

D-CAMPS

2018 D-CAMPS WEST EMPLOYEE OPPORTUNITY HANDBOOK



**DIABETES
CANADA**

JOIN OUR TEAM

We are always looking for team members who exhibit enthusiasm, dedication, initiative, love for working with children, and the ability to use their imaginations to turn camp into a place of magic and possibility. Applicants must enjoy working with children and teens in an outdoor environment and be willing to learn about and respect the complexities of type 1 diabetes.

Staff members will be positive role models that are committed to ensuring safe and enjoyable experiences that reflect the mission and core values of Diabetes Canada's National Camping Program.

THE GOALS OF D-CAMPS

The ultimate goal of D-Camps is to create a sense of community and belonging in which children, youth and families with type 1 diabetes learn skills to manage their condition while feeling supported and connected.

- Foster Independence
- Nurture friendships
- Improve self-esteem
- Teach diabetes self-management skills

OUR CAMP PROGRAM HISTORY

Inspiring Independence Together – since 1953

Diabetes Canada's camping tradition began in 1953 with the opening of Camp Banting in Eastern Ontario. Since then, our camping program has grown extensively, and the organization now operates 12 overnight camps across Canada. Since the beginning, the focus of our camps has been to provide children living with type 1 diabetes with opportunities to enjoy an authentic camp experience while having all of their diabetes needs monitored by a dedicated team of trained medical professionals.

OUR CAMP PROGRAM

Grab your gear; you're in for a ride! As a member of the D-Camps West Program Staff Team, you will be given an opportunity to develop your skills within four unique and amazing camp environments. Staff members will get the opportunity to travel and see Western Canada and experience the traditions of our four camps. All accommodations and transportation during your contract will be provided by the Association. However, staff members must provide their own transportation to the start of staff training in BC.

Camp Kakhamela - Gibsons, BC

Camp Kakhamela runs two six day and one thirteen day session running from July 1st – 6th, July 8th-13th, and July 1nd- July 13th, 2018 for youth living with type 1 diabetes between the

ages of 7 and 15. Camp Kakhamela is hosted by YMCA Camp Elphinstone outside of Gibsons, BC on the Sunshine Coast.

Camp Jean Nelson – Water Valley, AB

Camp Jean Nelson runs two five day sessions running from July 23rd –July 27th, July 30th – August 3rd, 2018 for youth living with type 1 diabetes between the ages of 7 and 15. Camp Jean Nelson is hosted by Camp Kindle in Water Valley, AB in the foothills of the Rocky Mountains.

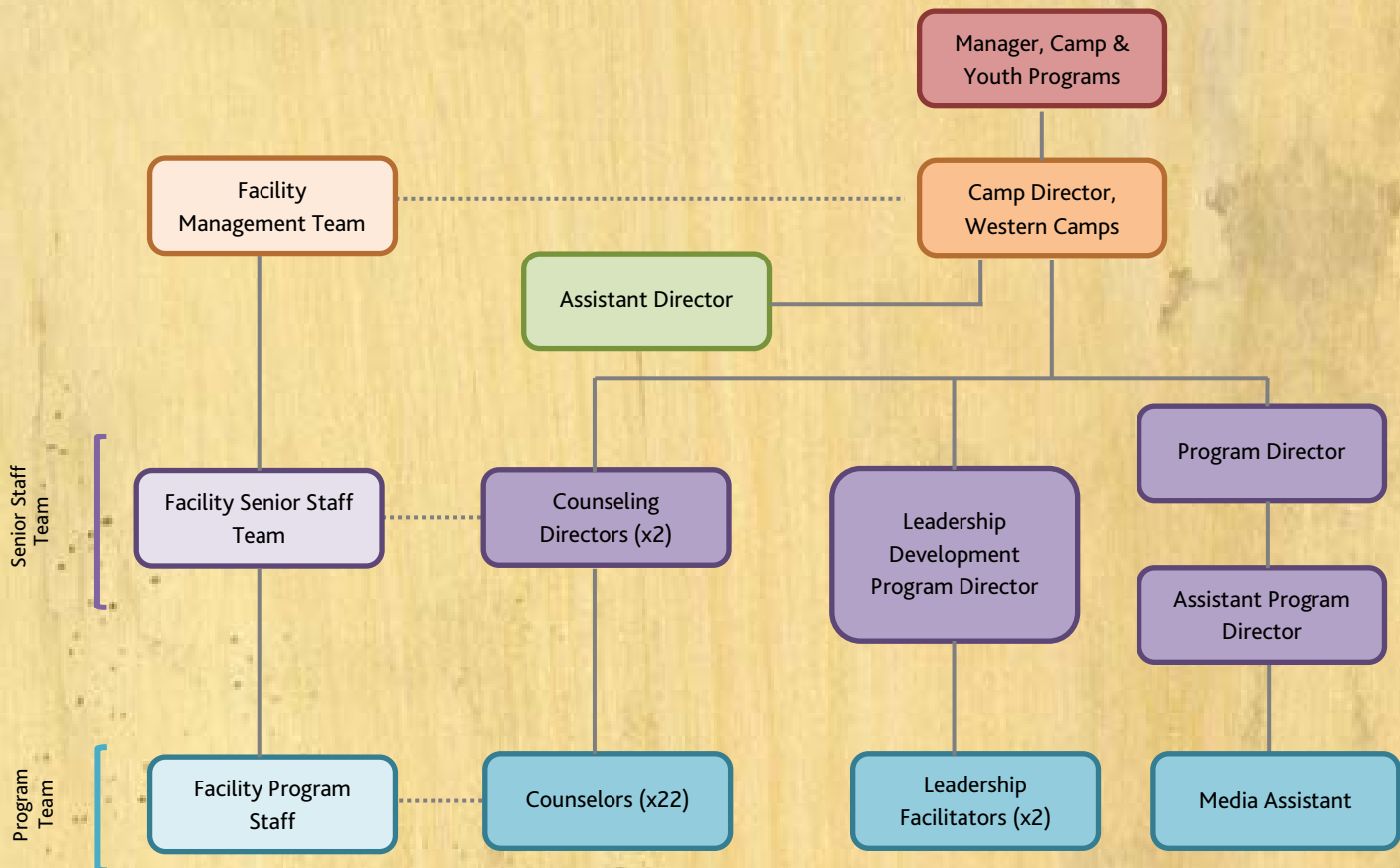
Saskatchewan Children’s Camp – Christopher Lake, SK

Saskatchewan Children’s Camp runs a six day session running from August 7th – August 12th, 2018 for youth living with type 1 diabetes between the ages of 7 and 15. Saskatchewan Children’s Camp is hosted by Quest at Christopher Lake outside Prince Albert, SK in the heart of the prairies.

Camp Briardale – Kenora, ON

Camp Briardale runs a six day session running from August 20th – August 25th, 2018 for youth living with type 1 diabetes between the ages of 7 and 15. Camp Briardale is hosted by BB Camp on a private island in beautiful Lake of the Woods, ON.

D-CAMPS WEST PROGRAM TEAM ORGANIZATIONAL CHART:



D-CAMPS WEST EMPLOYMENT OPPORTUNITIES

SENIOR STAFF POSITIONS

ASSISTANT CAMP DIRECTOR (1 Position):

Reporting to the Director, the Assistant Camp Director is responsible for assisting the Director in all pre-camp administrative tasks, including hiring, onboarding, and program planning. While camp is in session, the Assistant Director is expected to support the Director in all director-related duties. The Assistant Director is expected to have strong leadership skills and will work in a supervisory role in order to encourage, motivate and teach staff and volunteers. The incumbent will be expected to ensure all programs and program areas are appropriate, and risk management plans are in place and requirements are being met. They must work constructively as a team member in a complex organizational setting, and independently in a leadership role and decision making capacity. The Director and Assistant Director will work closely and collaboratively in order to ensure a strong, educational and fun program in a safe and friendly environment. Experience working in a senior leadership role is mandatory.

Position Dates: June 4th – August 31th, 2018

Pay: \$565 per week (plus room and board for June 25th- August 31st)

Requirements: Standard First Aid and CPR 'C' and a Criminal Reference Check

Skills & Experience: Ability to work effectively in a fast paced environment, strong organizational and time management skills and adaptable to changing camp environments and staffing structures. Experience working at camp in a senior leadership role is an asset.

PROGRAM DIRECTOR (1 Position):

Reporting to the Director, the Program Director is responsible for working with all aspects of camp-wide and special event programming, including the planning and implementation of special events and evening programming, creating and posting all weekly and bi-weekly camp schedules, ensuring that all programs are meeting risk management standards and delivering a robust, camper-focused experience. There will be an opportunity to work collaboratively with facility Program Directors to ensure the successful, mission-oriented delivery of the organization's summer camp programs.

Position Dates: June 4th – August 31th, 2018

Pay: \$550 per week (plus room and board for June 25th- August 31st)

Requirements: Standard First Aid and CPR 'C' and a Criminal Reference Check

Skills & Experience: Ability to work effectively in a fast paced environment, strong organizational and time management skills and adaptable to changing camp environments and staffing structures. Experience working at camp in a senior leadership role is an asset.

ASSISTANT PROGRAM DIRECTOR (1 Position):

Reporting to the Program Director, the Assistant Program Director is responsible for assisting the Program Director in working with all aspects of camp-wide and special event programming, including the planning and implementation of special events and evening programming, creating and posting all weekly and bi-weekly camp schedules, ensuring that all programs are meeting risk management standards and delivering a robust, camper-focused experience.

Position Dates: June 4th – August 31th, 2018

Pay: \$525 per week (plus room and board for June 25th- August 31st)

Requirements: Standard First Aid and CPR 'C' and a Criminal Reference Check

Skills & Experience: Ability to work effectively in a fast paced environment, strong organizational and time management skills and adaptable to changing camp environments and staffing structures. Experience working at camp in a senior leadership role is an asset.

COUNSELING DIRECTOR (2 Positions):

Reporting to the Director, the Counseling Directors are responsible for planning and implementing the D-Camps program by building and maintaining an inclusive, camper-focused culture. This includes, but is not limited to: supporting and managing all counseling staff, campers care, group leader development and supervision and actively ensuring programs are camper-focused.

Position Dates: June 18th-August 25th, 2018

Pay: \$525 per week (plus room and board for June 25th- August 26st)

Requirements: Standard First Aid and CPR 'C' and a Criminal Reference Check

Skills & Experience: Ability to work as a team member, adaptable to changing camp environments, excellent leadership communication and knowledge of the care needs of the campers. Experience working at camp in a senior leadership role is an asset.

LEADERSHIP DEVELOPMENT PROGRAM DIRECTOR (1 Position):

Reporting to the Director, the Leadership Development Program Director will design and facilitate an exceptional leadership program that will provide youth living with type 1 diabetes the skills and certifications needed to become successful staff members in a summer camping environment. The Leadership Development Program Director position includes a supervisory component, and will oversee a team of two leadership facilitators. The Leadership Development Program Director will work with their team to ensure a robust and skill-focused leadership program that will develop future staff that will help create an inclusive, camper-focused culture.

Position Dates: June 18th- August 25th, 2018

Pay: \$525 per week (plus room and board for June 25th- August 25th)

Requirements: Standard First Aid and CPR 'C' and a Criminal Reference Check

Skills & Experience: Ability to work effectively in a fast paced environment, strong organizational and time management skills, and adaptable to changing camp environments

and staffing structures. Demonstrated experience facilitating programs for youth and young adults which helps advance their skills and abilities. Proven experience teaching leadership skills to youth and young adults, as well as translating ideas into action. Experience working at camp in a senior leadership role is mandatory.

The Senior Staff team reports directly to the Camp Director and Manager. They work as a team to ensure the safety and overall well-being of all camp participants. Senior Staff will work collaboratively with the Director and Manager for the planning and delivery of the pre-camp staff training. All Senior Staff should have experience or understanding of type 1 diabetes and its physiological, social and emotional impact, or a willingness to learn.

PROGRAM POSITION REQUIREMENTS

Minimum Requirements for ALL Positions: Standard First Aid and CPR 'C' and a Criminal Reference Check and Vulnerable Sector Screening in accordance with D-Camps CRC-VSS Policy.

D-CAMPS CRC-VSS POLICY

All new and returning staff must provide either a CRC or CRC and VSS according to the policy below.

Age	Requirements
17 years old	You will need a Criminal Record Check only. Check can be completed through Back Check; a local police service the RCMP provides
18 to 25	You will need a Criminal Record Check only Check can be completed through Back Check; a local police service the RCMP provides
26 and over <u>with</u> a Vulnerable Sector Search (VSS) within last 3 years	You will need a Criminal Record Check only Check can be completed through Back Check,; a local police service the RCMP provides Copy of valid VSS must be provided upon hire.
26 and over <u>without</u> a VSS within last 3 years	You will need a Criminal Record Check <u>AND</u> Vulnerable Sector Search Staff/volunteer <u>must</u> visit local police service the RCMP

HOW TO APPLY

To apply, please complete the online hiring form by clicking the button below.

[APPLY NOW!](#)

All applicants (new and returning staff) must submit the following documents online via the web form:

- Personal Contact Information
- Updated Cover Letter and Resume
- References

Please note: Have all documents ready when applying! You will not be able to log in to alter or attach new documents. If you require a paper application please contact Sarah Hamilton.

Application submissions are accepted until January 19th, 2018 at 11:59pm

in order to be considered for the initial round of hiring. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant.

Questions regarding the application process can be directed to:

Sarah Hamilton, Camp Director, Western Canada

613-688-5932 – sarah.hamilton@diabetes.ca

Diabetes Canada encourages applications from all qualified individuals, and values a diverse workforce that reflects the communities it serves. We thank all interest applicants; however, only candidates selected for interview will be contacted. No phone calls please.

Interviews will be scheduled in February and conducted in person, over video or phone.

In the spirit of leadership, personal development and professionalism during and after this hiring process, we will only communicate directly with applicants. Guardians are encouraged to empower their young applicants to contact D-Camps directly should they have any questions or concerns.