Canadian Boating Licence**
- **Must have a Challenge Course Practitioner Certificate or Customized training for Big Cove by Adventureworks! or other ACCT accredited trainer**
- **Experience facilitating high ropes, low ropes, initiatives and team building activities is necessary**

Nature Arts Director

Responsibilities include the development, implementation and supervision of earth education and creative arts programs at camp. The applicant will be required to help other senior staff with any other program areas that need assistance. This position is part of the resource team. Experience in gardening would be considered an asset.

- **Must be 19 years of age by December 31, 2017**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS**
- **Recommended qualifications: NLS, Class 4 Driver's Licence, Canadian Boating Licence**

Waterfront Director

The Waterfront Director is responsible for the entire waterfront area of camp which includes safety, supervision and instruction of all swimming activities, as well as the co-ordination of aquatic emergency procedures. The applicant will manage all of the boating equipment. NLS is required as well as a Swimming Instructor's Certificate. As a member of the senior staff team, this individual will work to ensure strong delivery of programs and help out other areas of camp when needed.

- **Must be 19 years of age by December 31, 2017**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: NLS, Standard First Aid and CPR-C, Swimming Instructor's Certificate, Canadian Boating Licence, WHIMIS**
- **Recommended qualifications: Waterfront or beach NLS, Paddle Canada Instructor levels, Class 4 Driver's Licence**

Outtripping Director

The Outtripping Director is responsible for training staff in leading safe and responsible wilderness camping trips. The applicant must have extensive knowledge of wilderness camping, navigation, and risk management. During the summer, duties include coordinating outtripping schedules with leadership and camper groups, fixing and maintaining all outtripping gear, and ordering and packing food. This position is part of the resource team and is expected to participate with other program areas around camp when needed.

- **Must be 20 years of age by December 31, 2017**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS, Canadian Boating Licence**
- **Recommended qualifications: NLS, Wilderness First Aid, Outdoor Council of Canada, Interpretive Guides Association, Paddle Canada Certification**
- **Must have strong understanding of canoe tripping practices and tripping experience**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Transportation Director (Driver)

The Transportation Director is responsible for product purchases and pick-ups, driving outtrips, organizing the driving schedule, camper medical visits and other camp related trips. The applicant will be responsible for submitting completed expense forms for each session to the General Manager at the end of each session. The candidate must possess a Class 4 Driver's licence, driving and money management experience.

- **Must be 21 years of age by June 20, 2017**
- **Strong interpersonal skills are required along with a high degree of flexibility**
- **Minimum qualifications: Standard first Aid, CPR-C and a Class 4 Driver's Licence, Canadian Boating Licence**

Volunteer and Communications Director

This position has two primary areas of responsibility:

1. Support and scheduling of all volunteers at Big Cove typically 12-15, varying throughout the summer
2. Communications responsible for: the filming and photographing of activities, events and cabin groups and for regularly updating our Facebook

- **Must be 20 years of age by December 31, 2017**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C , WHIMIS**
- **Recommended qualifications: NLS, Class 4 Driver's Licence**
- **Must have a strong knowledge of summer camp program equipment and delivery**
- **Experience with a variety of program activities in an outdoor recreation/education setting is necessary**
- **Must be skilled in photography, digital video recording and related computer media**

Program Director

The Program Director will work very closely with the Assistant Director to oversee many aspects of the entire camp operation. The applicant will be responsible for overseeing all areas of programming including interest groups, theme days and all other camp programs. The candidate must be a creative person with fresh ideas and a good knowledge of all program areas. The applicant must have strong leadership and organizational skills and extensive experience in a residential camp setting.

- **Minimum qualifications: Standard First Aid, Bronze Cross and CPR-C, WHIMIS**
- **Recommended qualifications: NLS, Wilderness First Aid, Outdoor Council of Canada, Paddle Canada Certification**

Health Care Staff

Health Care staff are responsible for the organization, logistical and camper/staff care aspects of the Health Centre. Duties include organizing camper medication and files on the first day of each session, supporting camp staff throughout the session, and attending to ill/injured campers. Each week as new campers arrive at camp, the Health Care staff will introduce and help familiarize them with Big Cove and Health Centre protocol. The Health Care staff will be required to assist in regular section director duties and may be required to assist in other areas of camp when needed.

- **Minimum Qualifications: Standard First Aid and CPR-C, WHIMIS**
- **Wilderness First Aid Preferred**
- **Experience in a Health-Care setting an asset.**
- **Recommended qualifications: NLS, Class 4 Driver's Licence, Canadian Boating Licence**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**

Assistant Director

The Assistant Director will work very closely with the Summer Camp Director to oversee many aspects of the entire camp operation. The applicant will be responsible for overseeing all areas of programming including interest groups, theme days and all other camp programs. The candidate must be a creative person with fresh ideas and a good knowledge of all program areas. The applicant must have strong leadership and organizational skills and extensive experience in a residential camp setting.

- **Must be 21 years of age by June 20, 2017**
- **Minimum qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS, Canadian Boating Licence**
- **Recommended qualifications: NLS, Class 4 Driver's Licence**
- **Two or more years in a supervisory role at Big Cove YMCA Camp or equivalent experience is necessary**
- **Must have a thorough knowledge of camping practices and above average public relation skills**



Outdoor Centre Program Specialists*

During the spring, fall and winter, Big Cove YMCA Camp operates an Outdoor Centre that runs pre-programmed and custom programs for a wide range of school groups, university groups, clubs and organizations.

Program Specialists may be hired for both the spring and/or fall seasons of the Outdoor Centre. All applicants must have experience teaching all program areas of the Outdoor Centre. Experience in facilitating large groups is an asset. Big Cove YMCA Outdoor Centre staff are entrusted with a great deal of responsibility, so great care is taken to ensure selection of skilled individuals with positive attitudes and strong work ethics for employment. All those applying for a spring/fall program specialist position must include a resume and cover letter in addition to their application form indicating their preference of season.

- **Minimum qualifications: Standard first Aid and CPR-C , Bronze Cross, WHIMIS**
- **Recommended qualifications: NLS Wilderness First Aid, Food Handler's Certificate, Class 4 Driver's Licence, Canadian Boating Licence**

*please indicate clearly on your application form that you are applying for spring and/or fall at Big Cove YMCA Outdoor Centre as well

Applying From Abroad

International Job Opportunities

If you are not a Canadian citizen and wish to apply for a position at Big Cove YMCA Camp, please begin by filling out the application form and following the steps listed in this Application Package. In your initial email, please be sure to mention the status of your citizenship along with any information pertinent to your summer availability. Foreign workers are welcome to apply for all summer positions and will be considered for positions where job criteria are met. If the necessary qualifications are not available in your country of residence, please contact Big Cove YMCA Camp to discuss which foreign qualifications can be transferred, which can be acquired and in certain cases which qualifications are not necessary.

Successful foreign applicants will be **required to obtain a Canadian work permit and make flight arrangements at their own expense**. Please be aware that a large degree of independence is required of all individuals applying from abroad. Please contact the Camp Director Steve MacDonald at steve_macdonald@ymca.ca if you require assistance with any portion of the hiring process.