

# YMCA Camp Elphinstone Employment Opportunities Handbook — 2024



Keep Our Promises | Put People First | Lead by Example | Do the Right Thing





## We are Camp Elphinstone

YMCA Camp Elphinstone is located on the Sunshine Coast near Gibsons, a 40-minute ferry ride from Horseshoe Bay in West Vancouver. Camp Elphinstone offers outstanding one-week, two-week, and three-week camping adventures for kids aged 5-17 years old, and outdoor education experiences for school groups and private rentals. We are committed to the growth and development of individual campers through the cabin group process and individual choice activities, waterfront and land-based activities, and out trips. Camp Elphinstone is home to campers from the Lower Mainland, Canada, and around the world.

## The YMCA Tradition Continues

This year, YMCA Camp Elphinstone moves into its 117<sup>th</sup> year of offering young people from the Lower Mainland and abroad rewarding camping experiences. As one of the largest providers of YMCA overnight, day, and international camping experiences in Canada, we serve approximately 3,000 children and young adults each summer at YMCA Camp Elphinstone, and approximately 10,000 participants through our Outdoor Education program. While each camp has its own unique atmosphere and program focus, our overall purpose is to provide opportunities and experiences which promote individual growth and development in spirit, mind, and body with special attention to healthy friendships, healthy choices, and a healthy outlook in all aspects of a camper's life. We accomplish this goal through the embodiment of our core values in all of our programs and services for young people.

## YMCA Core Values

Keep Our Promises | Put People First | Lead by Example | Do the Right Thing

## Mission Statement

The YMCA BC is a charity dedicated to strengthening the foundations of community.

In addition to YMCA Healthy Child Development principles and program standards, we are proud to work within the guidelines of the following organizations:



## Are you a fit?

Successful Camp Elphinstone staff...

- Are self-motivated individuals whose ambition is to serve and develop children and youth in a camp setting.
- Demonstrate positive values, are highly skilled, flexible, and can commit to the full camp season.
- Are positive role models and leaders for all campers.
- Provide campers with opportunities to grow and develop as individuals.
- Approach each day with maturity, a high level of self-motivation, and an enthusiasm for working in a team.
- Are excited to work in an environment that is focused on helping children build connections and reach their potential.
- Comply with the Code of Conduct for a Respectful Environment.

Camp Elphinstone employs approximately 125 staff and volunteers during July and August with a smaller core team of 20-50 staff/volunteers in the spring and fall. Working and volunteering at camp can be very demanding – 24 hours a day, six days a week, living in close quarters with many other people.

## Camp Elphinstone Workplace Essentials

Prior to completing and submitting your application for the camp job(s) you are interested in, please be sure that you are able to contribute to a work environment that operates based on the following Six Workplace Essentials:

- 1 Healthy Child Environments:** We build a healthy camp environment using YMCA models of Healthy Child Development as our guide, healthy relationships and responsible behaviour, and create space for individual thought and reflection.
- 2 Safety:** Our top priority is the active, educated, and thorough supervision of campers. We understand and instruct the YMCA's safety standards (using the YMCA's practices), and are mentors in guided discovery with campers, both on-site and off-site.
- 3 Professional Learning:** We have a clear goal of creating experiences for the YMCA, with whom we have signed a contract. We ask for and accept constructive feedback and implement the solutions that will improve the experience for fellow staff and campers. We accept with maturity and professionalism the responsibility for our actions.
- 4 Adaptation to Change:** Our core values remain the same. We update the program with which we demonstrate these values. We support positive program development and changes at camp. If we are asked to do so, we are committed to work directly as a camp counsellor, regardless of the position for which we were hired.
- 5 Hard Work:** We wake up early, and are in bed by staff curfew. We assist campers during the day and night. We know that during each day, some things will be unpredictable. Things don't always go our way, and we accept this. We ask for support, and we carry on with our good work. Each of us remains a positive leader through long days while demonstrating a caring attitude.
- 6 A Sense of Fun, Joy and Curiosity:** At the base of our work, we have an optimistic perspective, and find it joyful and fun to care for children outdoors, and to do so as a member of a team. We create the kind of fun that is respected in the field of professional outdoor education.

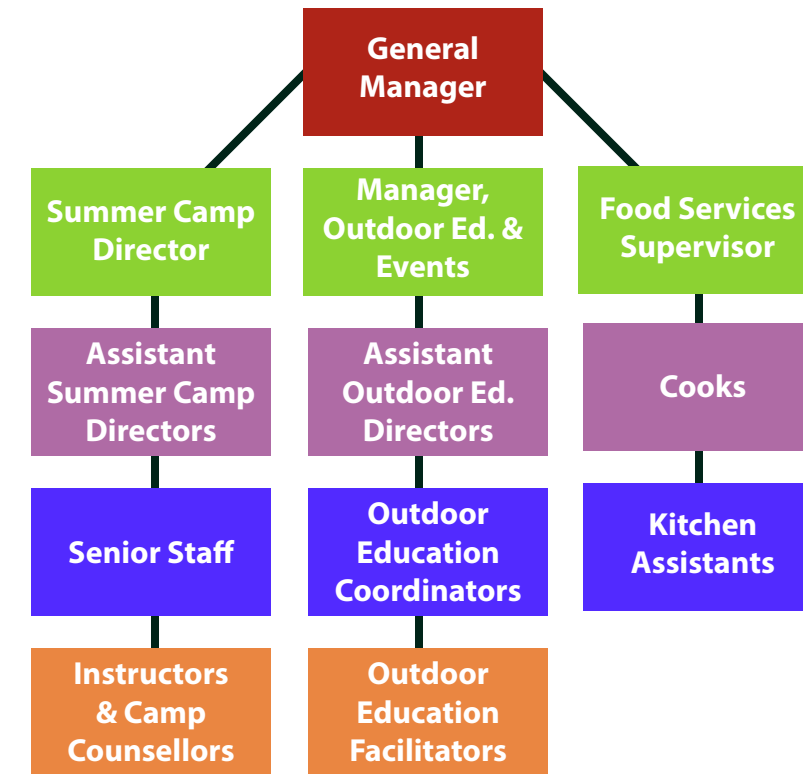


## Benefits of working at YMCA Camp Elphinstone

Members of our staff team enjoy a number of great perks! These include:

- The opportunity to live, work and play on 144 acres of rainforest and oceanfront property.
- Weekly engaging staff life events hosted by the management team to promote team building, relaxation, and fun!
- Casual dress.
- Engagement with a diverse group of international staff members and campers.
- Access to camp program facilities for personal use while not being used by campers. Take out a SUP on the ocean, climb our rock-climbing tower, visit our on-site downhill mountain biking course and take one of our bikes out for a ride.
- An opportunity for outdoor living and adventure skill development such as camping and out-tripping, sea kayaking, canoeing, kayaking, sailing, mountain biking, and climbing.
- Free YMCA gym membership to utilize when visiting the city.
- Only a 40-minute ferry ride from Vancouver—a great place to explore on days off with your peers.
- Access to the YMCA Employee Assistance Program, including legal, financial, career and nutritional support services.
- Flexible schedule to accommodate personal needs, such as virtual therapy appointments.
- Three exceptional meals each day provided by our kitchen team.

## Camp Elphinstone Organization Chart – Summer Camp





## YMCA Camp Elphinstone Compensation Structure

In order to ensure that our top-quality staff are being remunerated in a fair and transparent fashion, we have updated the compensation structure. The general guidelines can be found in the table below. All seasonal outdoor education and summer camp positions fall under the category of a “live-in camp leader” and will be paid in accordance with s.16(2) of the Employment Standards Regulation.

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

Returning staff members will make, at minimum, the same pay they made during their previous season of employment. If a staff member wishes to use part of their employment as volunteer hours, they will not be paid for that time.

Job Category	Starting Daily Rate	Maximum Daily Rate	Additional \$ per day		Examples of Additional Compensated Certifications	
			National Lifeguard Certification	Relevant Certifications to your specific role		
Summer Camp	Senior Staff	\$137.79	\$140.69	Required	\$1/day/cert.	ACCT Level 2, Lifesaving Instructor, WFR, Paddle Canada Instructor, OFA III
	Out-trippers	\$134.69	\$137.69	Required	\$1/day/cert.	Paddle Canada Instructor, SKGABC Assistant Overnight Guide
	LD Counsellors	\$134.69	\$137.69	Required	\$1/day/cert.	Lifesaving Instructor, Paddle Canada Instructor
	Program Staff	\$133.69	\$136.69	Required for specific positions	\$1/day/cert.	Position-dependent; may include NL, ACCT Level 1/2, WFA, WAFA, WFR, Lifesaving Instructor, Paddle Canada Instructor
	Counsellors	\$133.69	\$136.69	Preferred, but not required	\$1/day/cert.	WFA or WAFA, NL, ACCT Level 1 or 2, Mental Health First Aid
Outdoor Education	Coordinators	\$137.69	\$140.69	Required	\$1/day/cert.	ACCT Level 2, OFA III, Paddle Canada Instructor, WFR
	Facilitators	\$133.69	\$136.69	Preferred, but not required	\$1/day/cert.	WFR, Paddle Canada Instructor, ACCT Level 1 or 2

## Camp Elphinstone Staff Training

All new and returning Camp Elphinstone 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 the supervision of a member of the senior staff team. Priority will be given to candidates that can commit to the full training period. Please see below for training start dates.

Staff training takes place on-site at Camp Elphinstone. The staff training period is included in each staff member’s contracts, staff are paid for the training period, and room and meals are provided.

Job Category	First Day of Training
Spring Outdoor Education Coordinators	March 18, 2024
Spring Outdoor Education Facilitator	March 25 or April 29, 2024
Summer Senior Staff	June 15, 2024
Summer LD Counsellors and Out-trippers	June 13, 2024
Summer Camp Counsellors	June 22, 2024
Fall Outdoor Education Facilitators	September 1, 2024





# Camp Elphinstone Employment Opportunities

## Spring Season:

### Outdoor Education Group Coordinator (multiple positions)

**Contract Dates: March 18 – June 22, 2024**

(applicants interested in summer and/or fall term positions preferred)

**Wage: \$137.69 to \$140.69/day plus food & accommodation**

Outdoor Education Group Coordinators work with the Outdoor Education Director and Assistant OE Director in our spring and fall programs to provide positive customer service to schools and retreats and run YMCA programs with students from elementary and high schools, as well as adult retreat groups. Group Coordinators will host and facilitate groups, delegate responsibility to and support Outdoor Education Facilitators. Coordinators will role model child-centered behaviour, sometimes leading programs, and providing support in facility maintenance and upkeep. Group Coordinators will report to the Outdoor Education Director and Assistant OE Director and work to ensure the on-the-ground, high-quality programming and experience of all participants.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, minimum 2+ years camp experience, clear Criminal Record Check.

**Preferred:** Occupational First Aid Level 3, Lifesaving Instructor, ACCT Level 2, Pleasure Craft Operator's Card or willingness to obtain. Preference given to those who have studied in a child development or outdoor recreation related field.

### Outdoor Education Facilitators (multiple positions)

**Contract Dates: March 25 or April 29 – June 22, 2024**

(applicants interested in summer and/or fall term positions preferred)

**Wage: \$133.69 to \$136.69/day plus food & accommodation**

Outdoor Education Facilitators will deliver program instruction, interact directly with children, and provide positive customer service to schools and retreats. With the support of the Outdoor Education Coordinators, Facilitators will deliver experiential, participant-focused programming with students from elementary and high schools, as well as adult retreat groups. Facilitators will provide support in kitchen duties, facility maintenance, and upkeep as required. Reporting to the Outdoor Education Coordinators, Facilitators will be trained in all program areas at camp and will execute programming following all risk management, policies and procedures, and within the scope of their training.

**Requirements:** Standard First Aid, CPR-C, Clear Criminal Record Check.

**Preferred:** ACCT Level 1, NLS, Pleasure Craft Operator's Card. Preference given to those who have studied in a child development or outdoor recreation related field.

### Outdoor Education Events Coordinator (multiple positions)

**Contract Dates: March 18 – June 22, 2024**

(applicants interested in summer and/or fall term positions preferred)

**Wage: \$137.69 to \$140.69/day plus food & accommodation**

The Event Coordinator works with the Outdoor Education & Events Director and Assistant Director to oversee all weekend events, including weddings, retreats, conferences, and other specialty rentals. This person will provide excellent customer service with a participant-focused experience in mind during the planning and delivery of events, ensuring all programs are meeting guest expectations and risk management standards. In conjunction with the Outdoor Education Group and Program Coordinators, the Event Coordinator will be responsible for the supervision and scheduling of program staff. Coordinators will role model guest-focused and child-centered behaviour, sometimes leading programs, and providing support in facility maintenance and upkeep. The Event Coordinator will report to the OE & Events Director and Assistant Director and work to ensure the on-the-ground, high quality programming and experience of all participants.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, minimum 2+ years camp experience, ACCT Level 2 or willingness to obtain, Pleasure Craft Operator's Card, Clear Criminal Record Check.

**Preferred:** Occupational First Aid Level 3, Lifesaving Instructor, Paddle Canada (or equivalent), preference given to those who have studied in a child development or outdoor recreation related field.





## Summer Season:

### **Assistant Summer Camp Director (two positions)**

**Contract Dates: February 1 – September 1, 2024**

**Wage: \$45,000 salary**

The Assistant Summer Camp Directors are responsible for planning and implementing all aspects of Camp Elphinstone as it relates to the counselling team and camper care by building and maintaining an inclusive, anti-oppressive, camper-focused culture. These two staff members report directly to the Summer Camp Director. Specific duties include, but are not limited to, supporting and managing the senior staff team, ensuring programs are camper-focused and meeting our extensive risk management standards, and organizing camper and staff information systems. The Assistant Summer Camp Directors will help with parent/guardian communication and focus on ensuring the smooth delivery of safe, fun, and enriching programs. The Assistant Summer Camp Directors will build and maintain a positive camp culture. These staff members are willing and capable of receiving and acting on growth-oriented feedback.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, Pleasure Craft Operator's Card, extensive camp experience or equivalent experience working with youth in an educational/recreational setting, Clear Criminal Record Check.

**Preferred:** ACCT Level 2, Wilderness First Responder, Occupational First Aid Level 3

## Senior Staff Team

All members of the Senior Staff Team report directly to the Summer Camp Director/Assistant Summer Camp Directors. They work as a leadership team to build a positive camp culture and ensure the safety and overall wellbeing of all camp participants. Senior Staff are responsible for the planning and delivery of staff training and will participate in their own staff training in June.

### **Section Director (6 Positions)**

**Contract Dates: June 15 – August 31, 2024**

**Wage: \$137.79 to \$140.69/day plus food & accommodation**

Section Directors are responsible for a specific section of campers and are responsible for camper care, counsellor development and supervision, section-wide programs, and scheduling of programs and activities. Section Directors provide for the overall safety and wellbeing of every camper who comes to camp, and provide assistance and support to counsellors in dealing with day-to-day camper situations. Section Directors support and evaluate counsellor performance. They communicate regularly with parents and guardians in a professional manner. These staff members are willing and capable of receiving and acting on growth feedback. The McNabb Section Director will also support inclusion for all age groups at camp, as well as special partnership groups like Diabetes Canada and Camp Moomba. Section Directors must have extensive previous camp experience.

Chapman (ages 7-11) – 2 Section Directors

Dakota (ages 12-15) – 2 Section Directors

McNabb (ages 5-8) – 1 Section Director

Day Camp (ages 5-12) – 1 Section Director (end date August 30, 2024)

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, previous camp experience or equivalent experience working with youth in an educational/recreational setting, Clear Criminal Record Check.

**Preferred:** Certification in at least one of camp's core program areas (ACCT Level 1 or 2, Paddle Canada, WFA/WFR), Pleasure Craft Operator's Card.

### **Program Director (1 Position)**

**Contract Dates: June 15 – August 31, 2024**

**Wage: \$137.79 to \$140.69/day plus food & accommodation**

The Program Director is responsible for organizing and creating all program schedules for all summer camp sessions and overseeing all land programs. Specific duties include planning and executing creative programming and theme days/special events, providing support and supervision to the land-based program staff, ensuring all land program equipment is in good working order, and ensuring all land programs are safe, fun, intentional, and camper-focused. The Program Director must have extensive previous camp and scheduling experience.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, previous camp experience or equivalent experience working with youth in an educational/recreational setting, Clear Criminal Record Check.

**Preferred:** ACCT Level 2, Pleasure Craft Operator's Card.





### **Waterfront Director (1 Position)**

**Contract Dates: June 15 – August 31, 2024**

**Wage: \$137.79 to \$140.69/day plus food & accommodation**

The Waterfront Director is responsible for planning and operating a safe and effective waterfront program, including swimming, canoeing, kayaking, paddle boarding, sailing, and other waterfront activities. Specific duties include overseeing all aspects of water-based programming, ensuring all waterfront programs meet our high risk management standards, supervising and supporting the water-based program staff, and ensuring that all staff are familiar with the waterfront emergency procedures. The Waterfront Director must have extensive camp, lifeguarding, and ocean waterfront program experience.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, Pleasure Craft Operator's Card, previous camp experience or equivalent experience working with youth in an educational/recreational setting, Clear Criminal Record Check.

**Preferred:** Lifesaving Instructor, Paddle Canada, CANSail.

### **Wellness Director (1 Position)**

**Contract Dates: June 15 – August 31, 2024**

**Wage: \$137.79 to \$140.69/day plus food & accommodation**

The Wellness Director provides support in all areas of camp to ensure a healthy and safe camp environment for participants and staff, physically, socially, and emotionally. They ensure a clean and healthy camp environment is maintained through regular check-ins with campers and staff, facility audits, and supporting staff in providing a high degree of care for campers. The Wellness Director also has responsibility for camper information systems at camp, including parent communication and camper information. Record keeping and general health for campers and staff will be a constant concern for the Wellness Director.

**Requirements:** Minimum 3 years in a nursing program, Advanced First Aid (40+ hours), CPR-C, experience working in a healthcare field with children, Clear Criminal Record Check.

**Preferred:** RN, LPN, EMT or recent graduate of a nursing program, Occupational First Aid Level 3, Class 4 Driver's License.

### **Out-tripping and Leadership Development Director (1 Position)**

**Contract Dates: June 10 – August 31, 2024**

**Wage: \$137.79 to \$140.69/day plus food & accommodation**

The Out-tripping and Leadership Development (OT/LD) Director is responsible for the planning and preparation of out-trips that occur each session. They will provide expertise, experience and skills specific to out-tripping and instruction in outdoor leadership skills. The OT/LD Director is also responsible for the Leadership Development Program at camp and the supervision of the LD Counsellors. They are responsible for all program development, planning, supervision and family communication for this program. The OT/LD Director will supervise, support, and train the Out-trippers and Leadership Counsellors. Part of this training will include leading staff training backpacking/canoe trips in June. The OT/LD Director will provide assistance and leadership to other staff pertaining to outdoor living skills and practices as well as assisting in coordinate on-site overnights.

**Requirements:** WAFA, NLS, Class 4 Driver's License, Pleasure Craft Operator's Card, FOODSAFE Level 1, previous experience planning and leading extended out-trips with children, Clear Criminal Record Check.

**Preferred:** WFR, Paddle Canada.

### **Resource Director (1 Position)**

**Contract Dates: June 15 – August 31, 2024**

**Wage: \$137.79 to \$140.69/day plus food & accommodation**

The Resource Director supervises all aspects of transportation at Camp Elphinstone, including coordinating ferry/bus transportation and sign-in/out processes for first and last days of sessions, scheduling out-trip and day camp transportation, ensuring all vehicles and trailers are regularly checked by all drivers to ensure they are in proper working order, keeping logs and paperwork up to date, reporting deficiencies and protecting the assets of the YMCA through appropriate use of vehicles and trailers. The Resource Director will be required to drive for camp purposes on a regular basis and will supervise the camp driver. The Resource Director will also assist in administrative tasks, including creating camper lists, organizing and distributing Lost and Found items, managing the operation of the Tuck Shop, and communicating with parents/guardians. This position requires a highly organized individual with special attention to detail.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, experience driving with trailers, exceptional organizational skills, Clear Criminal Record Check.

**Preferred:** Pleasure Craft Operator's Card, Occupational First Aid Level 3.







## **Program Staff**

Program Staff members are highly committed and flexible individuals who are responsible for instructing camp activities and supporting other staff in delivering programs.

They will also have other daily responsibilities such as helping with supervision of campers, evening cabin support, facilitating early morning activities and evening programs, program logistics, and care and maintenance of camp program equipment. Program Staff report directly to certain members of the Senior Staff Team.

### **Challenge Course/Rock Climbing Instructor (3 Positions)**

**Contract Dates: June 22 – August 31, 2024**

**Wage: \$133.69 to \$136.69/day plus food & accommodation**

The Challenge Course/Rock Climbing Instructors are responsible for executing all aspects of the challenge course program, including inspecting and maintaining all challenge course equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience.

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, ACCT Level 1 or equivalent experience, Clear Criminal Record Check.

**Preferred:** ACCT Level 2, NLS.

### **Out-tripper (3 Positions)**

**Contract Dates: June 10 – August 31, 2024**

**Wage: \$134.69 to \$137.69/day plus food & accommodation**

Out-trippers are responsible for executing a camper-focused out-tripping program that meets BCCA standards and YMCA risk management standards. Out-trippers will work with the Out-tripping Director to ensure that all tripping equipment is properly maintained and in safe working order. While actively involving camper cabins and counsellors in the pre-trip process, the out-trippers will plan, prepare, and lead 1- to 9-day backpacking, canoe, and sea kayak trips in Howe Sound, Sechelt Inlet, the Sunshine Coast Trail, Powell Lakes, and Desolation Sound. They will ensure that Leave No Trace principles are followed and taught on-trip, and they are responsible for the overall safety and experience of both campers and staff.

**Requirements:** Age 19+ by June 10, 2024 (as per BCCA standards), Standard First Aid, CPR-C, Wilderness Advanced First Aid (40+ hours), FOODSAFE Level 1, NLS, backpacking/canoe/sea kayak trip experience, Clear Criminal Record Check.

**Preferred:** Paddle Canada Certification, SKGABC Assistant Overnight Guide, Wilderness First Responder (80+ hours).



**Arts & Crafts Instructor (1 Position)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

The Arts & Crafts Instructor is responsible for designing and facilitating a high-quality arts & crafts program using a variety of media while taking advantage of the spectacular natural setting of Camp Elphinstone. The Arts & Crafts Instructor will engage campers to foster their creativity and will focus on integrating exciting and novel arts and crafts projects into the Camp Elphinstone program.

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, artistic ability and instructional experience, Clear Criminal Record Check.

**Preferred:** NLS.

**Outdoor Living Skills Instructor (1 Position)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

The Outdoor Living Skills Instructor engages campers in natural ecology with hands-on and exciting skills and activities. The Outdoor Living Skills Instructor leads activities including the following: exciting and empowering explorations of the wilderness, edible wilds, making toys and tools with wild material, building sure-fire tinder-bundles, etc. The Outdoor Living Skills Instructor must possess hands-on skills at teaching innovative and nature-based crafts and knowledge of local natural history and ecology (including local plants, animal signs and geological or meteorological observations).

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, knowledge or studies in ecology/biology, Clear Criminal Record Check.

**Preferred:** NLS, WFA, certification in interpretive guiding.

**Photography Instructor (1 Position)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

The Photography Instructor is responsible for instructing camper-focused, child-friendly photography lessons in interest groups each afternoon, as well as acting as the Camp Photographer, taking daily professional photos for use in YMCA social media, promotional materials, and for key stakeholders. This person is responsible for uploading photos to our camp photo system SmugMug on a daily basis.

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, experience in photography and working with youth, Clear Criminal Record Check.

**Preferred:** NLS.

**Mountain Biking Instructor (1 Position)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

The Mountain Biking Instructor is responsible for instructing camper-focused, beginner mountain biking lessons in our trail network at Camp Elphinstone. Specific duties include maintaining the fleet of mountain bikes and reporting significant repairs to the Program Director, maintaining our trails and being prepared to include campers in this process, instructing intentional mountain biking lessons to campers aged 11-17.

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, PMBIA Instructor (or equivalent), experienced mountain biker, experience in trail building/maintenance and working with youth, Clear Criminal Record Check.

**Preferred:** NLS, WFA.

**Lifeguard (2 Positions)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

Lifeguards are responsible for the safety and positive experience of all campers and staff on the waterfront and they ensure swimming and boating activities meet BCCA and YMCA standards. The waterfront is one of the focal points of Camp Elphinstone and lifeguards are required to positively role model, teach and politely enforce waterfront safety rules and regulations for all campers and staff. Lifeguards will also instruct Bronze Cross/Bronze Medallion courses to our Leadership Development campers.

**Requirements:** Standard First Aid, CPR-C, NLS, Lifesaving Instructor, Pleasure Craft Operator's Card, Clear Criminal Record Check.

**Preferred:** Paddle Canada (or equivalent) certification in canoeing, kayaking, sea kayaking and/or SUP, CANSail Instructor

**Paddling Instructor (3 Positions)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

Paddling Instructors are responsible for designing and facilitating safe, engaging, and camper-focused lessons in kayaking, canoeing, voyageur canoeing, and stand-up paddleboarding. The waterfront is one of the focal points of Camp Elphinstone and Paddling Instructors are expected to uphold a high standard of both risk management and intentional paddling programming. Paddling Instructors will work closely with the rest of the waterfront staff to positively role model and respectfully enforce waterfront safety rules and regulations.

**Requirements:** Standard First Aid, CPR-C, NLS, Paddle Canada (or equivalent experience) certification in canoeing, kayaking, sea kayaking, and/or SUP, Pleasure Craft Operator's Card, Clear Criminal Record Check.



**Sailing Instructor (2 Positions)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

The Sailing Instructors are responsible for designing and facilitating safe, engaging, and camper-focused sailing lessons. The waterfront is one of the focal points of Camp Elphinstone and the sailing instructors are expected to ensure the program meets BCCA standards while working closely with the waterfront team to ensure that the waterfront delivers exceptional, camper-focused programs. During sailing camp sessions, this person may be required to live in a cabin with another counsellor and up to 10 campers, ensuring emotional and physical safety for all.

**Requirements:** Standard First Aid, CPR-C, NLS, CANSail Instructor, Pleasure Craft Operator's Card, Clear Criminal Record Check.

**Wellness Assistant (1 Position)****Contract Dates: June 22 – August 23, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

The Wellness Assistant provides support to the Wellness Director and helps in all areas of camp to ensure a healthy and safe camp environment for participants and staff - physically, socially, and emotionally. This person helps to ensure a clean and healthy camp environment is maintained and supports staff in providing a high degree of care for campers. The Wellness Assistant is also responsible for helping maintain camper information systems at camp.

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, Nursing Student (minimum 2nd year), Clear Criminal Record Check.

**Preferred:** Advanced First Aid (40+ hours), RN or LPN/RPN.

**Driver (1 Position)****Contract Dates: June 22 – August 31, 2024****Wage: \$133.69 to \$136.69/day plus food & accommodation**

This person is the primary driver responsible for safely transporting campers & staff for out-trips, luggage services, and our Day Camp bus route. The driver performs regular checks of all vehicles and trailers to ensure they are in proper working order, keeps logs and paperwork up to date, reports deficiencies to the Resource Director, and protects the assets of the YMCA through appropriate use of vehicles and trailers. The driver may be required to assist in duties not listed above, such as assisting with camp programs and camper care.

**Requirements:** Standard First Aid, CPR-C, Class 4 Driver's License, experience driving with trailers, Clear Criminal Record Check.

**Preferred:** Class 1 Driver's License, Advanced First Aid (40+ hours).





## **Counselling Team**

Members of our Counselling Team work directly with youth campers to deliver camp programs to youth ranging in age from 5 to 17. Counsellors are responsible for camper supervision, planning and delivery of programming and helping to ensure campers enjoy a safe and memorable experience at Camp Elphinstone.

Counsellors report to a member of the Senior Staff Team.

### **Leadership Development One (LD1) Counsellor (2 Positions)**

**Contract Dates: June 13 – August 31, 2024**

**Wage: \$134.69 to \$137.69/day plus food & accommodation**

These staff members are responsible for delivering and facilitating the LD1 program for 15- and 16-year-old campers. They work cooperatively with other members of the staff team to develop and deliver their program, which builds camp skills, leadership abilities and group development among participants. The LD1 program has an emphasis on the more technical skills associated with camp life. It provides opportunities for young people to develop their own leadership skills through hands-on instruction in camp programs. LD1 Counsellors will have the appropriate skill set to lead 1 to 2 offsite canoe or backpacking out-trips per LD1 session. Previous camp experience is essential, as is a high level of core camp skills and group facilitation.

**Requirements:** WAFA (40+ hours), CPR-C, NLS, FOODSAFE 1, 2+ years of experience working with youth, age 19+ by June 10, 2024 (as per BCCA standards), Clear Criminal Record Check.

**Preferred:** WFR (80+ hours), Paddle Canada certification (or equivalent) or certification in at least one key program area at camp, Mental Health First Aid, ACCT Level 1 or 2

### **Leadership Development Two (LD2) Counsellor (2 Positions)**

**Contract Dates: June 13 – August 31, 2024**

**Wage: \$134.69 to \$137.69/day plus food & accommodation**

These staff members are responsible for delivering and facilitating the LD2 program for 16- and 17-year-old campers. They work cooperatively with other members of the staff team to develop and deliver their program, which builds leadership abilities, group development among participants and instruction skills based on technical skills learned in LD1. The LD2 program has an emphasis on group-leading skills, exploring different styles of leadership, interpersonal skills, and camper care. Opportunities are also provided for campers to develop their own leadership styles. LD2 Counsellors will have the appropriate skill set to lead 1 to 2 offsite canoe or backpacking out-trips per LD2 session. Previous camp experience is essential for these staff members, as is a high level of core camp skills, teaching, and group work.

**Requirements:** WAFA (40+ hours), CPR-C, NLS, FOODSAFE 1, 3+ years of experience working with youth, age 19+ by June 10, 2024 (as per BCCA standards), Clear Criminal Record Check.

**Preferred:** WFR (80+ hours), Paddle Canada certification (or equivalent) or certification in at least one key program area at camp, Mental Health First Aid, ACCT Level 1 or 2.

### **Volunteer Counsellor (Multiple positions)**

**Contract Dates: June 22 – August 23 or August 31, 2024**

**Food & accommodation provided**

Volunteer staffing opportunities at Camp Elphinstone exist in both day camp and overnight camp. As a volunteer, you will receive training in many areas of camp. Counsellors work in pairs and are responsible for meeting the emotional, physical and safety needs of a group of up to 10 campers. Counsellors are responsible for the planning and delivery of cabin group programs for children aged 5-15. Volunteers are required to participate in pre-camp training and commit to a minimum term of one month. Candidates able to commit to a full summer position are preferred.

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, 17+ by June 22, 2024 (as per BCCA standards), Clear Criminal Record Check.

**Preferred:** NLS.

### **Counsellor (Multiple positions)**

**Contract Dates: June 22 – August 23 or August 31, 2024**

**Wage: \$133.69 to \$136.69/day plus food & accommodation**

Counsellors work in pairs and are responsible for meeting the emotional, physical and safety needs of a group of up to 10 campers. Counsellors are responsible for the planning and delivery of cabin programs for children aged 5-15. These staff members should possess strong abilities in several camp related activities, including out-tripping skills (canoe and/or hiking), in addition to demonstrated abilities to facilitate growth and group development among young people. The nature of this position is flexible and Counsellors may be asked to work in a variety of camp sections and roles, including:

- McNabb – Ages 5-8
- Chapman – ages 7-11
- Dakota – ages 12-15
- Day Camp – ages 5-12
- Desolation Sound/Sunshine Coast Trail Out-trips – ages 12-15
- Kitchen Assistant support
- Rover positions

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, must be aged 18+ by June 1, 2024, Clear Criminal Record Check.

**Preferred:** NLS, WFA, ACCT Level 1.

### **Inclusion Counsellor (2 Positions)**

**Contract Dates: June 22 – August 23 or August 31, 2024**

**Wage: \$133.69 to \$136.69/day plus food & accommodation**

Inclusion Counsellors provide one-on-one, 24-hour support to campers with developmental disabilities or campers who need more support. They assist these campers with day-to-day challenges and ensure supervision is maintained at all times. They also work with the counsellors in that cabin to meet the emotional, physical and safety needs of a group of up to 10 campers.

**Requirements:** Standard First Aid, CPR-C, Bronze Cross, experience working with children with developmental disabilities, must be aged 18+ by June 22, 2024, Clear Criminal Record Check.

**Preferred:** NLS, Mental Health First Aid.



## Fall Season:

### Outdoor Education Group Coordinator (Multiple Positions)

**Contract Dates:** September 1 – November 1, 2024

**Wage:** \$137.69 to \$140.69/day plus food & accommodation

Outdoor Education Group Coordinators work with the Outdoor Education Director and Assistant OE Director in our spring and fall programs to provide positive customer service to schools and retreats and run YMCA programs with students from elementary and high schools, as well as adult retreat groups and weddings. Group Coordinators will host and facilitate groups, delegate responsibility to, and support Outdoor Education Facilitators. Coordinators will role model child-centered behaviour, sometimes leading programs, and providing support in facility maintenance and upkeep. Group Coordinators will report to the Outdoor Education Director and Assistant OE Director and work to ensure the on-the-ground, high-quality programming and experience of all participants.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, minimum 2+ years camp experience, Clear Criminal Record Check.

**Preferred:** Occupational First Aid Level 3, Lifesaving Instructor, ACCT Level 2, Pleasure Craft Operator's Card or willingness to obtain. Preference given to those who have studied in a child development or outdoor recreation related field.

### Outdoor Education Facilitators (Multiple Positions)

**Contract Dates:** September 1 – November 1, 2024

**Wage:** \$133.69 to \$136.69/day plus food & accommodation

Outdoor Education Facilitators will deliver program instruction, interact directly with children, and provide positive customer service to schools and retreats. With the support of the Outdoor Education Coordinators, Facilitators will deliver experiential, participant-focused programming with students from elementary and high schools, as well as adult retreat groups. Facilitators will provide support in kitchen duties, facility maintenance, and upkeep as required. Reporting to the Outdoor Education Coordinators, Facilitators will be trained in all program areas at camp and will execute programming following all risk management, policies and procedures, and within the scope of their training.

**Requirements:** Standard First Aid, CPR-C, Clear Criminal Record Check.

**Preferred:** ACCT Level 1, NLS, Pleasure Craft Operator's Card. Preference given to those who have studied in a child development or outdoor recreation related field.

### Outdoor Education Events Coordinator (Multiple Positions)

**Contract Dates:** September 1 – November 1, 2024

**Wage:** \$137.69 to \$140.69/day plus food & accommodation

The Event Coordinator works with the Outdoor Education & Events Director and Assistant Director to oversee all weekend events, including weddings, retreats, conferences, and other specialty rentals. This person will provide excellent customer service with a participant-focused experience in mind during the planning and delivery of events, ensuring all programs are meeting guest expectations and risk management standards. In conjunction with the Outdoor Education Group and Program Coordinators, the Event Coordinator will be responsible for the supervision and scheduling of program staff. Coordinators will role model guest-focused and child-centered behaviour, sometimes leading programs, and providing support in facility maintenance and upkeep. The Event Coordinator will report to the OE & Events Director and Assistant Director and work to ensure the on-the-ground, high quality programming and experience of all participants.

**Requirements:** Standard First Aid, CPR-C, NLS, Class 4 Driver's License, minimum 2+ years camp experience, ACCT Level 2 or willingness to obtain, Pleasure Craft Operator's Card, Clear Criminal Record Check.

**Preferred:** Occupational First Aid Level 3, Lifesaving Instructor, Paddle Canada (or equivalent), preference given to those who have studied in a child development or outdoor recreation related field.





## Kitchen Positions

### **Kitchen Positions – Cooks, Prep Cooks, Kitchen Assistants (Multiple Positions)**

**Range of contract dates available**

**Hourly wages range from \$20 to \$29.50/hr dependent on position and experience**

Kitchen staff prepare food, bake, clean work stations, wash dishes, and serve 6 meals per day (2 seatings each breakfast, lunch, and dinner) plus an evening snack to groups up to 550 people. They provide quality meals to overnight campers, outdoor education students and teachers, and private adult rental groups requiring a high level of customer service. Accommodation may be available to non-local staff members.

**Requirements:** FOODSAFE Level 1, Standard First Aid with CPR-C and AED, Clear Criminal Record Check.

**Preferred:** WHMIS.

### **Camp Counsellor/Kitchen Assistant (Multiple Positions)**

**Contract Dates: June 22 – August 23 or August 31, 2024**

**Wage: \$133.69 to \$136.69/day plus food & accommodation**

This role will involve flexibility between supporting the program team and the kitchen throughout the summer. Counsellor/Kitchen Assistants will be assigned to either counsellor responsibilities or kitchen duties on a week-by-week basis. Counsellors work in pairs and are responsible for meeting the emotional, physical and safety needs of a group of up to 10 campers. Counsellors are responsible for the planning and delivery of cabin programs for children aged 5-15. Counsellors should possess strong abilities in several camp related activities, including out-tripping skills (canoe and/or hiking), in addition to demonstrated abilities to facilitate growth and group development among young people. Kitchen Assistant responsibilities include washing dishes, maintaining the cleanliness of the dish room and dining hall, and assisting with general food preparation and serving for at least two meals a day for 40-450 children and adults.

**Requirements:** FOODSAFE Level 1, Standard First Aid with CPR-C, Clear Criminal Record Check.

**Preferred:** Bronze Cross, NLS.

## Facility Positions

### **Facility Maintenance Assistants (Cleaners)**

**Range of contract dates available**

**Wage: \$22/hr**

Cleaners are an integral part to keeping camp clean and ensuring all buildings are safe for participants and staff. They are responsible for light to heavy cleaning of all buildings, including meeting rooms, washrooms, showers, dining areas, lodges, cabins, corridors, exteriors and some staff areas. Accommodation may be available to non-local staff members.

**Requirements:** Standard First Aid with CPR-C, Clear Criminal Record Check.

**Preferred:** WHMIS.



## **CERTIFICATION REIMBURSEMENT PROGRAM**

To help offset the cost of required niche certifications, YMCA Camp Elphinstone has a Certification Reimbursement Program, wherein staff can be reimbursed 50% of the cost of certain required, successfully completed certifications. If the staff member is re-hired at Camp Elphinstone the following year, they will be reimbursed the remaining 50% of the certification cost upon successful completion of their contract.

Only certain niche certifications are eligible for this program and must be a requirement of the position for which the staff member was hired. Eligible certifications include Wilderness First Responder (WFR), Association of Challenge Course Technology (ACCT) Level 2 Practitioner, Professional Mountain Bike Instructors Association (PMBIA) Instructor, or other certifications based on operational need.

Common certifications that are required for most positions, such as National Lifeguard (NL), or as a condition of employment, such as Standard First Aid and CPR-C, are not eligible for this program. Other costs associated with meeting the conditions of employment, such as obtaining a Criminal Record Check or applying for a work permit, are also not eligible for this program.

Approval for the Certification Reimbursement Program must be made by the Summer Camp Director, Outdoor Education Director, or General Manager, based on operational need. It is recommended that staff contact us to seek reimbursement approval before booking any courses, as approval is not guaranteed.



## APPLY NOW!

For more detailed job descriptions and to apply, please visit:  
[gv.ymca.ca/overnight-camp-outdoor-ed-opportunities](http://gv.ymca.ca/overnight-camp-outdoor-ed-opportunities).

### **All applicants (both new and returning staff) must submit the following documents in their application:**

- Personal Contact Information
- Cover Letter
- Resume
- 3 References

**Note:** Offers and interviews are conditional on anticipated certifications. Please provide a list of current certifications and dates of anticipated achievement of certifications on your application.

If interested in multiple positions, please only apply for your first choice and make note in your application for other positions you are interested in.

YMCA BC is committed to creating an inclusive, accessible environment where all members of our community feel valued, respected, and supported. We encourage applications from the diverse communities in which we live and serve, including but not limited to visible people of colour, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. We have established policies, procedures, and practices to meet accessibility standards throughout the hiring process. Should you require any accommodation throughout the recruitment process, please do not hesitate to contact our Human Resources department.

### **APPLICATION DEADLINES**

The first-wave deadline for all applications is **November 21, 2023 at 11:59 p.m.** Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant. As part of the hiring process, candidates are required to participate in an online group or individual interview depending on position applied for.

Questions regarding the application process can be directed to:

[camprecruitment@bc.ymca.ca](mailto:camprecruitment@bc.ymca.ca)

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, YMCA Camp Elphinstone will only communicate directly with applicants. Parents and guardians are encouraged to empower their young applicants to contact Camp Elphinstone directly should they have any questions or concerns.

