

RKY CAMP

ON EAGLE LAKE



2022 Seasonal Staff Application Guide

RKY CAMP

RKY Camp (Founded by the YMCA of Kingston, Kiwanis Club & Rotary Club) is an overnight camp and outdoor centre for children, youth and families. It is located on Eagle Lake, approximately one hour north of Kingston, Ontario. The camp provides outdoor education and recreation opportunities year-round to local children, youth, families and adults, and operates as a summer camp during the months of July and August. RKY Camp is currently seeking applicants for various seasonal staff positions.

VISION

Each person who attends RKY Camp will grow to feel a sense of empowerment and community within a natural, safe and wholesome environment.

MISSION

RKY provides high quality programming and leadership opportunities through a wide range of appropriate activities while seeking to retain the rich, historical nature of the camp and its long term viability.

ROLES AND RESPONSIBILITIES

It is each of our responsibility to be aware of and clearly support the employment conditions, personnel policy, and policies and procedures of RKY Camp. Although each of our roles and responsibilities at RKY Camp are unique, it is up to everyone to ensure, for our safety and the safety of our participants that these policies are in place.

The RKY Camp Staff team is just that, a team. We are all part of creating a positive and memorable RKY experience for our participants. The roles and responsibilities outlines in this document and the personnel policy clearly outline the leadership style that we should feel proud of portraying to each other and campers.

YMCA CAMPING QUALITY EIGHT

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

2022 SEASONAL EMPLOYMENT PACKAGE

INTRODUCTION

Thank you for your interest in joining our 2022 staff team. This handbook will help to answer many of your questions as you fill out your application form.

For 90 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 founded by the *Rotary Club, Kiwanis Club and the YMCA of Kingston* -- 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

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Diversity: Appreciates that people with different opinions, backgrounds and characteristics bring a richness to RKY Camp. Promotes fairness and respect while making every effort to educate self and others about diversity.

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 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 and participants are safe and properly supported 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.

In the interest of providing youth with a wholesome experience and good role models the following activities are strictly prohibited:

- Being under the influence of any type of drug.
- Tobacco use of any kind (while on site)
- Discriminatory/inappropriate behavior and language
- Cellular telephone use during work hours
- Possession or consumption of illegal drugs or alcohol

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.

TIME OFF

All staff will receive a minimum of two hours off a day in addition to time off between sessions. RKY staff are also given time for the duration of the "10 Oaks Break" RKY Camp staff are not allowed to be on site in between session breaks.

STAFF TRAINING AND CERTIFICATIONS

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.

STAFF PRE-CAMP TRAINING DATES (STAFF TRAINING IS PAID TIME):

- Spring Staff Training:
 - o TBD
- Summer Staff Training Dates:
 - o Senior Staff Training – Two Day Retreat (June 2022)
 - o Staff Retreat Weekends (Attend one of two) – Spring 2022
 - o All Staff Training Starts – June 26th (5:00pm) – July 1st (5pm)

Please carefully read the job descriptions for the position(s) you are applying for. The competencies and certifications required for each job are in fact those that are required for the job. Staff members are expected to stay current on their certifications on their own time.

Preference will be given to staff members who can commit to the entire summer season (including training) at RKY Camp.

HOW TO APPLY TO RKY CAMP

All staff applications are required to include:

- A completed employment application form
 - A current Resume
 - A Cover Letter

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

Please submit applications via email, as a scanned PDF
(Photos of documents will not be accepted):

Email:

Director@rkycamp.org

If you require an alternative option for submission of your application, please call
613-539-0036

APPLICATION DEADLINE:

November 15th@ 9:00am

RKY CAMP 2022 OUTDOOR CENTRE POSITIONS

There is a limited number of staff that can be hired during this outdoor centre season. The start dates vary based on staff availability and groups booked. Start dates for Spring are in May/June and the season ends a day before pre-camp in June. Throughout the spring, staff members are 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. *The number of roles available will be dependent on RKY's operations in those months*

SPRING OUTDOOR CENTRE POSITIONS

Title:	Spring Outdoor Centre Facilitator
Department:	RKY Camp
Reports to:	RKY Camp Director and Assistant Director
Payroll Category:	Outdoor Centre
Pay Rate:	Based on Provincial Min Wage
Employment Category:	Seasonal
Placement Date:	TBD

Major Duties:

Spring Outdoor Centre facilitators will deliver RKY Camp's Outdoor Centre Programming. Outdoor Centre Facilitators will:

- Facilitate all aspects of the RKY Camp Outdoor Centre program as directed by the Camp Director and Assistant Director.
- Assist in the daily cleaning and maintenance of RKY Camp.
- Assist in the opening of RKY Camp.
- Exude a timely, professional and quality appearance to all RKY Camp clients.
- Assist in program development of the RKY Camp Outdoor Centre

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Qualifications:

- Previous outdoor education experience (Asset)
- Current certification in Standard First Aid and CPR Level C
- National Lifeguard Service Certification
- A clear Criminal Reference Check, including Vulnerable Persons

- Additional qualifications (Assets):
 - Wilderness First Aid – First Responder
 - Challenge Course Facilitation Certification
 - ORCKA Canoeing/Kayaking Certifications

FALL OUTDOOR CENTRE POSITIONS

Title: Fall Outdoor Centre Facilitator
Department: RKY Camp
Reports to: RKY Camp Director and Assistant Director
Payroll Category: Spring Pay Scale
Pay Grade: \$15/hour
Employment Category: Seasonal
Placement Date: TBD

Major Duties:

Fall Outdoor Centre facilitators will deliver RKY Camp’s Outdoor Centre Programming. Outdoor Centre Facilitators will:

- Facilitate all aspects of the RKY Camp Outdoor Centre program as directed by the Camp Director and Assistant Director.
- Assist in the daily cleaning and maintenance of RKY Camp.
- Assist in the winterizing of RKY Camp.
- Exude a timely, professional and quality appearance to all RKY Camp clients.
- Assist in program development of the RKY Camp Outdoor Centre

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Qualifications:

- Previous outdoor education experience
- Current certification in Standard First Aid and CPR Level C

- National Lifeguard Service Certification
- A clear vulnerable sector Criminal Reference Check.
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - Challenge Course Facilitation Certification
 - ORCKA Canoeing/Kayaking Certifications

RKY CAMP 2021 SUMMER STAFF POSITIONS

	POSITION	AVAILABILITY
SENIOR STAFF	1 WEEK YOUTH CAMP SECTION HEAD	1
	OUT TRIP DIRECTOR	1
	YOUTH CAMP SECTION HEAD	1
	SENIOR CAMP SECTION HEAD	1
	LEADERSHIP DIRECTOR	1
	INTEGRATION COORDINATOR/ ASSISTANT WELLNESS COORDINATOR	1
	PROGRAM DIRECTOR	1
	WELLNESS COORDINATOR	1
PROGRAM STAFF	BOATING AREA HEAD	1
	CAMP CRAFT AREA HEAD	1
	SWIMMING AREA HEAD	1
	ADVENTURE AREA HEAD	1
	ARTS & CRAFTS AREA HEAD	1
	NATURE AREA HEAD	1
	MUSIC AREA HEAD	1
LEADERSHIP STAFF	MALE LEADERSHIP COUNSELLOR	2
	FEMALE LEADERSHIP COUNSELLOR	2
COUNSELLING STAFF (COMPLETE SUMMER COMMITMENT PREFERRED)	MALE COUNSELLORS	12
	MALE COUNSELLING ROVER	2
	FEMALE COUNSELLORS	12
	FEMALE COUNSELLING ROVER	2
FACILITIES AND KITCHEN STAFF	ASSISTANT COOK	1
	PREP COOK	3
	CLEANER/ASSISTANT MAINTENANCE	2

***** AVAILABILITY AND CONTRACTS ARE ALWAYS SUBJECT TO PROGRAM ENROLLMENT AND CHANGES**

PLEASE READ JOB DESCRIPTIONS AND QUALIFICATIONS REQUIRED FOR EACH POSITION ON THE FOLLOWING PAGES

SENIOR STAFF POSITIONS

Title: Program Director
Department: RKY Camp
Reports to: Camp Director
Payroll Category: Weekly
Pay Rate: OC Daily rate and Summer Pay Scale 2
Employment Category: Seasonal
Placement Date: June 13th – September 3rd, 2022

Major Duties:

The primary role of the RKY Camp Area Head and Program Director is to coordinate the daily program operations of RKY Camp in conjunction with the Area Head Team.

Other duties of this position include:

- Coordinating and managing the RKY Camp program scheduling.
- Providing significant leadership to RKY Camp Summer Staff and Non Counselling Staff Training.
- Exude a timely, professional and quality appearance to all RKY Camp clients
- Provide significant support for the day to day operations of RKY Camp.
- Provides significant support directly to the Camp Director during the RKY Camp Summer Program.
- Provide administrative support to the Camp Director and Assistant Director.
- Preparing, training, managing and evaluating the RKY Camp Area Head team.
- Assisting in coordination and administration of the Spring Outdoor Centre season.
- Purchasing supplies and administering summer program budget.
- Other duties as assigned by the director

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes. Does the right thing at the right time without being asked.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Tolerance for Ambiguity: Functions effectively in situations of less than perfect or incomplete information. Remains flexible, versatile and continues to communicate clearly.

Qualifications:

- Previous experience working with youth in an overnight camp setting.
- Current certification in Standard First Aid and CPR C
- National Lifeguard Service Certification
- G class Driver’s License and a clear driving record (Insurable under RKY Camp’s automobile policy)
- A clear Criminal Reference Check, including Vulnerable Persons
- Pleasure Craft Operators Licence
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - Challenge Course Facilitation Certification
 - ORCKA Canoeing/Kayaking Certifications
 - F Class Driver’s License

Title:	Section Heads
Department:	RKY Camp
Reports to:	RKY Camp Director
Payroll Category:	Weekly
Pay Rate:	Pay scale 2
Employment Category:	Seasonal
Placement Date:	June 13 th – September 3 rd , 2022

Major Duties:

The primary role of the section heads are is to act as a support for the RKY Camp Counselling Team. Duties of the head counsellor include:

- Coordinating and assigning cabins, staff and camper placements for each RKY Camp summer session.
- Providing significant leadership to RKY Camp Summer Staff and Non Counselling Staff Training.
- Exude a timely, professional and quality appearance to all RKY Camp clients.
- Assist in the management of camper behavior and parent communication.
- Provide significant support for the day to day operations of RKY Camp.
- Provides significant support directly to the Camp Director during the RKY Camp Summer Program.
- Prepare information for Camp Director and Counselling staff regarding RKY Camp Campers.
- Provide administrative support to the Camp Director and Assistant Director.
- Training, supporting and evaluating the RKY Camp Counselling Team.

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Tolerance for Ambiguity: Functions effectively in situations of less than perfect or incomplete information. Remains flexible, versatile and continues to communicate clearly.

Qualifications:

- Previous overnight summer camp experience.
- Current certification in Standard First Aid and CPR Level C
- National Lifeguard Service Certification
- G class Driver's License and a clear driving record (Insurable under RKY Camp's automobile policy)
- A clear Criminal Reference Check, including Vulnerable Persons
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - Challenge Course Facilitation Certification
 - ORCKA Canoeing/Kayaking Certifications
 - F Class Driver's License

Title:	Leadership Director
Department:	RKY Camp
Reports to:	RKY Camp Assistant Director
Payroll Category:	Weekly
Pay Rate:	Pay Scale 2
Employment Category:	Seasonal
Placement Date:	June 13 th – September 3 rd , 2022

Major Duties:

The primary role of the Leadership Director is to ensure the proper running of RKY Camp's leadership program. The duties of the Leadership Director include:

- Supervising, training and providing feedback to the RKY Camp Leadership Counsellors.
- Managing, executing and evaluating the RKY Camp LIT and CIT Programs
- Coordinating all Leadership Program Out trips and Certification Programs.
- Assist in the management of camper behavior and parent communication.
- Provide significant support for the day to day operations of RKY Camp.
- Provides significant support directly to the Camp Director during the RKY Camp Summer Program.
- Prepare information to the Camp Director regarding RKY Camp Leadership Campers and Staff.
- Provide administrative support to the Camp Director and Assistant Director.

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Planning and Organization: Establishes a clearly defined and effect course of action for self and others to accomplish short and long term work goals. Manages own time in order to concentrate efforts on priority projects.

Qualifications:

- Previous overnight summer camp and out tripping experience.
- Current certification in Standard First Aid and CPR Level C
- G class Driver's License and a clear driving record (Insurable under RKY Camp's automobile policy)
- A clear Criminal Reference Check, including Vulnerable Persons
- National Lifeguard Service Certification
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - F Class Driver's License

Title:	Integration Coordinator/Assistant Wellness Coordinator
Department:	RKY Camp
Reports to:	RKY Camp Director
Payroll Category:	Weekly
Pay Rate:	Pay Scale 2
Employment Category:	Seasonal
Placement Date:	June 13 th – September 3 rd , 2022

Major Duties:

The primary role of the head Integration Coordinator/Tuck shop supervisor is to provide leadership to RKY Camps integration program. The Integration Coordinator shall:

- Coordinating and assigning cabins, staff and camper placements for each RKY Camp summer session.

- Providing significant leadership to RKY Camp Summer Staff and Non Counselling Staff Training.
- Exude a timely, professional and quality appearance to all RKY Camp clients.
- Assist in the management of camper behavior and parent communication.
- Provide significant support for the day to day operations of RKY Camp.
- Provides significant support directly to the Camp Director during the RKY Camp Summer Program.
- Prepare information for Camp Director and Counselling staff regarding RKY Camp Integration Campers.
- Provide administrative support to the Camp Director and Assistant Director.
- Training, supporting and evaluating the RKY Camp staff involved with integration program
- Assist in overall camp wellness duties

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Diversity: Appreciates that people with different opinions, backgrounds and characteristics bring a richness to RKY Camp. Promotes fairness and respect while making every effort to educate self and others about diversity.

Qualifications:

- Previous overnight summer camp experience and experience working with vulnerable populations and individuals with disabilities.
- Current certification in Standard First Aid and CPR Level C
- National Lifeguard Service Certification
- G class Driver's License and a clear driving record (Insurable under RKY Camp's automobile policy)
- A clear Criminal Reference Check, including Vulnerable Persons

Title: Wellness Coordinator
Department: RKY Camp
Reports to: RKY Camp Director
Payroll Category: \$16/hour
Employment Category: Seasonal
Placement Date(s): June 13th – September 3rd, 2022

Major Duties:

The primary role of the volunteer wellness coordinator is aid in the day to day Wellness operations of RKY Camp.

- Aiding with Opening day intake and wellness centre organization.
- Daily tasks:
 - Daily Scheduled Medication Distribution
 - Providing First Aid
 - Documentation and Reporting
 - Parent Communication
- Stocking and re-stocking various camp first aid kits.
- Conducting Post Out Trip wellness Checks on all participants
- Participating in Senior Staff Duties of RKY Camp
- Transporting campers to local Clinic
- Providing Wellness Directives to Camp as required
- Communicating with the Camp Director on a daily basis
- Other Duties as Required

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Planning and Organization: Establishes a clearly defined and effect course of action for self and others to accomplish short and long term work goals. Manages own time in order to concentrate efforts on priority projects.

Qualifications:

- Experience or a desire to work with Children and Youth
 - Minimum 2 years in a Professional Nursing Program
 - Additional Qualifications: RN, RPN, LPN, MD, EMT,
 - Current certification in Standard First Aid and CPR Level C
 - G class Driver's License and a clear driving record (Insurable under RKY Camp's automobile policy)
 - A clear Criminal Reference Check, including Vulnerable Persons
 - Additional experience healthcare experience.
-

Title:	Out Tripping Director
Department:	RKY Camp
Reports to:	RKY Camp Director
Payroll Category:	Weekly
Pay Rtae:	Pay Scale 2
Employment Category:	Seasonal
Placement Date:	June 13 th – September 3 rd , 2022

Major Duties:

The primary role of the Out Tripping Section head is to provide leadership to both RKY Camps Out Trip Area and Camp Craft Skill Area

- Coordinating and designing the skill development for the Camp Craft and Out Trip Program.
- Schedule all of RKY Camp's Out Trips and supervised the RKY Camp Trip Staff
- Supervises and oversees the Camp Craft Skill area – tripping staff are to be integrated in the daily lessons.
- Provides significant leadership regarding scheduling, gear management and program quality control.
- Designs age appropriate route for all RKY Camp out trips.
- Maintaining a tidy and stocked Out Tripping Area.
- Coordinating with the Head Counsellors and Program Director the session trip schedule.
- Gear maintenance and repair.
- Menu planning and food ordering
- Contributing to the evaluations and coaching of the counselling team.
- Providing significant leadership to RKY Camp Summer Staff and Non Counselling Staff Training.
- Exude a timely, professional and quality appearance to all RKY Camp clients.

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Qualifications:

- Previous overnight summer camp experience and experience in an out tripping environment.
- Current certification in Standard First Aid and CPR Level C
- National Lifeguard Service Certification
- G class Driver's License and a clear driving record (Insurable under RKY Camp's automobile policy)
- A clear vulnerable sector Criminal Reference Check, including Vulnerable Persons
- Additional qualifications **(At least one of):**
 - Wilderness First Aid – First Responder
 - F Class Driver's License
 - ORCKA Flat water or Moving Water Certifications
 - Advanced Aquatic Leadership Certifications
 - Food Handlers Certification

PROGRAM STAFF POSITIONS

PROGRAM STAFF COMPETENCIES

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Title:	Nature Area Head
Department:	RKY Camp
Reports to:	Program Director
Payroll Category:	Weekly
Pay Rate:	Pay Scale 1
Employment Category:	Seasonal
Placement Date:	June 26 th – September 3 rd , 2022

Major Duties:

The primary role of the RKY Camp, Nature Area head is to provide leadership to the RKY Camp, Nature program and act in conjunction with the Area Head team to deliver all RKY Camp programming. Duties include:

- Providing significant leadership to RKY Camp Summer Staff Training
- Exuding a timely, professional and quality appearance to all RKY Camp clients.
- Providing significant support for the day to day operations of RKY Camp.
- Gear management and repair
- Delivering the RKY Camp, Nature program.
- Acting as a role model to the RKY Camp Staff Team
- Management of Nature Area Staff, including training, supervision and evaluation.

Qualifications:

- Previous experience working with youth in a overnight camp setting.
- Current certification in Standard First Aid and CPR C
- National Lifeguard Certifications

- A clear Criminal Reference Check, including Vulnerable Persons
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - Out tripping Certifications and Experience

Title: Arts and Crafts Area Head
Department: RKY Camp
Reports to: Program Director
Payroll Category: Weekly
Pay Rate: Pay Scale 1
Employment Category: Seasonal
Placement Date: June 26th – September 3rd, 2022

Major Duties:

The primary role of the RKY Camp, Arts and Crafts Area head is to provide leadership to the RKY Camp, Arts and Crafts program and act in conjunction with the Area Head team to deliver all RKY Camp programming.

Duties include:

- Providing significant leadership to RKY Camp Summer Staff Training
- Exuding a timely, professional and quality appearance to all RKY Camp clients.
- Providing significant support for the day to day operations of RKY Camp.
- Supply management, repair and ordering.
- Delivering the RKY Camp, Arts and Crafts program.
- Acting as a role model to the RKY Camp Staff Team
- Management of Arts and Crafts Area Staff, including training, supervision and evaluation.

Qualifications:

- Previous experience working with youth in a overnight camp setting.
- Current certification in Standard First Aid and CPR C
- A clear Criminal Reference Check, including Vulnerable Persons
- National Lifeguard Service Certifications
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - Out tripping Certifications and Experience
 - Previous musical or artistic experience

Title:	Adventure Area Head
Department:	RKY Camp
Reports to:	Program Director
Payroll Category:	Weekly
Pay Rate:	Pay Scale 1
Employment Category:	Seasonal
Placement Date:	June 26 th – September 3 rd , 2022

Major Duties:

The primary role of the RKY Camp Area Adventure Area head is to provide leadership to the RKY Camp Adventure program and act in conjunction with the Area Head team to deliver all RKY Camp programming. Duties include:

- Providing significant leadership to RKY Camp Summer Staff Training
- Exuding a timely, professional and quality appearance to all RKY Camp clients.
- Providing significant support for the day to day operations of RKY Camp.
- Gear management, repair and logging.
- Daily gear inspections
- Delivering the RKY Camp, Adventure program.
- Acting as a role model to the RKY Camp Staff Team
- Management of Adventure Area Staff, including training, supervision and evaluation.

Qualifications:

- Challenge Course certification (course cost covered by RKY Camp)
- Previous experience working with youth in a overnight camp setting.
- Previous experience working with Adventure programming.
- Current certification in Standard First Aid and CPR/C
- Bronze Cross (Minimum)
- A clear Criminal Reference Check, including Vulnerable Persons
- Additional qualifications (assets):
 - Wilderness First Aid training
 - National Lifeguard Certification

Title:	Swimming Area Head
Department:	RKY Camp
Reports to:	Program Director
Payroll Category:	Weekly
Pay Rate:	Pay Scale 1
Employment Category:	Seasonal
Placement Date:	June 26 th – September 3 rd , 2022

Major Duties:

The primary role of the RKY Camp Swimming Area head is to provide leadership to the RKY Camp Swimming program and act in conjunction with the Area Head team to deliver all RKY Camp programming. Duties include:

- Coordinating and managing the RKY Camp program scheduling.
- Providing significant leadership to RKY Camp Summer Staff Training
- Exuding a timely, professional and quality appearance to all RKY Camp clients.
- Providing significant support for the day to day operations of RKY Camp.
- Gear management and repair
- Working in conjunction with the Boating Area head to facilitate all Water Emergencies and policies/procedures.
- Management of Swimming Area Staff, including training, supervision and evaluation.

Qualifications:

- Previous experience working with youth in a overnight camp setting.
- Current certification in Standard First Aid and CPR/C
- National Lifeguard Service Certification
- Additional Advanced Lifesaving Society Qualifications (IE, Examiners)
- A clear vulnerable sector Criminal Reference Check.
- Pleasure Craft Operators Licence
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - ORCA Canoeing/Kayaking Certifications

Title:	Boating Area Head
Department:	RKY Camp
Reports to:	Program Director
Payroll Category:	Pay Scale
Pay Grade:	Weekly
Employment Category:	Seasonal
Placement Date:	June 26 th – September 3 rd , 2022

Major Duties:

The primary role of the Boating Area head is to provide leadership to the RKY Camp Boating program and act in conjunction with the Area Head team to deliver all RKY Camp programming. Duties include:

- Providing significant leadership to RKY Camp Summer Staff Training
- Exuding a timely, professional and quality appearance to all RKY Camp clients.
- Providing significant support for the day to day operations of RKY Camp.
- Gear management and repair
- Working in conjunction with the Swimming Area head to facilitate all Water Emergencies and policies/procedures.
- Management of Boating Area Staff, including training, supervision and evaluation.

Qualifications:

- Previous experience working with youth in a overnight camp setting.
- Current certification in Standard First Aid and CPR C
- National Lifeguard Service Certification
- A clear Criminal Reference Check, including Vulnerable Persons
- Pleasure Craft Operators Licence
- ORCKA Canoeing/Kayaking Certifications
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder

Title:	Music Area Head
Department:	RKY Camp
Reports to:	Program Director
Payroll Category:	Weekly
Pay Rate:	Pay Scale 1
Employment Category:	Seasonal
Placement Date:	June 26 th – September 3 rd , 2022

Major Duties:

The primary role of the Music Area head is to provide leadership to the RKY Camp, Music program and act in conjunction with the Area Head team to deliver all RKY Camp programming. Duties include:

- Providing significant leadership to RKY Camp Summer Staff Training
- Exuding a timely, professional and quality appearance to all RKY Camp clients.
- Providing significant support for the day to day operations of RKY Camp.
- Instrument Repair and Care
- Delivery and Design of the RKY Camp, Music program.
- Acting as a role model to the RKY Camp Staff Team
- Management of Music Area Staff, including training, supervision and evaluation.

Qualifications:

- Previous experience working with youth in an overnight camp setting.
- Current certification in Standard First Aid and CPR C
- A clear Criminal Reference Check, including Vulnerable Persons
- National Lifesaving Service Certification

Title:	Camp Craft Area Head
Department:	RKY Camp
Reports to:	Program Director
Payroll Category:	Pay Scale 1
Pay Grade:	Weekly
Employment Category:	Seasonal
Placement Date:	June 26 th – September 3 rd , 2022

Major Duties:

The primary role of the RKY Camp, Camp Craft Area head is to provide leadership to the RKY Camp, Camp Craft program and act in conjunction with the Area Head team to deliver all RKY Camp programming. Duties include:

- Coordinating and managing the RKY Camp program scheduling.
- Providing significant leadership to RKY Camp Summer Staff Training
- Exuding a timely, professional and quality appearance to all RKY Camp clients.
- Providing significant support for the day to day operations of RKY Camp.
- Gear Management
- Assisting in the day to day operation of the Out Tripping Department
- Delivering the RKY Camp, Camp Craft program.
- Acting as a role model to the RKY Camp Staff Team
- Management of Camp Craft Area Staff, including training, supervision and evaluation.

Qualifications:

- Previous experience working with youth in a overnight camp setting.
- Current certification in Standard First Aid and CPR C
- A clear vulnerable sector Criminal Reference Check.
- NLS Certification
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - Out tripping Certifications and Experience

LEADERSHIP STAFF POSITIONS

Title:	Leadership Trainer
Department:	RKY Camp
Reports to:	Leadership Director and Camp Director
Payroll Category:	Weekly
Pay Rate:	Pay Scale 1
Employment Category:	Seasonal
Placement Date:	June 26 th – September 3 rd , 2022

Major Duties:

The primary role of the RKY Camp leadership counsellor is to facilitate and execute the safe delivery of the RKY Camp Leadership program.

- The care and well being of all leadership participants, both CIT and LIT.
- The safe and appropriate delivery of the leadership out trip program.
- Assisting in the design and evaluation of the RKY Camp Leadership program
- Assisting in the day to day role modeling for Leadership Participants
- Assist in the proper scheduling, planning and execution of the leadership program.
- The supervision and evaluation of leadership participants.

Competencies:

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes. Does the right thing at the right time without being asked.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction. Acts promptly on all risk and health and safety concerns.

Qualifications:

- Previous experience working with youth in an overnight camp setting.
- Current certification in Standard First Aid and CPR Level C
- A clear Criminal Reference Check, including Vulnerable Persons
- National Lifesaving Service Certifications
- Additional qualifications (assets):
 - Wilderness First Aid – First Responder
 - ORCKA Canoeing and Kayaking Certifications
 - Advanced Lifesaving Society Instructor Certification

COUNSELLING STAFF POSITIONS

PLEASE NOTE: ALL COUNSELLORS MUST BE TURNING 17 BY DECEMBER 31ST, 2022

Title: Counsellor
Department: RKY Camp
Reports to: RKY Camp Counselling Section Heads
Payroll Category: Weekly
Pay Rate: Pay Scale 1
Employment Category: Seasonal
Placement Date: June 26th – September 3rd, 2022

Major Duties:

The primary role of a RKY Camp counsellor is to facilitate and provide leadership to the RKY Camp overnight summer camp program. Responsibilities include:

- The care and wellbeing of campers aged 7 – 15.
- Instructing RKY Camp program Areas
- Provide leadership to RKY Camp programming
- Perform daily duties around RKY Camp such as dishes, cleaning and program area maintenance.
- Provide Leadership and Mentorship to Assistant Counsellors
- Safely executing and delivering the Out tripping component of the summer overnight camp program.
- Act as an appropriate role model at all times.
- Duties as required

Title: Rover
Department: RKY Camp
Reports to: Camp Coordinator
Payroll Category: Weekly
Pay Rate: Pay Scale 1
Employment Category: Seasonal
Placement Date: June 26th – September 3rd, 2022

Major Duties:

In addition to the major duties of a Counsellor, a counselling rover will be required to do the following at the discretion of the director and senior staff:

- Be assigned to areas of camp in need of additional assistance:
 - Program Areas
 - Wellness Department
 - Out tripping
 - 3rd counsellor placement in high needs cabin

Competencies (for both counsellor and Rover):

Committed to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of RKY Camp

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures program design and physical lay-out meets the needs of children and youth.

Problem Solving: Identifies an issue and works towards solutions.

Initiative and Teamwork: The ability to be proactive within the organizational priorities and strategies. Participates proactively in the development of team goals, plans and outcomes. Does the right thing at the right time without being asked.

Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes. Is a personal role model.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction. Acts promptly on all risk and health and safety concerns.

Qualifications:

- Current certification in Standard First Aid and CPR Level C
- A clear vulnerable sector Criminal Reference Check.
- National Lifesaving Service Certification
- Additional qualifications (assets):
 - Wilderness First Aid training

FOOD SERVICE AND MAINTENANCE STAFF

Title: Prep Cook (3 Positions)
Department: RKY Camp
Reports to: Food Services Manager and Camp Director
Payroll Category: Hourly
Pay Grade: Based on Provincial Min Wage
Employment Category: Seasonal
Placement Date: June 27th – September 3rd, 2022

Major Duties:

The primary role of the Prep Cook is to provide leadership to RKY Camp's food services. In conjunction with the Food Service Manager they will be required to prepare, plan and deliver food as per the directives of the Food Services Manager:

- Prepping and serving food for 200+ youth and teens.
- Maintaining the cleanliness of the various kitchen workspaces.
- Assisting with deliveries and food orders.
- Working alongside the assistant and head cook.
- Working some evenings and weekends as required.
- Maintaining a professional and tidy personal appearance.
- Following the food safety handler's regulations.

Qualifications:

- Previous experience kitchen experience.
- Food Safe Handler Certification (an asset)
- Current certification in Standard First Aid and CPR C
- A clear vulnerable sector Criminal Reference Check.
- Note: This position requires heavy lifting and long days in a fast paced, warm environment.

Title: Cleaner/Assistant Maintenance (2 positions in summer)
Department: RKY Camp
Reports to: Facilities and Maintenance Supervisor and Camp Director
Payroll Category: Based on Provincial Min Wage
Employment Category: Seasonal
Placement Date: May 5th – August 30th (Fall work available)

Major Duties:

The primary role of the RKY Camp Cleaner is to assist the Facilities and Maintenance team in the general upkeep of RKY Camp. Duties include:

- Daily cleaning of washrooms, eating areas and other RKY Camp spaces.
- Stocking cleaning products as required

- Ensuring the cleaning and facilities supplies are stored properly and in a safe manner.

Qualifications:

- Current certification in Standard First Aid and CPR C
- A clear Criminal Reference Check, including Vulnerable Persons
- Note: This position required heavy lifting and a great deal of walking around the RKY Camp site.

RKY CAMP PAY SCALES

2022 SUMMER PAY SCALE

ALL RATES INCLUDE ROOM AND BOARD

2022 Pay Scale # 1

<u>Experience</u>	<u>Weekly rate</u>
0	\$320
1	\$360
2	\$400
3	\$440
4	\$480

2022 Pay Scale # 2 (Senior Staff)

<u>Experience</u>	<u>Weekly rate</u>
0	\$530
1	\$570
2+	\$610

NOTE:

NLS will be required for all staff positions (Facilities excluded), unless noted in job description. Acceptations will be decided by the Camp Director.

Additional Qualifications:

If applicable to your position, RKY will pay 50% of the course fee. If you return in the same role the following summer, RKY will reimburse the remaining 50%.

- Wilderness First Aid – First Responders (**Full coverage for OT Director**)
- Challenge Course / High Ropes Facilitation (**Full coverage for Adventure area head**)
- Life-Saving Instructors
- Swimming Instructor (YMCA and/or Red Cross)
- Life-Saving Society Examiner Status
- ORCKA Instructors (**Full coverage for Boating Area head**)

****All staff must be fully vaccinated for COVID-19 by the start of their contract****