



**RKY CAMP**



2010 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.

# 2010 SEASONAL EMPLOYMENT PACKAGE

## INTRODUCTION

Thank you for your interest in joining our staff team for the 2010 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**.

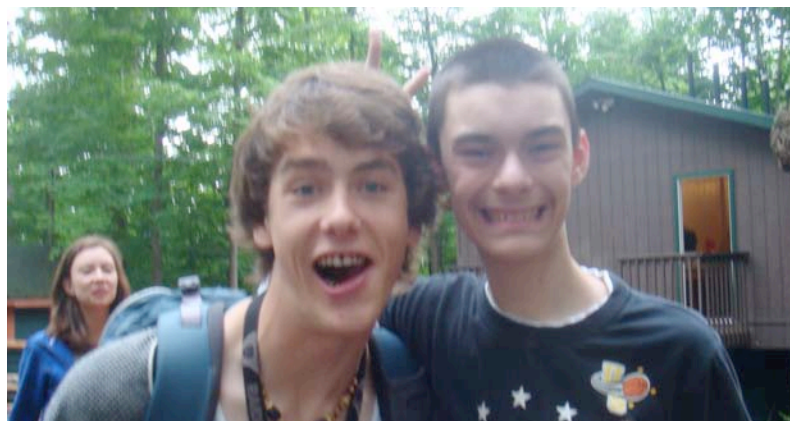
We hire staff for three seasons -- spring, summer, and fall. Our spring program lasts from the end of April until the end of June. Our summer program runs from the end of June to the end of August. Finally, our fall program runs from the Labour Day Weekend until the weekend after Thanksgiving (or longer).

## 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.

## 2010 SUMMER SESSION DATES

Summer Session #1 - **July 2<sup>nd</sup> - 14<sup>th</sup>, 2010**

Summer Session #2 - **July 17<sup>th</sup> - 29<sup>st</sup>, 2010**

Summer Session #3 - **August 2<sup>nd</sup> - 14<sup>th</sup>, 2010**

Summer Session #4 - **August 17<sup>th</sup> - 29<sup>th</sup>, 2010**

## JOBS AVAILABLE AT RKY CAMP

### Summer Staff Member

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 26<sup>th</sup> – June 30th, 2010, 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*.

### 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. Since positions are limited, please list all the jobs you're interested in on the employment application. The candidates who qualify for an interview will be notified by telephone.

**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](mailto:rkycamp@kingston.net)**

## **RKY CAMP 2010 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***
- 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 2010 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 flat rate of \$240 per 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 on a weekly basis

### **Fall Program Staff/Work Crew**

There is a limited number of staff that can be hired during this season as well, so get the application in quickly. Employment dates are from August 30<sup>th</sup> 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 \$380 per week, regardless of experience or qualifications.

## **RKY CAMP 2010 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 26<sup>th</sup> - August 29<sup>th</sup> (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 *or* on maintenance. Preference is given to applicants who turn at least 17 in 2010. 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.

#### ***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 30<sup>th</sup>, 2010. 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 30<sup>th</sup>, 2010. 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 30<sup>th</sup>, 2010. 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). 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***

Three 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 30<sup>th</sup>, 2010. *ORCA Tripping Level II* and *NLS* required. Pay scale #2 applies.

### ***Out-tripping Director***

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 Director 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 a Senior Staff position, and carries with it a great deal of responsibility. Current *NLS* certification, *ORCA Tripping Level II* (or equivalent experience) and a clear driving record is required. Senior Staff pay scale 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.

### ***Waterfront Area Head***

Either the Swimming Area Head or Boating Area Head will fill this role. The Waterfront Area Head is responsible for the overall safety of the waterfront and for developing, implementing and leading camp emergency procedures. There is \$300 bonus on top of regular salary for filling this role.

### ***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. 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. *Bronze Cross* is required. Pay scale #1 or #2 applies, plus \$300 bonus for maintaining the safety of the Challenge Course.

### ***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**

### ***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 TEN 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 2010 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.

<b><u>Pay Scale #1</u></b>		<b><u>Pay Scale #2</u></b>	
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.

	<b>Seasons</b>	
<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](http://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](mailto:rkycamp@kingston.net)