

# 2018

# Ontario D-Camps

PROGRAM & FACILITIES TEAM  
EMPLOYMENT OPPORTUNITIES



**CAMP  
BANTING**

**DIABETES CANADA**



**CAMP  
DISCOVERY**

**DIABETES CANADA**



**CAMP  
HURONDA**

**DIABETES CANADA**

# **D-CAMPS**

# APPLICANTS TO ONTARIO D CAMPS

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

## DIABETES CANADA VISION

A world free of the effects of diabetes.

## DIABETES CANADA MISSION STATEMENT

To lead the fight against diabetes by:

- Helping those affected by diabetes to live healthy lives.
- Preventing onset and consequences of diabetes.
- Discovering a cure.

## THE GOALS OF D-CAMPS

The Diabetes Canada camps and youth programs are aimed at children and youth affected by type 1 diabetes. These overnight programs emphasize participation in camp activities and provide an opportunity for diabetes education. Camp also helps youth to gain independence and self-discipline in managing their diabetes. The goals of Diabetes Canada camps are:

- Teach independent, self-management of diabetes
- Nurture friendships
- Improve self-esteem
- Provide a safe, fun and educational camp experience

## THE GOALS OF THE LEADERSHIP DEVELOPMENT 1 PROGRAM

The goals of LDP1 program are:

- To understand fundamental leadership skills integrated into typical camp life
- Concentrated hard skill development in the core elements of camp programming
- To gain confidence in self-advocacy for living with diabetes
- To have a fun, safe, and education camp experience with a heightened accountability for respecting others

## THE GOALS OF THE LEADERSHIP DEVELOPMENT 2 PROGRAM

The goals of LDP2 program are:

- To gain confidence in leadership abilities, such as problem solving, facilitating activities, collaborating with diverse learning styles, and more
- To develop essential skills and abilities for future employment and volunteer opportunities
- To develop healthy, positive diabetes self-management techniques
- To recognize and engage in learning opportunities present in many aspects of camp life



# OUR CAMP PROGRAM HISTORY

Inspiring Independence Together – since 1953

The Diabetes Canada camping tradition began in 1953 with the opening of Camp Banting in Eastern Ontario. Since then, our camping program has grown extensively, and the Association 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.

## PROGRAM STAFF AND DIABETES

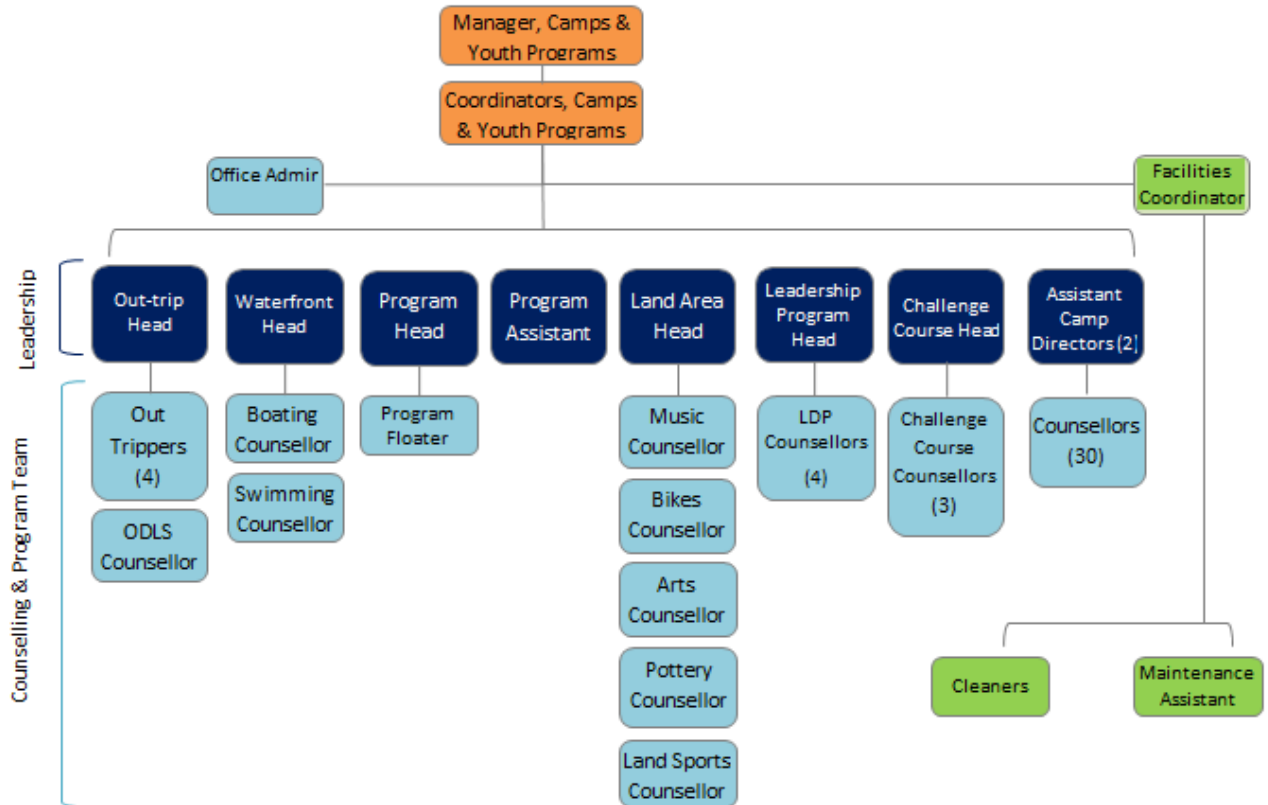
Ontario D Camps prides itself on hiring top-quality staff who are able to provide the best possible experience for our campers regardless of their diabetes status. We recognize that staff living with type 1 diabetes have the potential to be excellent role models and can play a vital role in encouraging campers to make positive steps towards managing their diabetes. As such, staff living with type 1 diabetes must be aware that campers will be watching how they are managing their disease. While not expected to have perfect blood sugars, staff living with diabetes are expected to check and record their blood glucose at the same time as their campers, take insulin in front of the campers and work with the health team to manage highs and lows in the same safe manner as campers, just as staff who do not have diabetes are expected to manage their health so that they are able to ensure high quality experiences of the campers.

Individuals that are not living with diabetes are encouraged to apply and staff that are best suited will be offered positions regardless of their diabetes status.

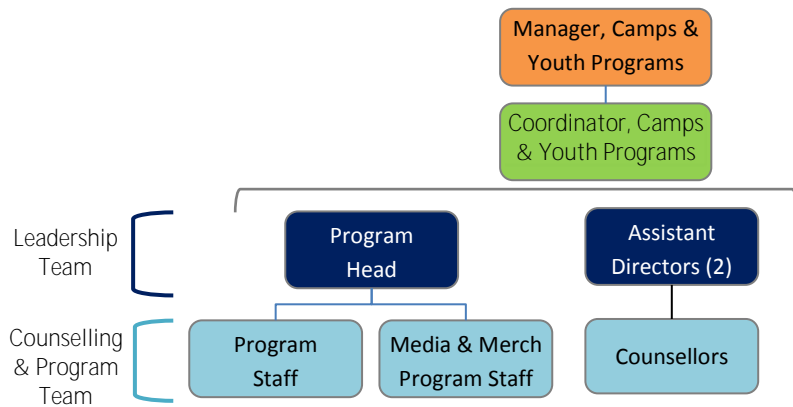
We are proud to work within the guidelines of the following organizations:



# CAMP HURONDA ORGANIZATION CHART – PROGRAM AND FACILITIES



# CAMP BANTING & DISCOVERY ORGANIZATION CHART – PROGRAM



## ONTARIO STAFF COMPENSATION STRUCTURE (ALL THREE CAMPS)

In order to ensure that our top-quality staff are being remunerated in a fair and transparent fashion, we have updated the compensation structure for the summer of 2018. The general guidelines can be found in the table below.

Please note that certifications that are considered relevant to your role and the final salary offers are at the discretion of the Camp Director/Manager.

\*Returning staff members will make, at minimum, the same pay they made during the 2017 summer.

Job Category		Starting Pay/week	Additional \$/week			Examples of Additional Compensated Certifications
			Returning Staff (max 5 years)	NLS	Relevant Certs to your specific role	
All Camps	Leadership Team	\$440	\$5/year	\$10	\$10/each	CUI2, Advanced Waterfront Certifications, Wilderness First Aid, OCC Teaching Levels, ORCKA Instructor)
	Counselling & Program Team	\$270	\$5/year	\$30	\$12/each	WFA, ORCKA
Huronda Only	Skills Counsellors	\$315	\$5/year	\$10	\$10/each	Certs specific to your skill area
	Trippers and Ropes Staff	\$315	\$5/year	\$10 *If relevant to your role	\$10/each	CUI1, WFA, WAFA, WR, ORCKA
	Maintenance Team	\$270	Can be compensated up to \$440/week dependent on experience and skills			

Please note that certifications that are considered relevant to your role and the final salary offers are at the discretion of the Camp Director/Manager.

If a staff member wishes to use part of their employment as volunteer hours, they will not be paid for that time. Ontario Camps will no longer be covering the cost of most required certifications, as the cost of obtaining these certifications is included in the compensation structure.



\*\*For example: if you are a first year skills counsellor but were a counsellor for 2 years, the compensation structure is designed to account for the upgrade. You are considered a 1<sup>st</sup> year skills counsellor although perhaps a 3<sup>rd</sup> year staff and do not receive additional compensation at the skills counsellor level.

## ONTARIO PROGRAM POSITIONS REQUIREMENTS

**Minimum Requirements for ALL Positions:** Standard First Aid and CPR ‘C’. Additional certifications are an asset and are considered when evaluating pay. Criminal Reference Check and Vulnerable Sector Screening in accordance with D-Camps CRC-VSS Policy are also required for all positions.

### D-CAMPS CRC-VSS POLICY

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

We will accept a criminal record check that has been completed within 12 months of hire and a vulnerable sector check within 3 years. We will also accept valid education service cards from Saskatchewan, Nova Scotia and Ontario. The original check(s) must be verified by Association staff for authenticity and a copy will be taken for our files.

Please note if you are 17 years of age upon hiring, but will be 18 years of age prior to the start of your contract, you will be followed up with regarding this process.

Age at time of hire	Requirements
Under 25	You will need to provide a Criminal Record Check dated within 12 months of the date of hire
26 and over	You will need to provide either; <ol style="list-style-type: none"> <li>1. VSS dated within 12 months of the date of hire</li> <li style="text-align: center;"><u>OR</u></li> <li>2. VSS dated within 36 months of the date of hire <u>AND</u> a Criminal Record Check dated within 12 months of hire</li> </ol>

### ONTARIO PROGRAM TEAM JOB DESCRIPTIONS

In this handbook you can find brief job descriptions for the open positions with Ontario D-Camps for the summer of 2018. If you are interested in reading further details, duties, and responsibilities related to any position, you can check out the link here: [https://drive.google.com/open?id=0B\\_FT60A\\_PvkAM2wxMnMyY3JlazA](https://drive.google.com/open?id=0B_FT60A_PvkAM2wxMnMyY3JlazA)

If you have any questions about any of the positions, please do not hesitate to reach out to the D-Camps hiring committee.



## CAMP HURONDA PRE-CAMP STAFF TRAINING

All new and returning Camp Huronda employees are required to participate in a minimum week-long training program that serves as the foundation for ensuring that our employees are set up to provide an exceptional camp experience. Permission from the Camp Director is required to miss any part of the staff training. Staff that have exams during training week are asked to speak to their school about re-scheduling the exams for an earlier date or arranging to write the exam at Camp under supervision of a member of the leadership team. Priority will be given to those employees that can commit to the full training period.

All new and returning Ontario employees will be required to participant in pre-training online learning modules. Failure to complete online learning modules could result in contract modification.

TRAINING WILL BE HELD ON-SITE, AT CAMP HURONDA:  
1252 South Waseosa Lake Road

Huntsville, Ontario

Training is paid; Room and meals will be provided

\*\*Please bring your own diabetes supplies, insulin and testing kits.

Staff is required to provide diabetes supplies and insulin for the duration of their contracts. Low treatment and testing supplies will be provided by D-Camps.

Job Category	Training Start Date	Training End Date
Leadership Team	May 29 <sup>th</sup> , 2018 12:00 pm	June 30 <sup>th</sup> , 2018 5:00 pm
Skills Counsellors, Trippers, Ropes Staff, Program Floater, LDP Counsellors	June 11 <sup>th</sup> , 2018 12:00 pm	June 30 <sup>th</sup> , 2018 5:00 pm
<b>All</b> Other Program Staff and Counsellors	June 25 <sup>th</sup> , 2018 12:00 pm	June 30 <sup>th</sup> , 2018 5:00 pm
Maintenance & Support	Contract Dependent	Contract Dependent

## CAMP BANTING & DISCOVERY PRE-CAMP STAFF TRAINING

All new and returning employees will be required to participate in pre-camp training as well as pre-training online learning modules. This training is mandatory and failure to complete pre-camp training could result in contract modification. Details regarding dates, times, and locations will be announced at a later time.



# CAMP HURONDA EMPLOYMENT OPPORTUNITIES

## **ASSISTANT CAMP DIRECTOR (2 POSITIONS) - HURONDA**

Tuesday, May 29<sup>th</sup> – Friday, August 31<sup>st</sup>, 2018  
Starting at \$450/week plus room and board

The Assistant Camp Directors are responsible for planning and implementing all aspects of the Camp Huronda as it relates to the counselling team and camper care by building and maintaining an inclusive, anti-oppressive, camper-focused culture. Specific duties include, but are not limited to, supporting and managing all counselling staff, ensuring programs are camper-focused and meeting our high risk management standards, and supporting the Facilities team to ensure all facilities are in excellent condition. The ACDs will work together with the Leadership Team to oversee the counselling team of camp, taking a lead of staff and camper wellness. The ACDs will help with parent/guardian communication and focus on ensuring the smooth delivery of program alongside the skill heads/program director. The ACDs will report to the Camp Coordinator and work to ensure the on the ground high quality counselling of Camp Huronda campers. Additionally the ACDs are responsible for Camp Huronda social media, merchandise management, daily camper wellness, staff focus groups and from time to time will be asked to facilitate staff life during change over periods.

**Requirements:** 3+ years senior camp experience preferred, G Class license or willing to obtain, Pleasure Craft Operator Card or willing to obtain, Bronze Cross (minimum) or NLS an asset, Instructor certification an asset. Pleasure Craft Operator Card or willing to obtain, CUI certification an asset. Preference given to those who have studied in a child development related field.

## **LEADERSHIP TEAM**

Tuesday, May 29<sup>th</sup> – Friday, August 31<sup>st</sup>, 2018  
Starting at \$440/week plus room and board

## **PROGRAM HEAD (1 POSITION)**

The Program Head is responsible for all aspects of camp-wide programming 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 an experiential, camper-focused experience. In conjunction with the Leadership Team the program head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Waterfront and Land Instructor Heads to coordinate all camp programming. The Program Head will directly oversee the challenge course operations as well as creating a program schedule that implicates skill counsellors as leads in all evening programs.

**Requirements:** Minimum 2+ years camp experience, Bronze Cross or NLS an asset, Instructor certification an asset, CUI certification an asset, G Class license an asset. Preference given to those who have studied in a child development related field.





### **PROGRAM ASSISTANT (1 POSITION)**

The Program Assistant is responsible for providing support to all program areas as well as supporting evening and special, camp wide programming. In conjunction with the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits, and providing instruction before and during evens. Program staff are considered the “go-to” staff at Camp Huronda and have the ability to participate in support in all areas of camp and must be dynamic and flexible to succeed in this position. The program assistant must be organized, attune to the schedule of camp, and ready to step into a leadership role in front of camp often, and in the absence of the Program Head. This is a senior staff position by which this individual will have key responsibilities in facilitating staff training as well as overseeing the Huronda program floater.

**Requirements:** 3+ years camp experience, Bronze Cross or NLS an asset CUI/ORCKA/Instructor certifications an asset, G Class license an asset, experience instructing or leading camp activities. Preference given to those who have studied in a child development related field.

### **WATERFRONT HEAD (1 POSITION)**

The Waterfront Head is responsible for all aspects of the waterfront program, including supporting the Waterfront staff, maintaining waterfront equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. The Waterfront Head will be a consistent presence on the docks throughout the summer. In conjunction with the Leadership Team the Waterfront Head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Program and Land Instructor Heads to coordinate all camp programming. The Waterfront Head will also work closely with the LDP instructors to manage the execution of the LDP swimming program.

**Requirements:** Minimum 3+ years camp experience, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA Camp certification an asset, Bronze Medallion/Cross/NLS Instructor certification an asset, Swimming Instructor Certification an asset.

### **LAND INSTRUCTOR HEAD (1 POSITION)**

The Land Instructor Head is responsible for all aspects of the land based program, including supporting the drama, bikes, arts, pottery, music, and land sports counsellors, while maintaining all program equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. The Land Instructor Head will be a consistent presence at all of the areas they supervise throughout the summer. In conjunction with the Leadership Team the Land Instructor Head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Program and Waterfront Heads to coordinate all camp programming.

**Requirements:** Minimum 3+ years camp experience, Bicycle Mechanic certifications an asset, experience instructing youth in music education an asset, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA



Camp certification an asset, Bronze Medallion/Cross/NLS Instructor certification an asset, Swimming Instructor Certification an asset.

### **OUT-TRIP HEAD (1 POSITION)**

The Out-Trip Head is responsible for all aspects of the Huronda out-trip program, including supporting the out-trip staff, food packing, maintaining out-trip equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In addition, the Out-Trip Head will ensure a high quality outdoor living skills program is delivered by the ODLS skills counsellor. The Out-trip Head will be a consistent presence at camp throughout the summer managing with medical, food service and the Camp Director on all out-trips. In conjunction with the Leadership Team the out-trip head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Waterfront, Program and Land Instructor Heads to coordinate all camp programming.

**Requirements:** Minimum 3+ years camp experience, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA Camp certifications and Canoe Tripping Levels an asset, Bronze Medallion/Cross/NLS Instructor certification an asset, Wilderness First Aid certifications an asset, G license an asset.

### **LEADERSHIP DEVELOPMENT PROGRAM HEAD (1 POSITION)**

The LDP Head is responsible for the execution of the 2 one month Huronda LDP Programs and four, two week long LD Programs (LDP2 & LDP1) and corresponding staff supervision. The LDP Head will ensure LDP curriculum improvement, design, planning and scheduling which includes a 5- 6 day wilderness canoeing trip as well as a 4 day white water trip. In conjunction with the entire leadership team the LDP Head will ensure a proper execution of D-Camps core leadership development program. The LDP Head will work closely with the LDP counsellors, supporting and facilitating session when appropriate.

**Requirements:** Minimum 4+ years camp experience, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA Camp certifications and Canoe Tripping Levels an asset, Bronze Medallion/Cross/NLS Instructor certification an asset, Wilderness First Aid certifications an asset, previous experience facilitating leadership programs an asset.

### **CHALLENGE COURSE HEAD (1 POSITION)**

The Challenge Course Head is responsible for all aspects of the challenge course program in conjunction with the program head (dynamic team elements, static course, swing shot, four-sided climbing tower and low ropes elements). Including supporting the Challenge Course Instructors, maintaining all challenge course equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In conjunction with the Leadership Team the challenge course lead will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Waterfront, Program and Land Instructor Heads to coordinate all camp programming.

**Requirements:** CUI Level II Challenge Course Practitioner or equivalent, experience with top rope climbing and static courses, CUI Challenge Course Manager an asset, previous camp experience an asset.



## **LEADERSHIP DEVELOPMENT PROGRAM INSTRUCTORS (4 POSITIONS)**

Monday, June 11th, 2017 @ 12pm – Friday, August 31<sup>st</sup>, 2018

Starting at \$315/week plus room and board

The Leadership Instructors are responsible for the designing, planning and facilitating a high-caliber leadership program for youth living with type 1 diabetes focusing on the development of communication, leadership and counselling skills as well as supporting program participants during certification courses and cabin placements. The Leadership Development Program is in its fourth year and Instructors will have a fantastic opportunity to influence future generations of Camp Huronda staff. This position involves a role in both Camp Huronda Leadership Participant Programs (LDP1 and LDP2). Instructors can expect to lead one, 1 month LDP2 program as well as two, 2 week LDP1 programs. This division creates a dynamic role with a variety of responsibilities for both programs.

**Requirements:** Experience facilitating a camp-based leadership program, ORCKA or CUI certifications an asset, Bronze Cross/NLS certification preferred, Instructor Certifications an asset.

## **SKILL COUNSELLORS – HURONDA**

Monday, June 11th, 2017 @ 12pm – Friday, August 31<sup>st</sup>, 2018

Starting at \$315/week plus room and board

### **CHALLENGE COURSE COUNSELLOR (3 POSITIONS)**

The Challenge Course counsellors are responsible for all executing all aspects of the challenge course program in conjunction with the challenge course counsellor head (dynamic team elements, static course, swing shot, four-sided climbing tower and low ropes elements), including maintaining all challenge course equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

**Requirements:** CUI Level II Challenge Course Practitioner or equivalent, experiences with top rope climbing and static courses, CUI Level 1 an asset.

### **SWIMMING COUNSELLOR (1 POSITION)**

The Swimming counsellor is responsible for the safety and positive experience of all campers and staff on the waterfront and ensures the program meets the CDA National Camping and Ontario Camps Association Standards. The waterfront is one of the focal points of Camp Huronda and the Swimming counsellor is expected to infuse creative programming into free time and structured activities while working closely with the Canoe and Kayak counsellors to ensure that the waterfront delivers exceptional camper focused programs. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.



**Requirements:** Previous waterfront and/or camp experience an asset, NLS, Pleasure Craft Operators Card, current Swim Instructor Certification (prefer Red Cross), Bronze Medallion/Cross/NLS Instructor/Examiner certification an asset.

### **BOATING COUNSELLOR (1 POSITION)**

The boating counsellor is responsible for designing and facilitating engaging and camper-focused boating lessons, including but not limited to canoes and kayaks. The waterfront is one of the focal points of Camp Huronda and the boating skills counsellor is expected to infuse creative programming into free time and structured activities and to ensure the program meets the CDA National Camping and Ontario Camps Association Standards while working closely with the Swimming counsellor to ensure that the waterfront delivers exceptional camper focused programs. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

**Requirements:** Previous waterfront and/or camp experience an asset, NLS, Pleasure Craft Operators Card, ORCKA Camp Canoeing Instructor mandatory, ORCKA Camp Kayak Instructor an asset, Bronze Medallion/Cross/NLS Instructor/Examiner certification an asset.

### **TARGET SPORTS COUNSELLOR (1 POSITION)**

The Target Sports counsellor is responsible for designing and facilitating an exceptional, exciting, and safe target sports program to include both archery and axe throwing. The Target Sports counsellor is responsible for ensuring that the range and equipment is properly maintained and in safe working order and that the program is meeting the CDA National Camping and Ontario Camps Association Standards. The target sports program is being revamped for the summer of 2018, which provides a lot of dynamic opportunities for the skills counsellor. All skills counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate, providing leadership to evening programs alongside the program head.

**Requirements:** Experience facilitating camp-based target sports programming an asset, NCCP certification an asset, archery experience and certifications an asset, camp/youth programming experience an asset.

### **ARTS COUNSELLOR (1 POSITION)**

The Arts counsellor works closely with the Pottery Instructor and is responsible for designing and facilitating a high quality arts program using a variety of mediums while taking advantage of the spectacular natural setting of Camp Huronda. The Arts Instructor will engage campers to expand their knowledge of art technique and history and will focus on integrating exciting and novel art projects into the Camp Huronda program while ensuring that the program meets the CDA National Camping and Ontario Camps Association Standards. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.



**Requirements:** Preference given to those with a fine arts education and/or background, previous camp experience an asset.

### **POTTERY COUNSELLOR (1 POSITION)**

The Pottery Skills Counsellor works closely with the Arts counsellor, and is responsible for designing and facilitating a high quality pottery program using a variety of techniques while taking advantage of the spectacular natural setting of Camp Huronda. The Pottery counsellor will engage campers to expand their knowledge of pottery technique and will focus on integrating exciting and novel pottery projects into the Camp Huronda program while ensuring that the program meets the CDA National Camping and Ontario Camps Association Standards. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

**Requirements:** Ability to safely operate a kiln, knowledge of different pottery techniques, preference given to those with a fine arts education and/or background, previous camp experience an asset.

### **LAND SPORTS COUNSELLOR (1 POSITION)**

The Land Sports counsellor is responsible for designing and facilitating an exceptional and exciting and engaging land sports program. The Land Sports counsellor is responsible for ensuring that the sporting equipment is properly maintained and in safe working order and that the Land Sports programs are meeting the CDA National Camping and Ontario Camps Association Standards. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

**Requirements:** Experience facilitating youth-based sports an asset, NCCP I and/or II Coaching Certification an asset, experience with multiple sports an asset.

### **MOUNTAIN BIKE COUNSELLOR (1 POSITION)**

The Mountain Bike Counsellor is responsible for facilitating a high quality mountain bike program, maintaining the fleet of mountain bikes, ensuring Camp Huronda trails and obstacle course are cleared, repaired and maintained and ensure the program meets the CDA National Camping and Ontario Camps Association Standards. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

**Requirements:** Experience teaching/coaching mountain biking, ability to properly inspect and maintain mountain bikes, Ontario Mountain Biking Instructor an asset, completion of a Park Tools bicycle maintenance course/certification (or equivalent) an asset.



## **MUSIC COUNSELLOR (1 POSITION)**

The Music counsellor is responsible for facilitating a creative and engaging music program. The Music counsellor is responsible for ensuring all area facilities and equipment are properly maintained and in safe working order and that the Music program is meeting the CDA National Camping and Ontario Camps Association standards. The Music counsellor will lay the foundation of music education and facilitate a variety of music and performance-based lessons including string, wind, and/or percussion instruments based on participant interest and ability. The Music counsellor will assist with the overall planning and execution of performance-based programs, such as Camp Show and Camp Chronicles, with the assistance of the Program Director. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and, where appropriate, providing leadership to evening programs alongside the Program Director.

**Requirements:** Experience instructing youth in music education and a variety of musical instruments; student working toward a degree in music is preferred; Royal Conservatory of Music or Conservatory Canada certifications an asset.

## **OUTDOOR LIVING SKILLS COUNSELLOR (1 POSITION)**

The Outdoor Living Skills (ODLS) counsellor is responsible for facilitating an engaging, skill-based ODLS program. The ODLS counsellor is responsible for ensuring all area facilities and equipment are properly maintained and in safe working order and that the ODLS program is meeting the CDA National Camping and Ontario Camps Association standards. The ODLS counsellor will facilitate a variety of outdoor and out-tripping skill-based lessons including fire-building, shelter-building, bear hangs, and wilderness survival and safety. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and, where appropriate, providing leadership to evening programs alongside the Program Director.

**Requirements:** Experience facilitating outdoor and out-tripping skills, camp-based programming an asset; Wilderness First Aid or greater preferred; ORCKA Canoe Tripping certifications are an asset.

## **OUT-TRIPPERS (4 POSITIONS)**

Out-trippers are responsible for executing the exceptional out-tripping program that meets the CDA National Camping and Ontario Camps Association Standards designed by the Out-trip Head. Out-tripping Instructors will work with the Out-trip Head to ensure that all tripping equipment is properly maintained and in safe working order. The out-trippers will be leading 2-4 day canoe trips to Halliburton Highlands Water Trails and Algonquin Park ensuring that Leave No Trace principles are followed and taught on-trip, and are responsible for the overall safety and experience of both campers and staff. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head. Out-trippers, in collaboration with the ODLS skill counsellor, will also be responsible for delivering Huronda's ODLS program, with a large focus on pre-trip lesson plans and preparations.

**Requirements:** Wilderness First Aid or higher, ORCKA Tripping Level 1 and 2 or equivalent experience, Leave No Trace certification, ORCKA Camp Canoe Tripping Instructor an asset, experience facilitating camp-based environmental programs an asset. If necessary, Camp Huronda will provide financial support in obtaining necessary certifications for those who have appropriate experience.



### **PROGRAM STAFF FLOATER (1 POSITION)**

The Program Staff are responsible for providing support to all Program Areas as well as supporting evening and special programming. Under the direction of the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits and providing instruction before and during events. Program Staff are the 'go-to' staff at Camp Huronda and have the ability to participate in all areas of camp and must be dynamic and flexible to succeed in this position. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

**Requirements:** 2+ years of camp experience, experience instructing or leading camp activities, NLS certification preferred, CUI/ORCKA/Instructor certifications an asset.

### **COUNSELLORS (30 POSITIONS)**

Monday, June 25<sup>th</sup>, 2018 @ 12pm – Sunday, August 26<sup>th</sup>, 2018  
Starting at \$270/week plus room and board

All positions are for full contract commitments.

Counsellors work in pairs (co-counsellors) with a primary focus of working directly with campers, providing support, supervision and ensuring that campers are receiving a high-quality camping experience. Counsellors will support Area Counsellors in all program areas and actively participate in all activities along with their campers. Counsellors can choose to take on essential roles in evening and special programs (being team leaders, helping with props, etc.) but ultimately will place a priority on the health, safety and experience of the campers under their care.

**Requirements:** Graduate of camp Leadership program an asset, Bronze Cross (required), NLS certification preferred, instructor certifications an asset, CUI certification an asset

### **OFFICE ADMINISTRATOR (1 POSITION)**

Monday, June 25<sup>th</sup>, 2018 @ 12pm – Friday, August 31<sup>st</sup>, 2018  
Starting at \$315/week plus room and board

The Office Administrator is responsible for answering phone calls, general filing, report creation, expense requisitions, and other office duties. Though this is an office-focused position, there will be opportunities for the OA to participate in camp activities, including in-cabin camper support, when appropriate.

**Requirements:** Office experience an asset.



## FACILITIES STAFF – CAMP HURONDA

### MAINTENANCE ASSISTANT (2 POSITIONS)

Monday, June 11<sup>th</sup>, 2018 – Friday, August 31<sup>st</sup>, 2018 – MAY START DATE AVAILABLE

Starting at \$270/week plus room and board

The Maintenance Staff is responsible for assisting the Facilities Coordinator to ensure facilities and grounds are maintained and are kept in good repair. The Maintenance Staff works alongside the Facilities Coordinator to support the daily operations of the camp, including; food waste and garbage removal, special maintenance projects, and other tasks as assigned.

**Requirements:** Previous maintenance and/or landscaping experiences, G1 License required (to drive the small utility vehicle on camp property)

## CAMP BANTING AND DISCOVERY EMPLOYMENT OPPORTUNITIES

### ASSISTANT CAMPS DIRECTORS (2 POSITIONS)

Training: Details to Follow

Contract: Monday, July 23<sup>rd</sup>, 2018 – Saturday, August 26<sup>th</sup>, 2018

Starting at \$450/week plus room and board

The Assistant Camp Coordinators are responsible for planning and implementing all aspects of the Camp Banting and/or Discovery program by building and maintaining an inclusive, anti-oppressive, camper-focused culture. Specific duties include, but are not limited to: supporting and managing all counselling staff, ensuring programs are camper-focused and meeting our high risk management standards. The ACC will take a leading role in planning and facilitating staff training week, with a focus on supporting and setting up the Camp Banting and/or Discovery staff for success. Additionally, the ACC will act as the Camp Coordinator's designate in the Camp Coordinator's absence.

The Assistant Camp Coordinators work to support the Counselling team to ensure that campers are receiving individualized and exceptional care. The ACCs also act as the primary contact point for parents and guardians of campers while camp is in-session.

**Requirements:** 3+ years senior camp experience preferred, G Class license or willing to obtain, Pleasure Craft Operator Card or willing to obtain, Bronze Medallion/Cross or NLS an asset, Instructor certification an asset. Preference given to those who have studied in a child development related field.





## **PROGRAM HEAD (1 POSITION)**

Training: Details to Follow

Contract: Monday, July 23<sup>rd</sup>, 2018 – Saturday, August 26<sup>th</sup>, 2018

Starting at \$440/week plus room and board

The Program Head is responsible for 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 an experiential, camper-focused experience. In addition, the Program Head will support the leadership team and Camp Coordinator in the day to day operations of Camp Discovery or Camp Banting.

**Requirements:** Minimum 3+ years camp experience, Bronze Medallion/Cross or NLS an asset, Instructor certification an asset, CUI certification an asset, G Class license an asset. Preference given to those who have studied in a child development related field.

## **PROGRAM ASSISTANT (1 POSITION)**

Training: Details to Follow

Contract: Monday, July 23<sup>rd</sup>, 2018 – Saturday, August 26<sup>th</sup>, 2018

Starting at \$440/week plus room and board

The Program Assistant is responsible for providing support to all program areas as well as supporting evening and special, camp wide programming. In conjunction with the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits, and providing instruction before and during evens. Program staff are considered the “go-to” staff at D-Camps and have the ability to participate in support in all areas of camp and must be dynamic and flexible to succeed in this position. The program assistant must be organized, attune to the schedule of camp, and ready to step into a leadership role in front of camp often, and in the absence of the Program Head. This is a senior staff position by which this individual will have key responsibilities in supporting the day to day operations of Camp Banting or Discovery.

**Requirements:** 3+ years camp experience, Bronze Cross or NLS an asset CUI/ORCKA/Instructor certifications an asset, G Class license an asset, experience instructing or leading camp activities. Preference given to those who have studied in a child development related field.

## **COUNSELLING AND PROGRAM TEAM**

Training: TBA

Contract 1: July 28<sup>th</sup> – August 10<sup>th</sup>, 2018 (Camp Banting)

Contract 2: August 11<sup>th</sup> – August 17<sup>th</sup>, 2018 (Camp Discovery Week 1)

Contract 3: August 18<sup>th</sup> – August 24<sup>th</sup>, 2018 (Camp Discovery Week 2)

Contract 4: August 11<sup>th</sup> – August 24<sup>th</sup>, 2018 (Camp Discovery Both Weeks)

Starting at \$270/week plus room and board



## **LEADERSHIP DEVELOPMENT PROGRAM INSTRUCTORS (2 POSITIONS)**

Starting at \$315/week plus room and board

The Leadership Instructors are responsible for the designing, planning and facilitating a high-caliber leadership program for youth living with type 1 diabetes focusing on the development of communication, leadership and counselling skill as well as supporting program participants during certification courses and cabin placements. The Leadership Development Program is in its third year and Instructors will have a fantastic opportunity to influence future generations of D-Camps staff. This position involves a role in both Camp Banting Leadership Participant Programs (LDP1 and LDP2), depending on the enrollment and registration of programs.

Requirements: Experience facilitating a camp-based leadership program, ORCKA or CUI certifications an asset, Bronze Cross/NLS certification preferred, Instructor Certifications an asset.

## **PROGRAM STAFF (1 POSITION)**

Starting at \$315/week plus room and board

The Program Staff are responsible for providing support to all Program Areas, as well as taking the lead in evening and special programming. Under the direction of the Program Head, they will design and facilitate exciting and fun evening and special programs, including, but not limited to: organizing props, costumes, skits and providing instruction before and during events. Program Staff are the 'go-to' staff at D-Camps and have the ability to participate in all areas of camp and must be dynamic and flexible in order to succeed in this position.

Requirements: 2+ years of camp experience, experience instructing or leading camp activities, NLS certification preferred, CUI/ORCKA/Instructor certifications an asset.

## **MEDIA & MERCHANDISE PROGRAM STAFF (1 POSITION)**

Starting at \$315/week plus room and board

The Media & Merch Program Staff is responsible for facilitating and overseeing the operations of media while Camp is in operation. This includes, but is not limited to, social media outlets like Facebook, Instagram, and Twitter, but also capturing photographs of the day to day camp programming for key stakeholders. This position will also play a key role in the opening and closing D-Camps merchandise management, including selling, inventory, and much more. Finally, this Program Staff position will help support the overall D-Camps Program Team and participate and support a variety of areas at camp. Program Staff are the 'go-to' staff at Camp Banting and Discovery and have the ability to participate in all areas of camp and must be dynamic and flexible in order to succeed in this position.

Requirements: 2+ years of camp experience, experience instructing or leading camp activities, NLS certification preferred, CUI/ORCKA/Instructor certifications an asset.



## COUNSELLORS

Starting at \$270/week plus room and board

Counsellors work with a partner (co-counsellor) with a primary focus of working directly with campers, providing support and supervision, and ensuring that campers are receiving a high-quality camping experience. Counsellors will support Area Instructors in all program areas and actively participate in all activities along with their campers. Counsellors can choose to take on essential roles in evening and special programs (being team leaders, helping with props, etc.) but ultimately will place a priority on the health, safety and experience of the campers under their care. Both 1 and 2 week counselling contracts are available for Camp Discovery as well as joint contracts for Camp Banting and Discovery.

**Requirements:** Graduate of camp Leadership program an asset, Bronze Medallion/Cross/NLS an asset, instructor certifications an asset, CUI certification an asset.

Note: Both 1 and 2 week contracts are available for Camp Discovery. Joint contracts for Camp Banting & Discovery are also available.  
Camp Banting Dates: Sunday, July 29<sup>th</sup> – Friday, August 10<sup>th</sup>  
Camp Discovery Dates: August 11<sup>th</sup> – August 24<sup>th</sup>

## HOW TO APPLY

To apply, please complete the online hiring form [here](#). If you require a paper application, please contact Christina Bonner.

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

- Personal Contact information
- Cover Letter (attached to application form)
- Resume (attached to application form)
- References (2 for new staff, 1 for returning)

**Note:** Offers and interviews are conditional on anticipated certifications. Please provide an updated list of current certifications and dates of anticipated achievement of certifications at the time of employment.

**HAVE ALL DOCUMENTS READY WHEN APPLYING!  
YOU WILL NOT BE ABLE TO LOG IN TO ALTER YOUR APPLICATION OR ATTACH NEW DOCUMENTS.**

If you are interested in multiple positions, please only apply for your first choice. There is space in the application for you to note other positions you are interested in, so please make use of that. Please only fill out one



application. Use your cover letter to outline specifics you would like to convey as it relates to the individual positions.

### **APPLICATION DEADLINES**

The final deadline for ALL applications is Wednesday, November 22<sup>nd</sup>, 2017 at 11:59pm. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant.

For any applicants who have worked at Ontario D-Camps previously, there is an earlier, optional submission date: Friday, October 27<sup>th</sup>, 2017 at 11:59pm. Submitting before the early application date may expedite your application for consideration and, if successful, may lead to an earlier interview or job offer. This does not guarantee you will be contacted or interviewed by the hiring committee before the November 27<sup>th</sup> application deadline, nor will it guarantee you will not be required to attend a group interview. The early application deadline is optional and returning staff applications may apply after this deadline, so long as it is submitted prior to the November 22<sup>nd</sup> deadline.

### **INTERVIEW INFORMATION**

As part of the hiring process, candidates are required to participate in one of our in-person group interviews. A group interview is a great opportunity to best demonstrate an applicant’s ability to work collaboratively as a team and problem solve, as well as showcase their leadership styles and personality in a way that is not possible in a traditional individual interview. A group interview typically includes a group discussion, a variety of group initiatives and team-building tasks, and a quick individual interview with a member of the D-Camps senior team.

A group interview is the preferred method of interview for all candidates applying for a counsellor or skill counsellor position (including out-trippers, challenge course instructors, and LDP instructors).

It is strongly recommended that applicants do their best to attend a group interview. If this is not possible, you will be scheduled for an individual interview, conducted either in person or over phone or Skype. Tentatively, group interviews are scheduled in London and Toronto during the first two weeks of December. You will be asked to indicate which options works for you on your application form.

**London, ON**  
Thursday, November 30<sup>th</sup>  
(Evening)

**Toronto, ON**  
Friday, December 1<sup>st</sup> (Afternoon)

**Toronto, ON**  
Saturday, December 2<sup>nd</sup>  
(Afternoon)

Please note, certain group interviews may be cancelled based on interest and locations are subject to change.

Individual interviews will be required for leadership positions and will be scheduled in December. Interviews may be conducted in-person, over the phone, or Skype.

Any candidate applying for a skill counsellor-level position will be required to facilitate a short 5 to 10 minute activity for the rest of the participants at the group interview. These applicants will receive detailed instructions, including what exactly to prepare, one week before their scheduled group interview.



Questions regarding the application process can be directed to:

<i>Lauren Linklater, Coordinator, Camp Huronda</i>	(226) 378-7854 or <a href="mailto:lauren.linklater@diabetes.ca">lauren.linklater@diabetes.ca</a>
<i>Davin Allan, Coordinator, Camps &amp; Youth Programs</i>	(416) 553-1920 or <a href="mailto:davin.allan@diabetes.ca">davin.allan@diabetes.ca</a>

We thank you for your application however, only candidates selected for interview will be contacted. In the spirit of leadership, personal development and professionalism during and after this hiring process, Ontario D-Camps will only communicate directly with applicants. Guardians are encouraged to empower their young applicants to contact Ontario D-Camps directly should they have any questions or concerns.

