



# Camp Simpresca Application Package

Forward applications and additional information to the following email address:

[campsimpresca@gmail.com](mailto:campsimpresca@gmail.com)

**OR**

complete your application via Camp Brain, available on our website: [www.simpresca.net](http://www.simpresca.net)

Thank you for your interest in employment opportunities at Camp Simpresca!

Camp Simpresca is a United Church summer residential camp for boys and girls operated by the Simcoe Presbytery. The Camp is situated on the wooded shore of beautiful Georgian Bay approximately 10 kilometers north of Midland, Ontario.

The property has approximately 1,100 feet of shoreline, 2 grassed playing fields, and trails throughout the wooded area. There is a Dining Hall that has a fully equipped and modern kitchen, plus a large bright dining area. Campers, and their counsellors, are housed in small to mid-sized cabins equipped with bunk beds. From six to twelve campers reside in a cabin with at least one counsellor. In addition, the Camp has an arts and crafts cabin, a sports and games building, A high ropes course with a zip-line, a low ropes course, a maintenance building, modern washroom facilities with showers, a tripping room, a laundry area (for staff), staff lounge, and a nurse's cabin/clinic. There is a fine sand beach for swimming and boating, extensive docks, vespers area, campfire area, and many overnight camp-out areas.

Camp Simpresca offers quality camping experiences in a co-ed environment for children between the ages six to sixteen from across the Province. We also have a few children from other provinces in Canada, from the United States, and international locations. For more details on the Camp and Camp Program, please review our website or contact our Registrar.

Since opening in 1949, many young campers have come through the gates to share the joys of camping and the lasting memories it brings. Some have come with fears of attending their first camp and some have returned year after year. No matter if it is a camper's first or tenth summer at Camp Simpresca at the end of the week many say goodbye to Camp with tears in their eyes and begin counting the days to next summer. They have experienced the magic seen in the dancing flames of a campfire and have shared the dreams, fun and friendships. The growth they experience and the skills they learn will help to lead them through their development to adult life.

### **Camp Simpresca Mission**

To provide a safe and transformative camping experience for all those in the Simpresca community by promoting the development of friendships, fun, camping skills and self-awareness. To foster an environment of respect and acceptance while building opportunities for each camper to challenge themselves physically, intellectually, spiritually and socially, in the hopes of creating lasting memories.

### **Camp Simpresca Motto**

The motto that Camp Simpresca has adopted, and tries to instill in all it does is;

**FRIENDSHIPS FOREVER**

The following pages list the positions available, as well as deadlines, application procedures and general information. A summer spent as a staff member at a children's camp can be a great learning and growing experience. You will learn new skills, become more self-sufficient and learn more about yourself and others as each day passes. You will have the opportunity to touch the lives of the campers, help them to have fun, and grow through their experiences. Counsellors must be sensitive to the needs of our campers. For many campers, going to camp is an experience that is extremely valuable and something that they might not otherwise have an opportunity to do. The enjoyment and safety of our campers are the first priority of all staff at Camp Simpresca. Please note that while working at a summer camp is fun, challenging and rewarding that it is also full of responsibilities. Camp Staff work long hours, are involved in around-the-clock supervision of children, and often challenging outdoor conditions – rain, sun, and everything in between! If your priority is your time off, chances are camp life is not for you!

Are you prepared to lead a song at campfire, participate in a group skit, be a camper's new best friend, read a bedtime story, get up at 3:00 am to comfort a child who is homesick, do crazy things at supper time? Then we want to talk to you!

Camp Simpresca is a member of The United Church of Canada camping community and adheres to the policies of the United Church. There are certain "camp rules" that pertain to both campers and staff. Before applying to Camp Simpresca, be sure that you understand and are willing to comply with the following:

- Smoking and alcohol are not permitted at any time.
- Safety, health and well-being of our campers are our main concern, campers always come first.
- Staff must display a mature responsible outlook with a keen sense of fun, flexibility and spontaneity.
- Campers must have a counsellor with them at all times.
- Swimming is only permitted at set times.
- Use of Camp equipment at times other than when regularly scheduled is at the discretion of the Camp Director.
- Camp equipment must be maintained in good working order and is not to be abused,
- Adherence to camp staff curfews.
- Be a positive ambassador of Camp throughout the entire period of employment
- Support the Mission and Motto of Camp Simpresca as well as the Principles of the United Church of Canada

## GENERAL INFORMATION

### *ACCOMMODATION*

All Standard staff and campers, with the exception of our Leadership Program (LIT and CIT), will reside in wooden cabins equipped with bunk beds. There are several staff cabins provided for the Senior Staff positions.

Leadership Program participants will reside in canvas tents, with a wooden platform base, while at camp. CIT participants will reside in the camper cabins for two weeks of their program, as part of their placement training.

### *FOOD*

Special dietary needs **cannot be accommodated**. However, our Camp Cook provides limited basic vegetarian options. Individuals with life threatening or severe food allergies can be accommodated only if notification of allergies is provided prior to start date of employment.

**Peanut butter and some fish products are available as a part of our balanced menu plan. Camp Simpresca is NOT nut and/or fish-free.** Camp Simpresca does not screen for secondary nut contamination of food products. Most meals are served in the Dining Hall, with staff responsible for supervising campers during meals.

Individuals who must carry **EPI-pens** due to life threatening food or severe insect sting allergies will generally not be able to participate in Camp Simpresca out-trips and are responsible for supplying their own EPI-pens. However, this should be discussed with the Camp Director during the interview process.

### *PAY*

All staff members will be paid based on the experience that they bring to position for which they are hired. All staff members must provide a Social Insurance Number (SIN) prior to or upon arrival at Camp.

Staff will be paid twice during the summer, once at the end of the first four camps and then again on their last day, when all job responsibilities have been completed.

All staff will be expected to remain on-site for at least 2 days after the last camp to assist with the cleanup and storage of all equipment.

Tax deductions will apply to all individuals over 18 years of age.

## ***TIME OFF***

The time off schedule will be determined and discussed during Pre-Camp. All positions will receive daily time off. A staff time off building (Staff Lounge) is provided. Most positions will have a day off between camps, from 12 noon Saturday to 12 noon Sunday.

There is a 4-day break following the 4th camp, (Wednesday 12 noon to 12 noon the following Sunday).

## ***CAMP SESSIONS***

Camp Simpresca will run 8 camps, 6 are week long (Sunday to Saturday) for ages 8-16, and 2 will be a mini-camp (Saturday to Wednesday) for ages 6-10. See <http://www.simpresca.net/schedule>

The schedule is 3 week long camps, then mini-camp 4-day break, 3 week long Camps, then a mini-camp.

## ***LAUNDRY SERVICE***

Camp Simpresca maintains washing machines and dryers, available to staff for personal use. Priority for use is given first to the medical personnel, followed by kitchen needs. There is no cost for the use of the equipment. Soap is provided, as are conditioner sheets for use in the dryers. It is the responsibility of all staff to keep this area clean, otherwise it will be closed.

## ***USE OF ALCOHOL OR DRUGS***

Possession of or use of alcoholic beverages or illegal and non-medicinal drugs on Camp property at any time will result in your immediate suspension of duties and removal from Camp property. Being under the influence of alcohol or non-medicinal drugs on camp property is also grounds for immediate dismissal

**NO SECOND CHANCES WILL BE ENTERTAINED!**

## ***SMOKING POLICY***

Smoking is not allowed anywhere on the property. If you smoke and cannot stop for the summer you will need to discuss this with the Camp Director, prior to being offered a position. Smoking of or possession of any illegal substances will result in your immediate suspension of duties and removal from Camp property. **NO SECOND CHANCES WILL BE ENTERTAINED!** If you are found to be with someone who is smoking an illegal substance (but you are not smoking), this could also be grounds for immediate dismissal. This will be at the discretion of the Camp Director.

## ***POLICE CHECK***

All staff and volunteers must provide proof of a satisfactory Police Check. These can be obtained through a police service in your area or community. A copy must be provided prior to the beginning of the contract period. United Church policy is that Police Checks must be renewed every year. Staff can request a letter from the Director requesting a Police check from your local police department.

## ***EQUIPMENT DAMAGE***

Due to damage occurring to program equipment, and to ensure accountability for any improper use or damage to camp equipment, the following policy will be enforced to encourage better care and use of all Camp Simpresca property; willful and malicious damage to Camp property could result in your immediate suspension of duties and removal from Camp property. Restitution will be deducted from the individual's final pay. All damaged equipment is to be brought to the attention of the Camp Director, who will determine what should be done with it.

## **POSITIONS AVAILABLE**

The following positions are presently available for the summer:

Leadership Director (1)	Sports & Games Program Staff (1)
Program Director (1)	Discovery Program Staff (1)
Waterfront Director (1)	High Ropes Program Staff (2)
Head Counsellor (1)	Environment Program Staff (1)
Assistant Leadership Director (2)	Arts & Crafts Program Staff (1)
Cabin Counsellor (12)	Head Cook (1)
Assistant Waterfront (2)	Assistant Cook (1)
Boating Program Staff (2)	Kitchen Staff (2)

## ***MANDATORY MINIMUM QUALIFICATIONS FOR ALL STAFF POSITIONS***

The following are requirements of each position:

- Mature, responsible outlook with a keen sense of fun, flexibility and spontaneity.
- Minimum 17 years of age at time of employment.
- A minimum 2 years camp experience preferred.
- Current Standard First Aid and CPR.
- Current Ontario Police Check
- Demonstrated experience in working with children, as well as an understanding of the ages/stages of child development.
- Strong interpersonal and organizational skills.

- Demonstrated ability to work as a member of a team.
- Red Cross Level 12 or higher preferred.
- Understand and support of the Mission and Motto of Camp Simpresca and the principles of The United Church of Canada.
- Any staff members that hold additional qualifications that would enhance their job performance and safety to staff and campers will receive additional payment.
- Some additional qualifications we recognize are: N.L.S., O.R.C.K.A., High/Low Ropes Instructor Training, Basic and Advanced Safe Food Handling Qualifications, First Aid Instructors.

## CAMP DUTIES

ALL staff will perform the following camp duties:

- Consistent supervision of the campers in your care, which may include meals, hygiene, behavior, health & safety.
- Reporting of any health issues to the Camp Nurse immediately.
- Provide proper role modeling of Camp procedures, rules and regulations, curfews, deadlines, at all times.
- Assist with any on-site meals, including preparation (if requested) and clean-up;
- Supervise campers during all meal times.
- Work as a full member of the Camp team, including Camp program and activity planning and implementation.
- Assume a specific Camp responsibility (First Aider, Life Guard, and Searcher) as necessary.
- Participate in all Camp activities, including set-up, implementation and clean-up.
- Work co-operatively with all members of the Camp team in implementing the planned on-site activities for the campers.
- Implement safe, healthy and enjoyable program activities for all campers.
- Assist in other areas of Camp operation as requested by the Camp Director, including but not limited to; program areas, all-camp activities, camper supervision, meal supervision and emergency procedures.

## IMPORTANT STAFF DATES

**Camp Cleanup day** All staff and family members are invited to come out to Camp on the first Saturday of May to help clean up camp and get it ready for the summer season. We always need extra hands to help and it is a great opportunity to meet your fellow staff for the summer season.

**Pre-Camp Staff Training** at Camp Simpresca. **Mandatory** for all paid staff, exact start date **to be announced**. Contact the Camp Director if this poses any difficulties.

**High Ropes Training** weekend occurs in May and goes from Friday – Sunday. Exact start date **To be announced**.

**PLEASE NOTE!** All staff members will be expected to be available for at least 2 days following the last Camp date to assist with site clean-up, plus the storage of all equipment.

## APPLICATION PROCESS

**Applications are now being accepted. Please send your application to the Camp Director to ensure an interview can be scheduled. Applications will continue to be accepted until all positions are filled.**

**Step One:** Carefully review all documents pertinent to the position(s) you wish to apply for. Please do not hesitate to contact the Camp Director (information provided at [www.simpresca.net](http://www.simpresca.net)) for clarification of any items.

**Step Two:** Note all terms and conditions of employment, and submit your application form within the time limit. Please ensure that you have completed all parts of the application.

**Step Three:** Send in copies of ALL qualifications for position(s) applied for.

**New applicants must include three (3) completed reference forms.** Applicants who have been a part of the Camp Simpresca team in the past do not need to include written references but must provide the names and phone numbers of three (3) current references in the space provided on the application form as well as a cover letter. Written references can be sent to the Camp Director directly from the reference, or can come with your application.

Your cover letter should explain why you are interested in working at Camp Simpresca, as well as details of your skills and experience relevant to the position(s) for which you are applying. Also include a paragraph or two on how your spending a summer at Camp Simpresca, as a staff member, would benefit our young campers and also yourself.

*Please remember that your cover letter and interview are the first impression!*

### Application checklist

Have you:

- Included a cover letter?
- Resume?
- Arranged for three written references if a new applicant?
- Included the names and phone numbers of 3 current references i
- Completed all sections of the application form?
- Clearly and legibly printed all information?
- Included copies of ALL relevant qualifications?

Forward your application to:

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**OR**

Complete your application via Camp Brain (access available through our website).



## **Camp Simpresca**

### **Job Description**

*Job Title:* Head Counsellor

*Classification:* Senior Staff

*Reports to:* Camp Director

*Start Date:* To Be Determined Depending on availability.

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Counsellor Cabana

#### *Position Purpose*

The Head Counsellor is to supervise and manage the cabin counsellors throughout the summer. They are to be a resource to cabin counsellors and provide feedback and assistance to the staff as well as complete written and verbal evaluations of the cabin counsellors. As a Senior Staff member the Head Counsellor is also responsible for various administrative duties and pre-camp planning.

#### *Essential Job Functions*

- Participate in daily camp programs monitoring the wellness of campers and the performance of counsellors
- Supervise and manage the cabin counsellors.
- Provide both formal and inform evaluations for the cabin counsellors.
- Maintain proper written records of evaluations for each cabin counsellor.
- Be an available resource for all staff.
- Plan and co-ordinate with the senior staff, pre-camp staff training and staff events.
- Co-ordinate with the Program Director matters of interest in areas of overlapping responsibility, while always seeking the best solution for campers and the camp.
- The facilitation of staff meetings.
- Conflict management and resolution among staff and among campers.

#### *Qualifications (minimum)*

- 19 years of age at time of employment.
- 4 years of experience, or similar experience working with children.
- Current Standard First Aid and CPR-C.
- Bronze Cross or higher or NLS (Recommended)
- Extensive experience as a cabin counsellor or staff member in a camp setting.
- Mental Health First Aid or similar qualification (Recommended)
- G License (Recommended)

#### *Other Job Duties*

- Assist in other areas of Camp operation as requested by the Camp Director, including but not limited to; program areas, all-camp activities, camper supervision, meal supervision, and emergency procedures.
- Assist the Camp Director when involving the Children's Aid Society.
- Be an unbiased mental support for all staff and campers
- Take on supervisory needs throughout the camp when appropriate.
- Participate enthusiastically in all Camp activities, planning and leading of activities.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special event, overnights and other all-camp activities and camp functions.
- Camp maintenance and preparation for the camping season.
- Be an ambassador for Camp, throughout the entire period of employment

*Knowledge, Skills and Abilities*

- Belief in the individual worth of a camper
- Be able to work and communicate well with a variety of age groups.
- Understand the developmental needs of young people.
- Possess the ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in camp program area.

## **Camp Simpresca**

### **Job Description**

*Job Title:* Program Director

*Classification:* Senior Staff

*Reports to:* Camp Director

*Start Date:* To Be Determined Depending on availability.

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* The Dive

#### *Position Purpose*

The Program Director is to supervise and manage the program staff throughout the summer. They are to be a resource to the program staff and provide feedback and assistance to the staff as well as complete written and verbal evaluations of the cabin counsellors. As a Senior Staff member the Program Director is also responsible for various administrative duties and pre-camp planning

#### *Essential Job Functions*

- Participate in daily camp programs monitoring the wellness of campers and the performance of counsellors
- Supervise and manage the program staff
- Provide both formal and informal evaluations for the program staff
- Maintain proper written records of evaluations for the program staff
- Be an available resource for all staff
- Plan and co-ordinate with the senior staff, pre-camp staff training and staff events
- Co-ordinate with the Head Counsellor matters of interest in areas of overlapping responsibility, while always seeking the best solution for campers and the camp.
- Co-ordinate with the Waterfront Director when providing feedback for the waterfront staff
- The facilitation of staff meetings
- Conflict management and resolution among staff and among campers

#### *Qualifications*

- 19 years of age at time of employment.
- 4 years of experience, or similar experience working with children.
- Current Standard First Aid and CPR-C.
- Bronze Cross or higher or NLS (Recommended)
- Extensive experience as a program staff or staff member in a camp setting.
- G license (Recommended)

#### *Other Job Duties*

- Assist in other areas of Camp operation as requested by the Camp Director, including but not limited to; program areas, all-camp activities, camper supervision, meal supervision, and emergency procedures.
- Create a daily and weekly schedule of camp programming
- Take on supervisory needs throughout the camp when appropriate.
- Participate enthusiastically in all Camp activities, planning and leading of activities.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special event, overnights and other all-camp activities and camp functions.
- Camp maintenance and preparation for the camping season.
- Be an ambassador for Camp, throughout the entire period of employment

*Knowledge, Skills, and Abilities*

- Strong time management capabilities
- Be able to work and communicate well with a variety of age groups
- Understand the developmental needs of young people
- Possess the ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in camp program area.

## **Camp Simpresca**

### **Job Description**

*Job Title:* Waterfront Director

*Classification:* Senior Staff

*Reports to:* Camp Director

*Start Date:* To Be Determined Depending on availability.

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* The Wil-Knot

#### *Position Purpose*

The Waterfront Director is to supervise and manage the waterfront staff throughout the summer, as well as ensuring the safety of all waterfront activities. They are to be a resource to the waterfront staff and provide feedback and assistance to the staff as well as complete written and verbal evaluations of the cabin counsellors. As a Senior Staff member the Waterfront Director is also responsible for various administrative duties and pre-camp planning

#### *Essential Job Functions*

- Participate in daily camp programs monitoring the wellness of campers and the performance of counsellors
- Supervise and manage the waterfront staff
- Provide both formal and informal evaluations for the waterfront staff
- Maintain proper written records of evaluations for the waterfront staff
- Be an available resource for all staff
- Plan and co-ordinate with the senior staff, pre-camp staff training and staff events
- Co-ordinate with the Program Director when providing feedback for the waterfront staff
- The facilitation of staff meetings
- Conflict management and resolution among staff and among campers

#### *Qualifications*

- 19 years of age at time of employment.
- 4 years of experience, or similar experience working with children.
- Current Standard First Aid and CPR-C.
- NLS certification
- Instructor certifications (Recommended)
- Extensive experience with teaching aquatic lessons and programming

#### *Other Job Duties*

- Assist in other areas of Camp operation as requested by the Camp Director, including but not limited to; program areas, all-camp activities, camper supervision, meal supervision, and emergency procedures.
- Lead the emergency procedures alongside the Camp Director
- Complete weekly report cards for campers depending on the current aquatic program being offered
- Take on supervisory needs throughout the camp when appropriate.
- Participate enthusiastically in all Camp activities, planning and leading of activities.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special event, overnights and other all-camp activities and camp functions.
- Camp maintenance and preparation for the camping season.
- Be an ambassador for Camp, throughout the entire period of employment

*Knowledge, Skills, and Abilities*

- Strong leadership capabilities
- Able to keep calm in emergency situations and lead
- Be able to work and communicate well with a variety of age groups
- Understand the developmental needs of young people
- Possess the ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in camp program area.

## **Camp Simpresca**

### **Job Description**

*Job Title:* Leadership Director

*Classification:* Senior Staff

*Reports to:* Camp Director

*Start Date:* To Be Determined Depending on availability.

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* The Arc

#### *Position Purpose*

The Leadership Director is to supervise and manage the leadership program, staff and campers thorough the summer. They must oversee the planning of all offsite wilderness trips and leadership program planning. They are responsible for managing the application and admissions to the program prior to the summer. They are to be a resource to leadership staff and participants. The Leadership Director provides feedback and support to the staff as well as complete written and verbal evaluations for Leadership staff. As a Senior Staff member the Leadership Director is also responsible for various administrative duties and pre-camp planning when available

#### *Essential Job Functions*

- Oversee the planning of the leadership programs, which involve a (6) week C.I.T program and two, three (3) week L.I.T sessions.
- Plan and facilitate a variety of activities/ initiatives for the participants that are challenging and rewarding and include topics such as; team building, group dynamics, conflict resolution/mediation, self-discovery.
- Supervise and manage the program participants and leadership staff.
- Provide formal evaluations for the assistant leadership directors.
- Supervise and provide evaluations for the C.I.T.'s while in placement.
- Plan, organize, and equip offsite wilderness trips for each program session.
- Budget food and additional costs in planning for offsite trips.
- Supervise the organization, inventorying, and maintenance of all leadership equipment and provide an Inventory list for the end of the summer including where all items are stored.
- Ensure that leadership area is maintained in a safe, clean and usable condition.
- File complete trip itineraries with the Camp Director and any other required organizations prior to departure.
- Develop a theme for the leadership Program.
- Plan and co-ordinate with the senior staff, pre-camp staff training and staff events.
- Co-ordinate with the assistant leadership directors matters of interest in areas of overlapping responsibility, while always seeking the best solution for the leadership program and participants.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications*

- 19 years of age at time of employment.
- 4 years of experience, or similar experience working with children.
- WAFA or WFR certification (highly recommended)
- Current Standard First Aid and CPR-C.
- NLS certification (Recommended)
- ORCKA Instructors Certifications or equivalent flat-water boating experience (Recommended)
- Extensive experience with programming, working within a camp setting
- 2 years of experience with wilderness tripping, and planning

### *Other Job Duties*

- Assist in other areas of Camp operation as requested by the Camp Director, including but not limited to; program areas, all-camp activities, camper supervision, meal supervision, and emergency procedures.
- Take on supervisory needs throughout the camp when appropriate.
- Participate enthusiastically in all Camp activities, planning and leading of activities.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special event, overnights and other all-camp activities and camp functions.
- Camp maintenance and preparation for the camping season.
- Be an ambassador for Camp, throughout the entire period of employment

### *Knowledge, Skills, and Abilities*

- Strong skills and knowledge in camp programming and planning for a variety of ages and programs.
- Ability to provide constructive feedback to staff and Participants.
- Ability to safely and effectively lead groups in both a camp and wilderness setting.
- Belief in the individual worth of a camper.
- Strong organization skills.
- The ability to schedule and plan long and short term plans.
- Ability to properly plan 5-7 day wilderness trips.
- Knowledge and understanding of risk management.
- Be able to work and communicate as a team.
- Understand the developmental needs of youth.
- Possess the ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in camp program areas.



## **Camp Simpresca**

### **Job Description**

*Job Title:* Assistant Leadership Director

*Reports to:* Leadership Director

*Start Date:* To Be Determined Depending on availability.

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* “Super 8” Cabin- Shared

#### *Position Purpose*

The Assistant Leadership Director is responsible in conjunction with the rest of the leadership staff in the building and facilitation of the Leader and Counsellor in training programs. These programs are designed to foster leadership opportunities and character building activities for the senior most campers, and those who may become staff in the upcoming camping season. The assistant leadership staff is also responsible for the planning and guiding of week-long off site wilderness trips. They are responsible for the upkeep and supervision of the leadership hill and resources.

#### *Essential Job Functions*

- Assist the leadership director in the planning of the leadership programs, which involve a (6) six week C.I.T program and 2 three (3) week L.I.T sessions.
- Be able to plan and facilitate a variety of activities/initiatives for the participants that are challenging and rewarding and include topics such as; Team building, group dynamics, conflict resolution/mediation, self-discovery.
- The supervision and evaluation of the C.I.T.s while in placement among the staff.
- Be able to develop short-term plans and operational goals and objectives for the program.
- Responsible for the care and proper use of all leadership tripping equipment.
- Planning for the wilderness trip, which involves food shopping, route planning and participant preparation.
- Develop a theme for the leadership program.
- Assist in the preparation of a full end-of-season report/manual targeting equipment and supply requests, maintenance required, staffing and program for the next season etc.
- When not facilitating leadership programing, assist and participate in the direction, supervision and organization of camp and camp wide activities.
- Assure the leadership campers are properly supervised at all times.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 18 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- WAFA or WFR certification (highly recommended)
- Current Standard First Aid and CPR-C.
- Experience with wilderness tripping. (Recommended)
- ORCKA Instructors Certifications or equivalent flat-water boating experience.
- NLS (Recommended)

#### *Other Job Duties*

- Be able to assist the Senior Staff when needed, in administrative.
- Be a positive role model and leader among the staff.
- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.

- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special events, overnights and other all-camp activities and camp functions.

*Knowledge, Skills and Abilities*

- Demonstrated ability to work as part of a team and as a of a distinct staff co-leadership.
- Strong situational leadership, communication and interpersonal skills including staff supervision and scheduling, team building, group dynamics, conflict resolution/mediation, crisis management.
- The ability to plan and implement appropriate activities for a varying ages, and groups.
- Understand the developmental needs of young people.
- Being able to build a strong rapport with participants.
- Possess the ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in specified program area.
- Be an ambassador for Camp, throughout the entire period of employment

## **Camp Simpresca**

### **Job Description**

*Job Title:* Cabin Counsellor

*Reports to:* Head Counsellor

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

Cabin counsellors are the primary caregivers for campers. Counsellors are responsible for the health and wellbeing of assigned campers. Cabin counsellors participate and lead Camp activities and ensure the quality of experience intended for campers.

#### *Essential Job Functions*

- Assist in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Actively participate in all programs and activities.
- Assure campers are properly supervised at all times.
- Lead and assist with program facilitations.
- Know and understand camp policies, and set a good example for campers.
- Maintain high standards of health and safety in all activities for campers and staff.
- Ensure campers receive any necessary medication under the administration of the Camp Nurse.
- Be alert to campers' and staff needs, assist them with personal and/or health problems, and consult the Camp Nurse or Camp Director when appropriate.
- Follow and uphold all safety and security rules and procedures.
- Be alert to equipment and facilities to ensure proper care and use, and report any repairs needed to camp administration

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 2 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR.
- Bronze cross or higher (Recommended)

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver, plan, and supervise evening programs, special events, overnights and other all-camp activities and camp functions.
- Be an ambassador for Camp, throughout the entire period of employment.

#### *Knowledge, Skills and Abilities*

- Understand the development needs of young people.
- Possess the ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in camp program areas.

## **Camp Simpresca**

### **Job Description**

*Job Title:* Assistant Waterfront

*Reports to:* Waterfront Director

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

The assistant waterfront director is to work in conjunction with the Waterfront Director in the planning, facilitation and supervision of the swimming program at Camp. They are responsible for the monitoring, supervision and evaluation of other camp lifeguards, proper equipment usage, and ensuring compliance of those within the waterfront area, to safety procedures and requirements.

#### *Essential Job Functions*

- Responsible for planning and implementing swimming programming for campers.
- Assist with the organization, inventorying, and maintenance of all waterfront equipment.
- Ensure that waterfront area is maintained in a safe and usable condition.
- Instruct and guard campers as necessary.
- Assist in the preparation of a full end-of-season report/manual targeting equipment and supply requests, maintenance required, staffing and program suggestions for waterfront for the next season
- When not facilitating program area, assist cabin counsellors in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Assure campers are properly supervised at all times.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR-C.
- 2 years of experience with teaching aquatic lessons and programming.
- Current NLS certification. (Waterfront NLS preferred)
- Instructor Certifications. (Recommended)

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special events, overnights and other all-camp activities and camp functions.
- Be an ambassador for Camp, throughout the entire period of employment.

#### *Knowledge, Skills and Abilities*

- Strong situational leadership, communication and interpersonal skills including staff supervision and scheduling, team building, group dynamics, conflict resolution/mediation, crisis management.
- The ability to plan and implement appropriate activities for a varying ages, and groups.
- Understand the developmental needs of young people.
- Possess the ability to relate to youth and adults in a positive manner.

## **Camp Simpresca**

### **Job Description**

*Job Title:* Boating Program Staff

*Reports to:* Waterfront Director

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

The Boating Staff are responsible for the facilitation and instruction of the Boating program. The boating Staff works in a team of 2 in the facilitation, supervision and maintenance of the boating program. They are responsible for the monitoring of proper equipment usage, and ensuring compliance of those within the boating area, to safety procedures and requirements. Boating staff are responsible for the maintenance and care of the boating program area, including all equipment and the paddle hut.

#### *Essential Job Functions*

- Plan, facilitate and teach canoe and kayaking programs for campers.
- Be familiar and able to teach essential safety rules and boating knowledge.
- Oversee the proper use and care of the boating area, boats and equipment during various camp activities.
- Plan and facilitate alternative rain plans and indoor activities.
- Act as a lifeguard during necessary swimming sessions.
- When not facilitating program area, assist cabin counsellors in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Assure campers are properly supervised at all times.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR-C.
- Current NLS certification
- ORCKA Instructors Certifications or Equivalent flat/lake water boating experience.

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver and supervise evening programs, special events, overnights and other all-camp activities and camp functions.
- Planning and organizing of camp special events and programs.

#### *Knowledge, Skills and Abilities*

- The ability to plan and implement appropriate activities for a varying ages, and groups.
- Understand the developmental needs of young people.
- Possess the ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in specified program area.
- Experience with boating instruction and lifeguarding.

## **Camp Simpresca**

### **Job Description**

*Job Title:* High Ropes Program Staff

*Reports to:* Program Director

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

The High Ropes Staff are responsible for the facilitation and instruction of the high ropes program. The high ropes program Staff works in a team of 2 in the facilitation, supervision and maintenance of the high ropes program. They are responsible for the monitoring of proper equipment usage, and ensuring compliance of those within the high ropes area, to safety procedures and requirements. High ropes staff are responsible for the maintenance and care of the high ropes program area, including all equipment.

#### *Essential Job Functions*

- Set up and safely take down the ropes course each day.
- Daily inspections of the course and equipment, with record keeping.
- The safe facilitation of the ropes course and zip-line
- Develop expectations for and supervise cabin counsellors and belay certified staff when at the program.
- Assist in the preparation of a full end-of-season report/manual targeting equipment and supply requests, maintenance required, staffing and program for the next season etc.
- When not facilitating program area, assist cabin counsellors in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Assure campers are properly supervised at all times.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 18 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR
- Completion of recognized high-ropes certification programs

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special events, overnights and other all-camp activities and camp functions.
- Be an ambassador for Camp, throughout the entire period of employment.

*Knowledge, Skills and Abilities*

- Strong situational leadership, communication and interpersonal skills including staff supervision and scheduling, team building, group dynamics, conflict resolution/mediation, crisis management.
- The ability to plan and implement appropriate activities for a varying ages, and groups.
- Understand the developmental needs of young people.
- Possess the ability to relate to youth and adults in a positive manner.

## **Camp Simpresca**

### **Job Description**

*Job Title:* Environment Program Staff

*Reports to:* Program Director

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

The Environment Program Staff is responsible for the facilitation and instruction of the environment program. They are responsible for the monitoring, scheduling and proper equipment usage of overnight gear. The environment program staff is responsible for the maintenance and care of the environment program area, including the Tree House and the Tripping Hut.

#### *Essential Job Functions*

- Development of fun, rewarding environmental activities for all campers.
- Facilitate engaging program lessons focused on the development of environmental knowledge and fun in the outdoors.
- Oversee the use of overnight and tripping equipment.
- Schedule and manage cabin overnights.
- Assist in the preparation of a full end-of-season report/manual targeting equipment and supply requests, maintenance required, staffing and program for the next season etc.
- When not facilitating program area, assist cabin counsellors in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Assure campers are properly supervised at all times.
- Safe storage of all items for the winter to make sure nothing is damaged due to weather, etc.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR.

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special events, overnights and other all-camp activities and camp functions



*Knowledge, Skills and Abilities*

- Strong situational leadership, communication and interpersonal skills, including staff supervision and scheduling, team building, group dynamics, conflict resolution/mediation, crisis management
- The ability to plan and implement appropriate activities for a varying ages and groups
- Understand the developmental needs of young people
- Possess the ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in specified program area
- Be an ambassador for Camp, throughout the entire period of employment

## **Camp Simpresca**

### **Job Description**

*Job Title:* Arts and Crafts Program Staff

*Reports to:* Program Director

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

The Arts and Crafts Program Staff is responsible for the creative facilitation and instruction of the arts and crafts program. They are responsible for the planning of program sessions for a wide range of campers. The arts and crafts staff member is responsible for the management and care of the arts and crafts building and materials for the entire summer.

#### *Essential Job Functions*

- Prepare and facilitate creative and fun programs for a wide variety of campers.
- Be responsible for the preparation of activities prior to sessions each day, and the organization of the arts and crafts area at the end of each day.
- Be able to organize and manage supply lists and inventory.
- Assist in the preparation of a full end-of-season report/manual targeting equipment and supply requests, maintenance required, staffing and program for the next season etc.
- When not facilitating program area, assist Cabin counsellors in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Assure campers are properly supervised at all times.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR.

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special events, overnights and other all-camp activities and camp functions

#### *Knowledge, Skills and Abilities*

- Strong situational leadership, communication and interpersonal skills, including staff supervision and scheduling, team building, group dynamics, conflict resolution/mediation, crisis management
- The ability to plan and implement appropriate activities for a varying ages and groups
- Understand the developmental needs of young people
- Possess the ability to relate to youth and adults in a positive manner

- Demonstrate knowledge and skill in specified program area
- Be an ambassador for Camp, throughout the entire period of employment

## **Camp Simpresca**

### **Job Description**

*Job Title:* Sports and Games Program Staff

*Reports to:* Program Director

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

The Sports and Games Program Staff is responsible for the facilitation and instruction of the sports and games program. They are responsible for the planning of program sessions for a wide range of campers and physical abilities. The sports and games staff is responsible for the maintenance and care of all sports equipment and the sports and games shed located by the playing field.

#### *Essential Job Functions*

- Plan and facilitate a wide variety of programs that are physically challenging and fun for a range of campers
- Organize and inventory the sports and games equipment.
- Assist in the preparation of a full end-of-season report/manual targeting equipment and supply requests, maintenance required, staffing and program for the next season etc.
- When not facilitating program area, assist cabin counsellors in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Assure campers are properly supervised at all times.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR.

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special events, overnights and other all-camp activities and camp functions

#### *Knowledge, Skills and Abilities*

- Strong situational leadership, communication and interpersonal skills, including staff supervision and scheduling, team building, group dynamics, conflict resolution/mediation, crisis management
- The ability to plan and implement appropriate activities for a varying ages and groups
- Understand the developmental needs of young people
- Possess the ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in specified program area
- Be an ambassador for Camp, throughout the entire period of employment

## **Camp Simpresca**

### **Job Description**

*Job Title:* Discovery Program Staff

*Reports to:* Program Director

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Cabins with campers

#### *Position Purpose*

The Discovery Program Staff is responsible for the planning and facilitation of a program that promotes the development of awareness and self-discovery, in rewarding activities involving aspects of spirituality, human nature, and personal creativity. The discovery program staff is responsible for the facilitation of our daily vespers service and the supervision of the discovery days and morning. The discovery program staff is also responsible for the care of the Simpresca library and chiffonier shack.

#### *Essential Job Functions*

- The planning and facilitation of creative programs that promote thought and discovery in campers of various ages.
- The planning and facilitation of the daily vespers service, with campers.
- The planning of themes for each day (morning watch) and the themes for the weekly Discovery days.
- Assist in the preparation of a full end-of-season report/manual targeting equipment and supply requests, maintenance required, staffing and program for the next season etc.
- When not facilitating program area, assist cabin counsellors in the direction, supervision and organization of campers in their living environment and as they participate in all aspects of camp.
- Assure campers are properly supervised at all times.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 3 years camp experience, or similar experience working with children.
- Current Standard First Aid and CPR.

#### *Other Job Duties*

- Participate enthusiastically in all Camp activities, planning and leading those activities assigned.
- Participate as a member of the Camp staff team to deliver, plan and supervise evening programs, special events, overnights and other all-camp activities and camp functions

#### *Knowledge, Skills and Abilities*

- Strong situational leadership, communication and interpersonal skills, including staff supervision and scheduling, team building, group dynamics, conflict resolution/mediation, crisis management
- The ability to plan and implement appropriate activities for a varying ages and groups

- Understand the developmental needs of young people
- Possess the ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in specified program area
- Be an ambassador for Camp, throughout the entire period of employment

## **Camp Simpresca**

### **Job Description**

*Job Title:* Cook's Assistant

*Reports to:* Cook

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Super 8 Cabin

#### *Essential Job Functions*

- Assist the cook with the preparation of all camp meals.
- Ensure that the kitchen and dining halls are maintained in a clean and sanitary manner to meet or exceed local Health Board requirements.
- Assist with the serving of all camp meals.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 2 years of experience working in a kitchen or food service
- Current Standard First Aid with CPR-C
- Workplace Hazardous Materials Information System Training (WHMIS) [Supplied by Simpresca during training]

#### *Other Job Duties*

- Assist in other areas of Camp operation as requested by the Camp Director/ Cook including but not limited to; program areas, all-camp activities, camper supervision, meal supervision, and emergency procedures.

#### *Knowledge, Skills and Abilities*

- Demonstrated ability to work as part of a team
- Previous working experience in a kitchen or food services
- Ability to work with the safe handling and preparation of food
- Be an ambassador for Camp throughout the entire period of employment

## **Camp Simpresca**

### **Job Description**

*Job Title:* Kitchen Staff/Dishwasher

*Reports to:* Cook

*Start Date:* To Be Determined

*End Date:* Approximately 2 days after the last camping session.

*Accommodations:* Super 8 Cabin

#### *Essential Job Functions*

- The proper washing of all camp dishes for each meal.
- Ensure that the kitchen and dining halls are maintained in a clean and sanitary manner to meet or exceed local Health Board requirements.
- Limited food preparation such as juice and condiments etc.
- Know and understand camp policies, and set a good example for campers.
- Follow and uphold all safety and security rules and procedures.

#### *Qualifications (minimum)*

- 17 years of age at time of employment.
- 2 years of experience working in a kitchen or food service
- Current Standard First Aid with CPR-C
- Workplace Hazardous Materials Information System Training (WHMIS) [Supplied by Simpresca during training]

#### *Other Job Duties*

- Assist in other areas of Camp operation as requested by the Camp Director/ Cook including but not limited to; program areas, all-camp activities, camper supervision, meal supervision, and emergency procedures.

#### *Knowledge, Skills and Abilities*

- Demonstrated ability to work as part of a team
- Previous working experience in a kitchen or food services
- Ability to work with the safe handling and preparation of food
- Be an ambassador for Camp throughout the entire period of employment