



RKY CAMP

Winter: c/o Kingston Family YMCA
100 Wright Cr.
Kingston, ON
K7L 4T9
Phone: 613-546-2647 ext. 235
Fax: 613-546-6552

Summer: G.D. (Eagle Lake)
Parham, ON
K0H 2K0
Phone: 613-375-6295
Fax: 613-375-6295 (phone first)
Year-round e-mail: rkycamp@kingston.net
Web Site: www.summertimecamp.on.ca

October 20th, 2011

Hello 2011 Staff Team and CITs!

It is hard to believe that it is time to re-apply to RKY for the summer. I hope that everyone has had a great fall and has given some thought to Summer 2012. If you are interested in returning to RKY this please read over the Staff Application Guide as there have been a few changes. Completed applications include:

- An Application Page
- A Cover Letter outlining what you can bring to the position(s)
- A Current Resume
- A Current CPIC (Valid for Summer)
- Copies of all Certifications

Please note that the application deadline for returning staff is **December 1st, 2011**. First year or non-returning staff applications are due **December 15th, 2011**. Please also note that **late or incomplete applications will not be considered**. Ensure that you clearly print your email address on your application as a large amount of staff communication is done through email. I would not want anyone to miss out!!!

Completed applications can be mailed or dropped off at the Kingston Family YMCA. You may also scan your application and send it via email.

If you are interested in working Spring or Fall 2012 please indicate in your application. In addition, if you are interested in working March Break Camp (March 12th to 17th) or Winter Family Camp (Feb 17th – 20th) indicate this as well. We would love to see some people over the winter.

The RKY Camp Reunion is set for December 29th at the Kingston Memorial Centre, can't wait to see you all there!

Christina Bonner

Christina Bonner
RKY Camp Director
Kingston Family YMCA
613-546-2647 ext.236
christina_bonner@ymca.ca



RKY CAMP



2012 Seasonal Staff Application Guide

YMCA CAMPING QUALITY

The YMCA Camps in Ontario have completed a study of quality in resident camping. The *Quality Eight* are measures of quality for summer camp that guide RKY Camp and other YMCA Camps in our work.

The *Quality Eight* are:

- ✓ RKY Camp is fun
- ✓ RKY Camp is safe
- ✓ RKY Camp is a place of friendships
- ✓ RKY Camp is a place of belonging
- ✓ RKY Camp campers learn and are challenged
- ✓ RKY Camp treasures the natural world
- ✓ RKY Camp meets campers' personal life needs
- ✓ RKY Camp is a place that campers want to return to

THE ONTARIO CAMPING ASSOCIATION

The **Ontario Camping Association** has given leadership, encouragement and direction to the organized camping movement for over 60 years. It is a voluntary, non-profit organization comprised of individuals, camps and camping organizations who support organized camping as an “educational, recreational experience, guided by trained leaders in a natural environment.”

Member camps are visited periodically by representatives of the OCA who, in discussion and observation at the campsite, ensure that the appropriate standards are in place. Only fully accredited camps are permitted to display the OCA logo. It is your symbol of quality organized camping in Ontario.

The Ontario Camping Association maintains a number of standing committees and conducts training workshops throughout the year to promote the highest quality of camping leadership and professional conduct. Other committees examine current issues of concern to children and camping.

The OCA is also an advocate and service for the public to the camping community. Each year, the OCA publishes a directory of member camps, provides literature and information to interested individuals, and responds to concerns raised by parents and campers.

For further information, please contact the OCA at (416) 485-0425

2012 SEASONAL EMPLOYMENT PACKAGE

INTRODUCTION

Thank you for your interest in joining our staff team for the 2012 summer season. This handbook will help to answer many of your questions as you fill out your application form.

There are some changes to the staff structure and the pay scale this year -- so whether you're a new applicant or a returning staff member, please read carefully.

For 80 years, RKY Camp has existed as a charity, encouraging young people to grow in mind, body and spirit, and help to create a sense of responsibility to each other. We are uniquely owned by the *Rotary Club, Kiwanis Club and the Kingston Family YMCA* -- this is why we call ourselves **RKY**.

We hire staff for three seasons -- spring, summer, and fall. Our spring program lasts from mid April until the end of June. Our summer program runs from the end of June to the end of August. Finally, our fall program runs from the Labour Day Weekend until the weekend after Thanksgiving (or longer).

WHAT WE'RE LOOKING FOR IN STAFF

When we select staff, we look for people who can work to achieve our main program goals:

- Ensure personal and spiritual enrichment by providing a healthful, safe and enjoyable camping experience
- Develop an appreciation for individual and group differences through democratic cabin living
- Provide the opportunity for increased self-image and fitness by improving skills and resourcefulness in the out-of-doors
- Promote conservation ethics by instilling an awareness and appreciation of the natural environment
- Encourage independent thinking, self-reliance and creative expression
- Encourage participants to evaluate experiences and strive to clarify values and a personal philosophy for living

Basically, we're looking for mature, creative, fun, exciting and energetic people. If you love working with kids and being in the outdoors, RKY may be just the place for you!

WHAT IS IT LIKE TO WORK AT CAMP?

If you've ever been to camp, you can probably guess what it's like to work there. RKY Camp is everything you could ask for in a camp -- and more.

Most staff members describe working at RKY as one of the most rewarding experiences of their lives, but there's a lot of hard work involved too. For example, the camp setting on Eagle Lake (60 km north of Kingston) could be described as somewhat rustic and isolated.

Because a job at camp can be a lot of really hard work, we try to do whatever we can to give staff a break. Regular time off is provided on and off camp, and staff events are scheduled throughout the summer months to help release some stress, and have some fun.

JOB RESPONSIBILITIES

Depending on the season of operation and the job position, staff roles can change. However, some things are always up to the staff.

The first priority for all camp staff is to put the camper first by ***guaranteeing that all campers are safe and properly cared for throughout their stay at camp***. This means ensuring adequate and qualified supervision at all times, meeting the special needs of specific age groups and children, providing effective discipline, and being a role model for youth while away from home.

Of course, we also have rules that the staff must live by. If you work at RKY Camp, you need to be prepared for a few of them. In the interest of providing youth with a wholesome experience and good role models the following activities are strictly prohibited:

- Tobacco use of any kind
- Possession or consumption of illegal drugs or alcohol
- Sexual activity

RKY staff members also take part in the day-to-day operation of the camp, which includes participating in staff meetings, leading special programs, instructing campers in various skills, helping with spontaneous or unexpected activities, and performing some cleaning duties.

There is a bunch of stuff RKY Camp staff do in a day. Don't worry if you don't know how to do something listed above -- we provide full training during Pre-camp. Remember: the great thing about staff is that everything is a team effort. We're all out there doing the job together -- and that means helping each other out.

2012 SUMMER SESSION DATES

Summer Session #1 - **July 2nd - 14th, 2012**

Summer Session #2 - **July 17th – 29st, 2012**

Summer Session #3 - **August 2nd – 14th, 2012**

Summer Session #4 - **August 17th – 29th, 2012**

JOBS AVAILABLE AT RKY CAMP

Summer Staff Members

Our summer program is our main purpose at RKY Camp. We provide safe and enjoyable programs for

campers from age 7-17. Summer staff work, play, and live with children during the two week period. Several summer staff training events will be held during May and June, aimed at developing the skills necessary for the summer. "Pre-Camp" is a **mandatory training program for all staff**. It will be held at camp from June 25th – June 30th, 2012, so mark it down in your calendars!

All summer staff is required to hold a current *Standard Level First Aid* certificate and *Child & Adult CPR*. **Most** summer staff is required to hold a *Life-Saving Society Bronze Cross* or *NLS certification*.

NEW 2012:

- **First Year Staff Members will be required to attend Staff Training 5pm on June 24th for a special first year orientation to RKY.**
- **All Senior Staff Members will be required to begin Staff Training from June 23rd – June 30th, 2012 and are highly encouraged to work the spring season.**
- **All Staff Members who require time off during pre-camp are allowed one period of 24hours during the training week. Unless other arrangements are made all staff members must be able to attend pre-camp or will not be considered for employment.**

Spring Facilitator

Our growing spring program is mainly an outdoor education/recreation program for school groups, and specialty groups from the Kingston area. Spring Staff instruct and provide fun experiences for children from grades one to twelve. There is always lots of cleaning and maintenance to do to get ready for the summer as well, so your week may be a mix of work-crew jobs, and student program.

Please note: minimum requirements and general information listed on the following page.

Fall Facilitator

School programs, rentals, and site maintenance are all part of our fall program.

Please note: minimum requirements and general information listed on the following page.



HOW TO APPLY TO RKY CAMP

Interviewing and selection of staff takes place beginning in December through to January.

All staff applications are required to include:

- An employment application form
- A cover letter (outlining interest in position(s))
 - A current Resume
 - A current CPIC
- Copies of all certification

***** Incomplete and late application will not be considered**

If you have any questions, please contact the RKY Camp office at the Kingston Family YMCA, 613-546-2647, ext. 236.

By email -- rkycamp@kingston.net

RETURNING STAFF DEADLINE: DECEMBER 1st 2012

NEW STAFF DEADLINE: DECEMBER 15th 2012

RKY CAMP 2012 NON-SUMMER STAFF POSITIONS

SPRING SEASON

Minimum Requirements & General Information - Please Note!

- Current *Standard Level First Aid; Child & Adult CPR; Bronze Cross* required. *National Lifeguard Service* preferred
- All applicants must provide the results of a CPIC (criminal record) check ***with their application, or application will not be considered***
- All salaries include room and board at camp
- Job posting and/or requirements subject to change without notice
- Because of the nature of Spring Program, preference will be given to those applicants with previous outdoor centre experience

Spring Program Staff/Work Crew

There is a limited number of staff that can be hired during this season, so get the application in quickly. The start dates vary based on staff availability and groups booked. Start dates are in late April/early May and the season ends a day before pre-camp in June. **You must be 19 years of age by the end of April 2012 to apply.** Throughout the spring, staff members get assigned to run program for school groups, or spend a day on work-crew. Spring Staff facilitate outdoor programs for school and other groups, provide guest services and cleaning, and prepare the camp site for our summer program.

Spring Pay Rates

Spring Program Staff/Work Crew receives a daily rate beginning at \$50.00 based on qualifications and

experience. Rate of pay based on a 6 day work week.

FALL SEASON

Minimum Requirements & General Information - Please Note!

- Current *Standard Level First Aid; Child & Adult CPR; Bronze Cross* required. *National Lifeguard Service Preferred*
- All applicants must provide the results of a CPIC (criminal record) check **with their application**
- All salaries include room and board at camp
- Job posting and/or requirements subject to change without notice
- Pay is based on a daily rate with an average of 4 days a week of work. Starting rate of pay begins at 82.00/per day.

Fall Program Staff/Work Crew

Employment dates are from August 30th to Thanksgiving (based on need of school groups, it may go longer). Fall Staff are assigned to program or work-crew as required. You are responsible to run outdoor programs for school and other groups, provide guest services and cleaning, and prepare the camp site for winter shut-down. **You must be 19 years of age by August 30 to apply.** Because of the nature of Fall Programming, preference will be given to those applicants with the most camp experience.

Fall Pay Rate

All Fall Staff are paid at \$82.00 per day and guaranteed at least 4 days of work per week.

RKY CAMP 2012 SUMMER STAFF POSITIONS

ALL STAFF - Minimum Requirements & General Info. - Please Note!

- Current *Standard Level First Aid; Child & Adult CPR*
- All applicants must provide the results of a CPIC (criminal record) check **with their application.**
- All salaries include room and board at camp.
- Job posting and/or requirements subject to change without notice.
- Pay scale based on experience and qualifications. Pay Scales appear at the end of this document.
- Summer employment dates are June 25th - August 29th (nine weeks) unless otherwise indicated.
- Time off scheduled for most staff between two-week camp sessions.

RKY CAMP POSITION DESCRIPTIONS

COUNSELLING STAFF

Assistant Counsellor

Up to twenty will be hired. Positions are ideal for first-time summer camp staff. Many of those hired for this position choose a one-month contract. Assistant Counsellors assist in a cabin group; however, some time is spent in the kitchen. Preference is given to applicants who turn at least 17 in 2012. In addition, graduates of a recognized camp leadership program and those with *Bronze Cross* and *NLS* are preferred. Pay is set at \$100 per week for this introductory staff position. **First year staff members are required to attend pre-camp on the evening of the 24th at RKY beginning at 5pm.**

Integration support counsellor

Up to two will be hired. Support counsellors have direct responsibility for the care of one special needs camper each session. Candidates must demonstrate exceptional caring, patience and maturity. You must be 17 years old by June 30th, 2012. Integration support counsellors are required to hold a current *Bronze Cross* certification and other camp experience preferred. Pay scale #1 or #2 applies.

Counsellors

Fourteen males and fourteen females will be hired. Counsellors have direct responsibility with their counselling partner for the care of up to ten children aged 7-15. Counsellors also instruct in program areas at camp and lead various programs. You must be 17 years old by June 30th, 2012. Counsellors are required to hold a current *Bronze Cross* and other camp certifications and experience preferred. Pay scale #1 or #2 applies.

Head Counsellors

Two will be hired. You must have four seasons of camp work experience to fill this role. Three seasons must have been as a counsellor, and at least one must have been in a supervisory position. The Head Counsellors supervise all counselling staff. In addition, they play an active role in managing camper behaviour, and communicating with parents. This is a Senior Staff position, and carries with it a great deal of responsibility. Current *NLS* certification is required. Senior Staff pay scale applies.

Reach for the Rainbow Coordinator/Tuck Shop Supervisor

One will be hired to fill this position. You should have 3 seasons of camp work experience. Prior *Reach for the Rainbow* counselling experience is an asset. The primary role of this position will be to support counselling staff working with campers and staff from the *Reach for the Rainbow* program. Primary responsibilities will include daily program coordination, staff support, staff selection and training, and any other needs relating directly to the *Reach for the Rainbow* program. In addition, this staff will be the primary coordinator of the tuck shop for both campers and staff, and will be responsible for all tuck shop organization and duties. This is a Senior Staff position, and carries with it a great deal of responsibility. Senior Staff pay scale applies.

LEADERSHIP STAFF

Leadership Staff

Four will be hired. You must have three seasons of counselling experience to apply and you must be 18 years old by June 30th, 2012. Leadership staff works with our oldest campers in our Leader-In-Training and Counsellor-In-Training programs. Leadership staff is responsible for teaching a leadership curriculum and camp hard skills, as well as evaluating the leadership ability of participants. Moving water experience required for LIT staff. Canoe tripping experience and *NLS* are required. Preference is given to candidates with certifications in camp program areas and/or instructor qualifications (especially in canoeing and swift water rescue). Pay scale #2 applies.

Leadership Director

One will be hired. You must have four seasons of camp work experience to fill this role. Three seasons must have been as a counsellor, and at least one must have been as a supervisor. The Leadership Director is the supervisor for all Leadership Staff. In addition, they are responsible for developing, evaluating, and

implementing the entire Leadership Program. This is a Senior Staff position, and carries with it a great deal of responsibility. Current *NLS* certification is required. Canoe tripping and leadership training experience preferred. Senior Staff pay scale applies.

OUT-TRIPPING STAFF

Trippers

Four trippers will be hired. Trippers lead cabin groups and counsellors on canoe trips up to 4 days in duration, and assist in the Out-tripping Program at camp. You must be 18 years old by June 30th, 2012. *ORCKA Tripping Level II* and *NLS* required, other tripping certifications are an asset (SRT, canoeing courses/instructors). Pay scale #2 applies.

Out-tripping Area Head

One will be hired. You must have four seasons of camp work experience to fill this role. Three seasons must have involved canoe trip leadership, and at least one must have been as a supervisor. The Out-tripping Area Head is responsible for all outstrips and is the supervisor for all Out-tripping Staff. In addition, they are responsible for developing, evaluating, and implementing the entire Out-tripping Program. This is an **Area Head** position, and carries with it a great deal of responsibility. Unlike other Area heads at RKY the Out-tripping Area Head will take on different responsibilities than other members of the area head team. Current *NLS* certification, *ORCKA Tripping Level II* (or equivalent experience) and a clear driving record is required. Pay Scale #2 applies.

AREA HEADS

Area Heads are expected to develop, implement and evaluate their respective Program Area and supervise the staff working there. They are also responsible for leading various programs, and as a collective, they bare the responsibility for the quality and creativity of the entire program day.

Area Head Director

One will be hired. You must have at least 4 seasons of camp work experience to fill this role. Three seasons must have involved work in a program area that is offered at RKY (more than one is an asset). The Area Head Director supervises all of the Area Heads. They are responsible in ensuring that the Area Head Staff are supported, meet their essential program needs, provide staff support in their area, and that inter-area communication is optimized. In addition, the Area Head Director has more of an organizational role in the facilitation of interest groups and evening programs. This is a Senior Staff position, and carries with it a great deal of responsibility. Current *NLS* Certification is required, as well as other certifications/experience in Program Areas at RKY Camp. Senior Staff pay scale applies.

Swimming Area Head

The Swimming Area Head is responsible for developing, evaluating, and implementing the swimming program. In addition, the Swimming Area Head manages instructional staff in the swimming program. The Swimming Area Head works in tandem with the Boating Area Head to ensure a safe delivery of all RKY waterfront programs. You must be 18 years of age by June 30 to fill this role. In addition, *NLS*, *Red Cross* or *YMCA Swimming Instructor Certification and Life-Saving Society Instructor Certification* required. *RLSSC Examiners* and experience managing a swimming program is preferred. Pay scale #2 applies.

Boating Area Head

The Boating Area Head is responsible for developing, evaluating, and implementing the boating program. In addition, the Boating Area Head manages instructional staff in the boating program. You must be 18 years of age by June 30 to fill this role. In addition, *NLS* and *ORCA* canoeing/kayaking instructional certifications or equivalent experience required. Experience managing a boating program is preferred. Pay scale #2 applies.

Adventure Area Head

The Adventure Area Head is responsible for developing, evaluating, and implementing the Adventure Program -- which involves our challenge course and high ropes programs. In addition, the Adventure Area Head manages instructional staff in the adventure program, and is ultimately responsible for safety at and around the challenge course and climbing wall. You must be 18 years of age by June 30 to fill this role. In addition, certification in *Challenge Course and High Ropes Facilitation and Rescue* is required/can be provided. *Bronze Cross* is required. Pay scale #1 or #2 applies.

Arts & Crafts Area Head

The Arts & Crafts Area Head is responsible for developing, evaluating, and implementing the arts & crafts program. In addition, the Arts & Crafts Area Head manages instructional staff in the arts & crafts program. You must be 18 years of age by June 30 to fill this role. In addition, experience instructing in an arts & crafts program is required. Experience managing an arts & crafts program is preferred. *Bronze Cross* is required. Pay scale #1 or #2 applies.

Nature Area Head

The Nature Area Head is responsible for developing, evaluating, and implementing the nature program. In addition, the Nature Area Head manages instructional staff in the nature program. You must be 18 years of age by June 30 to fill this role. In addition, experience instructing in a nature or outdoor education program is required. Experience managing a nature program is preferred. *Bronze Cross* is required. Pay scale #1 or #2 applies.

Camp-craft Area Head

The Camp-craft Area Head is responsible for developing, evaluating and implementing the Camp-craft Program, which includes such activities as archery, survival skills and camping skills. In addition, the Camp Craft Area Head manages instructional staff in the camp-craft program. You must be 18 years of age by June 30 to fill this role. In addition, experience in out-tripping and wilderness pursuits is required. Experience managing a similar program is preferred. *Bronze Cross* is required. Pay scale #1 or #2 applies.

SUPPORT STAFF POSITION

Spring/ Summer Assistant (4 month position)

One will be hired. You must have at least 4 seasons of camp work experience to fill this role. Three seasons must be in a supervisor role of staff. The Spring Summer Assistant will act primarily as the assistant to the director during the summer season and as the primary program lead in the spring season. They are responsible in ensuring that the day to day operations of camp are fulfilled combined with a special focus on supporting assistant counsellors. Duties include organization of senior staff, administration, support of the head counsellors, facilitation of camp transportation needs, program related duties, client communications and spring facilitation. This is a Senior Staff position, and carries with it a great deal of responsibility. Current *NLS* Certification is required, as well as an F class driving licence. Senior Staff pay scale applies.

Supervisor of Food Services/Head Cook

One will be hired. This staff will be responsible for co-ordinating and supervising all aspects of food services. Specific duties will include food ordering, kitchen staff supervision, cooking, meal planning, kitchen health and safety, food serving, and food storage supervision. Kitchen experience a must, with training available (depending on candidate qualifications). Rate of pay for this position is negotiable on candidate’s qualifications and experience.

Assistant Cook

Two will be hired. They are mainly responsible for assisting the Head Cook in food preparation and service. They are responsible to prepare full meals for Camp in the Head Cook’s absence. Kitchen experience preferred. Rate of pay for this position is at least \$250 per week, with added salary dependant on qualifications and experience.

Maintenance Assistant

Two will be hired. They are responsible for repairing, maintaining and cleaning RKY Camp site and equipment as needed. Previous related experience preferred. Rate of pay for this position is at least \$250 per week, with added salary dependant on qualifications and experience.

****AT RKY CAMP WE ARE DEDICATED TO THE CONTINUAL DEVELOPMENT OF OUR STAFF TEAM. AT THE DISCRETION OF THE CAMP DIRECTOR, RKY CAMP MAY SUBSIDIZE THE FEE FOR REQUIRED QUALIFICATONS, EITHER PARTIALLY OR IN FULL. THIS DOES NOT INCLUDE MINIMAL QUALIFICATIONS OF FIRST AID, CPR AND BRONZE CROSS, NOR DOES IT INCLUDE NLS.**

SUMMER PROGRAM STAFF PAY SCALES (FOR NINE CONSECUTIVE WEEKS)

**Discretion with regards to all pay scales rests with the Camp Director.

SUMMER PAY SCALE

Calculate your seasons of experience based on full seasons (spring, summer, fall, or winter) working at a residential camp or outdoor centre. A full season is generally considered to be at least five consecutive weeks at a minimum. To be included, work experience must have been at an Ontario Camping Association (or equivalent) accredited camp.

Staff applying for Counselling positions, Camp Craft Area Head, Nature Area Head, Arts & Crafts Area Head, or Adventure Area Head without current *NLS* certification will be paid from pay scale #1. Staff applying for these positions with *NLS* certification (current to the end of summer 2012 contract period) will be paid from pay scale #2. Canoe trippers, Leadership Staff, Waterfront Area Head and Boating Area Head are required to have *NLS* for their job, so they will automatically be paid from pay scale #2. Some exceptions and/or alterations to these pay scales could be made only at the discretion of the Camp Director.

<u>Pay Scale #1</u>		<u>Pay Scale #2</u>	
Seasons		Seasons	
<u>Experience</u>	<u>Weekly Rate</u>	<u>Experience</u>	<u>Weekly Rate</u>
0	155	0	185
1	180	1	210
2	205	2	235
3	225	3	255
4	245	4	275
5+	265	5+	295

*****Additional salary credits:**

An additional \$40 will be added to your total summer contract for any certification on the following list above the qualifications of *Standard First Aid, CPR, Bronze Cross and National Lifeguard Service (NLS)*. Other certifications will be recognized at the Camp Director's discretion.

Recognized additional certifications:

- Wilderness First Aid
- Challenge Course / High Ropes Facilitation
- Life-Saving Instructors
- Swimming Instructor (YMCA and/or Red Cross)
- Life-Saving Society Examiner Status
- ORCA (or equivalent) Canoeing and Kayaking Levels, minimum Level 1 or Basic Instructors

SENIOR STAFF PAY SCALE

Senior staff applicants should calculate their seasons experience based on the number of seasons that they have held a senior staff position at a residential camp or outdoor centre. Senior staff positions are generally considered to be those where an entire area of camp has fallen under your responsibility, and there was no other supervisor above you other than a full-time camp professional. For example, a swimming director who reports to a seasonal Program Director is not considered senior staff for the purposes of this pay scale. However, a Counsellor Manager who reports directly to the full-time Assistant Director of a camp is considered senior staff for the purposes of this pay scale.

A full season is generally considered to be five consecutive weeks at a minimum. To be included, work experience must have been at an *Ontario Camping Association* (or equivalent) accredited camp.

Seasons	
<u>Experience</u>	<u>Weekly rate</u>
0	355
1	375
2+	395

*****Additional salary credits:**

An additional \$40 will be added to your summer contract for any certification on the following list above the qualifications of *Standard First Aid, CPR Bronze Cross and NLS*. Other certifications will be recognized at the Camp Director's discretion.

Recognized additional certifications:

- Wilderness First Aid
- F Class Driver's Licence for staff with at least 5 years driving experience
- Challenge Course / High Ropes Facilitation
- Life-Saving Instructors
- Swimming Instructor (YMCA or Red Cross)
- Life-Saving Society Examiner Status

- ORCA (or equivalent) Canoeing and Kayaking Levels, minimum Level 1 or Basic Instructors

All employment information and forms are available at:

www.summercamp.on.ca

For more information, contact the RKY Camp Office at:

RKY Camp

C/o Kingston YMCA

100 Wright Cr.

Kingston, Ontario K7L 4T9

Tel: (613) 546-2647 ext. 236

Fax: (613) 546-6552

Email: rkycamp@kingston.net



2011 EMPLOYMENT APPLICATION

RKY CAMP

Name: _____

Date: _____

Position(s) for which you are applying:

Spring _____
 Summer _____
 Fall _____

Current Address: _____

Apt.# Street City Prov.

Postal Code: _____ Phone: Area Code (_____) _____

Permanent Address: _____

(if different from above) Street City Prov.

Postal Code: _____ Phone: Area Code (_____) _____

EMAIL ADDRESS (PLEASE PRINT CLEARLY): _____

If under 18, Date of Birth: (d/j) _____ (m/m) _____ (y/a) _____

CERTIFICATIONS *Photocopies of all certifications must accompany this application*

<i>First Aid Certification(s)</i>	<i>Expiry</i>	<i>Swimming Certification(s)</i>	<i>Expiry</i>	<i>Other Certification(s)</i>	<i>Expiry</i>

Standard Level First Aid and Adult & Child CPR are required for all positions prior to the start of employment with RKY Camp

Please note the incomplete or late applications will not be considered.
Returning Staff Application are due December 1st, 2011.
First Year Staff Application are due December 15th, 2011.
Only applicants who are selected for an interview will be contacted.

REFERENCES List three persons whom we may contact to inquire about your character, experience and ability; include at least one employment reference, if possible:

Name	Address	Relationship	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify that the above information is true and complete to the best of my knowledge. I understand that falsified statements on this application shall be grounds for dismissal. I authorize RKY Camp to investigate the accuracy and completeness of this information. I also release from liability or damage those individuals, educational institutions, or corporations who provide information relating to my prior employment or character. I understand that, if employed, I will be required to sign an employment agreement and personnel policy.

APPLICANT'S SIGNATURE: _____ DATE: _____

Parent's Signature if applicant under 18 yrs of age: _____

ATTACH TO THIS FORM YOUR RESUME and COVER LETTER

*** Note that cover letters should outline why you would like to work at RKY Camp including what skills and contributions you would make. If applying for multiple positions please address each position in the Cover Letter.

PLEASE INCLUDE ALL COPIES OF CERTIFICATIONS AND A CURRENT CPIC