



RKY CAMP

2024 STAFF APPLICATION HANDBOOK

THIS IS RKY

RKY Camp is an overnight camp and outdoor centre for children, youth, and families. Founded by the YMCA of Kingston, Rotary Club, and Kiwanis Club, we are located approximately one hour north of Kingston, ON. We provide outdoor education and recreation opportunities year-round to local children, youth, and families. We are committed to the growth and development of individual campers through cabin group bonding and individual choice activities. RKY Camp is home to campers from Kingston, Ottawa, and across Ontario.

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.

THE QUALITY 8

The Quality Eight are measures of quality for summer camp that guide RKY Camp and other YMCA Camps in our work:

- RKY Camp is **FUN**
- RKY Camp is **SAFE**
- RKY Camp is a place of **FRIENDSHIPS**
- RKY Camp is a place of **BELONGING**
- RKY Campers **LEARN** and are **CHALLENGED**
- RKY Camp treasures the **NATURAL WORLD**
- RKY Camp meets campers' **PERSONAL LIFE NEEDS**
- RKY Camp is **A PLACE TO RETURN TO**

WORKING AT CAMP

If you've ever been to camp, you can probably guess what it's like to work here. 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. We work with and assist campers during the day and night. We know that things will sometimes be unpredictable. Because working 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 facilitated throughout the summer.



WHAT WE ARE 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, positive, and supportive environment. Ensures program design, and both physical and social spaces meet the needs of children and youth.
- **Problem Solving:** identifies an issue and works toward solutions.
- **Initiative and Teamwork:** the ability to be proactive within 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 and achieve desired outcomes. Acts as a personal role model.
- **Diversity:** appreciates that people with different opinions, backgrounds, and experiences bring a richness to RKY Camp. Promotes fairness and respect while making every effort to educate self and others about diversity, equity, and inclusion.

RKY Camp is committed to creating an inclusive, accessible environment where all members of our community feel valued, respected, and supported. We encourage applications from people of colour, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. We have established policies, procedures, and practices to meet accessibility standards throughout the hiring process. Should you require any accommodation throughout the recruitment process, please do not hesitate to contact us.

Depending on the season of operation and the position, staff roles and responsibilities can differ. However, some things are always up to the staff team. The first priority for all camp staff is to put the camper first by ensuring 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 needs of specific age groups and children, providing age-appropriate structure and discipline, and being a role model for youth while away from home.



WHAT WE ARE LOOKING FOR IN STAFF

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

- Being under the influence of alcohol or illegal/recreational drugs.
- The use of tobacco and/or vaping products of any kind while on site.
- Discriminatory or inappropriate behaviour, language, or conduct.
- Cell phone use during work hours or in the view of participants.
- Possession or consumption of alcohol, illegal, or recreational drugs or paraphernalia.

RKY staff members also take part in the day-to-day operations of 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 the time off between sessions. RKY staff are also given time off for the duration of the “Ten Oaks Break” (the changeover between Session 2 and Session 3). RKY staff are not allowed to be on site between session breaks.

CERTIFICATIONS & POSITION REQUIREMENTS

The minimum requirements for all positions include:

- Standard First Aid with CPR-C and AED
- National Lifeguard
- A satisfactory Criminal Record Check with Vulnerable Sector Search (for staff members aged 18 and older)
- Job-specific requirements listed in each individual job description

An up-to-date National Lifeguard certification is a requirement for all counselling and program staff positions. This certification is essential to our safe waterfront and out-tripping programming and operation. Failure to obtain your National Lifeguard, or any other certification required for your position, prior to the start of a contract means you do not meet the requirements for the position and your offer of employment may be withdrawn. Exceptions to any certification requirement are up to the discretion of the Summer Camp Director. In the event that a staff member fails to pass a required certification course, a copy of the invoice and a letter from the instructor will be required.

Please read the job descriptions carefully for the position(s) you are applying for. The competencies and certifications are required for each job and can change from year to year. Offers of employment are conditional on anticipated certifications. Please provide a list of current certifications and dates of anticipated achievement of certifications in your application.

CRIMINAL RECORD CHECKS

All new and returning staff members who are 18 years of age or older must provide a Criminal Record Check with a Vulnerable Sector Search. The CRC with VSS must be dated no longer than 6 months prior to the employment start date. All offers of employment will be conditional upon the production of a satisfactory CRC with VSS. All new and returning staff members who are under the age of 18 are unable to obtain a CRC and will instead be required to complete a Statutory Declaration stating that they do not have a criminal record. Employees turning 18 during their employment with RKY Camp will need to produce a CRC with VSS as soon as possible.



CAMP EQUITABLE EMPLOYMENT FUND

We are excited to be offering the Camp Equitable Employment Fund (CEEF) at RKY Camp. CEEF is a grant to decrease barriers to employment at camps for people traditionally marginalized and underrepresented in the camping industry. The fund is open to BIPOC (Black, Indigenous, People of Colour) Canadians aged 17 to 25 with previous experience or a demonstrated interest in working with youth. No previous camp-specific experience is required.

Successful applicants receive financial assistance to offset the personal expenses of working in the outdoor industry, including certification courses, personal gear, equipment, and travel costs.

Funding will be awarded to successful applicants who have been offered a position at RKY Camp in the order received and based upon available funding. Interested candidates are encouraged to apply for funding as soon as possible.

Staff members who have already been offered and accepted employment for the summer, as well as staff members who have worked at RKY Camp previously, are welcome to apply.

To apply, [click here](#).

CERTIFICATION REIMBURSEMENT

To help offset the cost of required niche certifications, RKY Camp has a certification reimbursement program, wherein certain certifications will be partially or fully funded by RKY Camp. Only certain role-specific certifications are eligible for this program and must be a requirement of the position. Eligible certifications include Wilderness First Responder (WFR), Association of Challenge Course Technology (ACCT) Level 2 Practitioner, Lifesaving Instructor (LSI), or other certifications based on operational need.

Common certifications that are required for most positions or as a condition of employment, such as Standard First Aid with CPR-C and National Lifeguard (NL), are not eligible for this program. Approval for the certification reimbursement program must be made by the Summer Camp Director based on operational need. It is recommended that staff contact us to seek reimbursement approval before booking any courses, as approval is not guaranteed.



NEW TO 2024

We are excited to share some new changes that impact the staff team for the 2024 seasons, including new positions and training opportunities. Further detail can be found throughout this handbook, but here is a summary:

Land Sports Area Head

Introducing our 8th Area Head position, the Land Sports Area Head will design and facilitate an active and engaging land sports program at RKY Camp, which can include soccer, baseball, volleyball, frisbee, flag football, and, of course, gaga ball. The Land Sports Area Head will plan and facilitate the program, train and supervise the Land Sports staff, manage and repair gear, and contribute to overall program operations. Land Sports Areas will focus on drills and mechanics to develop skill sets in the core sport offerings, while Free Choice Time will present opportunities for unique and creative sport programming, such as ultimate frisbee, soccer baseball, and handball.

Land Director and Program Director

Another new position at RKY Camp this summer is the Land Director, which is a senior staff position that will focus primarily on supporting and supervising the non-waterfront land-based Area Heads, including Adventure, Campcraft, Arts & Crafts, Nature, Music, and Land Sports. The Land Director will work closely with the Area Head team to develop and execute progressive skill-based Area curriculum and engaging and creative Free Choice Time programming, while maintaining risk management and area-specific procedures. The Land Director will work collaboratively with the Program Director to manage the Area Head team, and the Land Director will support the Program Director in planning camp-wide programming.

With the introduction of the Land Director, the Program Director will focus on program schedules, camp-wide and afternoon programming, as well as supporting the Swimming and Boating Area Heads. The Program Director will lead all program scheduling and planning, with support from the Land Director as needed.

New Pay Structure

In addition to the scheduled seasonal staff wage increase we see each year, the pay structure at RKY Camp has been overhauled to ensure compensation is handled equitably and transparently. Each position has a base wage with additions to that base wage to reflect National Lifeguard certifications, years of camp experience, relevant certifications, and completion of additional training. Take a look through the Compensation Structure outlined in this handbook to see how weekly wages are determined for each position.

Leadership Development 1 and 2

The Leadership Program at RKY Camp is being refreshed, including a new name. While the core program will remain the same, the learning objectives will shift. While the Leadership Program has always been a transitional period from campers to staff, we also want to recognize how the Leadership Program has been preparing young people to be leaders both in and out of a camp setting.

Leadership Development 1, or LD1 (formerly known as Leader-in-Training), will focus on developing hard skills and learning how to be a facilitator. LD1s will have opportunities to learn practical hard skills in each program area, develop their own leadership skills through hands-on instruction, and demonstrate their leadership throughout their 4-day canoe trip in Noth Frontenac Park.

Leadership Development 2, or LD2 (formerly known as Counsellor-in-Training), will build off the technical skills learned in LD1 to focus on group-leading skills, exploring different styles of leadership, interpersonal skills and conflict resolution, and camper care. LD2s will have opportunities to build connections with campers and establish mentorship with staff. The program will culminate in a 5-day canoe trip to Algonquin Provincial Park.

While components of the Leadership Program shift and are renamed, important and longstanding elements of the program will remain the same, including cabin placements, LD2 evening program, leadership sessions, and area shadowing.

STAFF TRAINING

All new and returning RKY Camp employees are required to participate in a minimum week-long training program that serves as the foundation for ensuring that our employees are set up to provide an exceptional camp experience. Permission from the Camp Director is required to miss any part of the training. Staff that have exams during training week are asked to speak to their school about the possibility of re-scheduling the exams for an earlier date or arranging to write the exam at camp under the supervision of a member of the senior staff team. Priority will be given to candidates that can commit to the full training period.

Staff training takes place on-site at RKY Camp. The staff training period is included in each staff member's contracts. Staff are paid for the training period and food and accommodation is provided.

NEW TRAINING OPPORTUNITIES

We are introducing an additional day's worth of staff training facilitated virtually throughout the month of June. Like all on-site training, this training is mandatory and paid - there will also be different scheduling options to accommodate different availability. Setting time aside ahead of on-site training for more lecture-style staff training sessions will allow us to utilize our time together in person for more interactive and experiential learning, as well as time for connection and staff bonding.

As part of the major updating of our out-tripping program, we will be running out-tripper training for all staff members who will be in an out-tripper role this summer – specifically out-trippers, leadership trainers, and rovers.

Lastly, we will be running optional hard skill training for counsellors, rovers, and area heads, who can join us up at RKY Camp for a day of skill development or refreshing in Adventure, Canoeing, and OT. Completion of 1 or more of these training days will lead to an increase in weekly wage.

More details on these new training pieces can be found below.



ONLINE TRAINING

New to 2024, we will be facilitating mandatory online training prior to the start of on-site training. These online training sessions will take place throughout the month of June with multiple session options to accommodate individual schedules. These sessions will cover more information-focused or lecture-style presentations, to allow for more interactive, hands-on training and group development during on-site training. The online training will amount to one full day's worth of training, spread out into a few different sessions and will be paid. Each staff member is responsible for ensuring they attend or complete each component of the online training prior to the start of on-site training. Exact training sessions and dates will be shared in the spring season.

OPTIONAL HARD SKILLS TRAINING

New to 2024, we will be offering optional hard skills training taking place at RKY Camp during May and June. These hard skills training days are not mandatory, but may be attended by any Area Head, Rover, or Counsellor to develop or refresh certain camp skills. While these training days are not paid days of work, completion of each hard skill training will provide an add an additional \$15 per week. With a total of 3 different hard skills training days, if an eligible staff member completes all 3, they would receive an additional \$45 per week on their summer wages. Each training day will be a full day at camp with meals provided. Exact dates will be shared in the spring season.

The three training days focus on the following:

- Adventure Skills: top-rope team belay challenge course set up, inspection, facilitation, and take down; climbing knots; general risk assessment, and low ropes facilitation.
- Canoe Skills: tandem flatwater paddling skills and facilitation, T-rescues, canoe packing, introduction to solo paddling.
- Out-Trip Skills: fire building, stove use, tarp and tent set up, navigation, emergency procedures, site set up, OT knots.

OUT-TRIP TRAINING

New to 2024, we will be facilitating a week-long out-trip training for our out-trippers, rovers, and leadership trainers. This training will take place one week prior to on-site summer training, with a day off in between. This training is paid, and completion of this training is a condition of employment for our out-tripper, rover, and leadership trainer positions. This training will include a 4-day scouting trip to North Frontenac Park, led by the Out-Trip Director, and cover topics including out-trip hard skills, risk management on trip, emergency communications, navigation, food and gear packing, portaging, trailer loading, debriefing, supporting challenging behaviours on trip, evacuation procedures, and more.



STAFF TRAINING DATES

Training	Dates	Attendance
Spring Training	Tuesday, April 30 - Saturday, May 5, 2024	All spring facilitators
Summer Senior Staff Training	Two weeks in May and June 2024	All summer senior staff positions
Optional Hard Skills Training	TBD (Saturdays in May and June 2024)	Optional: open to Counsellors, Rovers, and Area Heads
Summer Online Training	Evenings throughout June 2024	All summer staff
Out-Trip and Leadership Training	Sunday, June 16 - Friday, June 21, 2024	Required for Out-Trippers, Leadership Trainers, OT Director, Leadership Director
On-Site Summer Staff Training	Sunday, June 23 - Friday, June 28, 2024	All summer staff
Fall Training	Tuesday, September 3 - Saturday, September 7, 2024	All fall facilitators

SUMMER CAMP DATES

The summer camp session dates for 2024 are as follows:

- Session 1: Sunday, June 30 - Friday, July 12, 2024
- Session 2: Sunday, July 14 - Friday, July 26, 2024
- Session 3: Sunday, August 4 - Friday, August 16, 2024
- Session 4: Sunday, August 18 - Friday, August 30, 2024

AVAILABILITY

Strong preference will be given to staff members who can commit to the entire summer season, including training, at RKY Camp. Staff members who are not able to work the entirety of the summer dates should share this during the hiring process.



COMPENSATION STRUCTURE

In order to ensure that our top-quality staff are being remunerated in a fair and transparent fashion, we have updated our compensation structure. The general guidelines can be found in the table below. Please note that certifications that are considered relevant to your role and the final salary offers are at the discretion of the Summer Camp Director.

If a staff member wishes to use part of their employment as volunteer hours, they will not be paid for that time.

Job Category	Base Weekly Rate	Additional Compensation per Week			
		Years of Experience	National Lifeguard (Required)	Optional Hard Skills Training	Certifications Relevant to your Role
Coordinator	\$600	\$40/year*	\$40	N/A	\$5 - 40 per relevant certification (see table below)
Senior Staff	\$550	\$40/year*	\$40	N/A	
Leadership Trainers	\$400	\$20/year	\$40	N/A	
Out-Trippers	\$400	\$20/year	\$40	N/A	
Area Heads	\$350	\$20/year	\$40	\$15/training	
Rovers	\$350	\$20/year	\$40	\$15/training	
Returning Counsellors	\$350	\$20/year	\$40	\$15/training	
First-Year Counsellors	\$330	N/A	\$40	\$15/training	

*Senior staff and Coordinator positions receive additional compensation only per year of senior staff/camp supervisory experience.





RELEVANT CERTIFICATIONS

Certification	Additional \$ per week
Pleasure Craft Operator's Card (with NL only)	\$5
Remote First Aid	\$10
Wilderness Advanced First Aid	\$20
Wilderness First Responder	\$40
Mental Health First Aid	\$10
Applied Suicide Intervention Skills Training	\$20
Non-Violent Crisis Intervention	\$10
Emergency First Responder	\$20
Emergency Medical Responder	\$20

Certification	Additional \$ per week
Standard First Aid Instructor	\$20
Association of Challenge Course Technology Level 1	\$20
Association of Challenge Course Technology Level 2	\$40
Lifesaving Instructor	\$20
Lifesaving Instructor (Main Instructor)	\$40
Lifesaving Instructor & Examiner	\$40
National Lifeguard Instructor	\$20
F-Class Driver's License	\$20
ORCKA Paddling/Canoe Tripping Instructor	\$20

For example:

- A returning counsellor (\$350) with 1 year of previous experience (+\$20), who has their National Lifeguard (+\$40) and Mental Health First Aid (+\$10) and attended 2 optional hard skill training sessions (+\$30) can expect a weekly rate of \$450.
- An Out-Tripper (\$400) with 2 years of previous experience at camp (+\$40), who has their National Lifeguard (+\$40) and Wilderness Advanced First Aid (\$20) can expect a weekly rate of \$500.
- A senior staff member (\$550) with 0 years of previous supervisory camp experience (+\$0), who has their National Lifeguard (+\$40), Pleasure Craft Operator's Card (+\$5) and F-Class Driver's License (+\$20) can expect a weekly rate of \$615.



SPRING OUTDOOR CENTRE POSITIONS

There are a limited number of staff that can be hired during the Outdoor Centre season. The start dates vary based on staff availability and groups booked. Start dates for Spring are in May and June, and the season ends one day before staff training in June. Throughout the spring season, staff members are assigned to run programs for school groups, host facility rentals, or clean and maintain the site on a crew day. Spring staff facilitate outdoor programming for school and other groups, provide guest services and cleaning, and prepare the site for our summer program. The number of roles available will be dependent on RKY's operations in each month of the season.

OUTDOOR CENTRE FACILITATOR

Reports to: Outdoor Centre Director

Pay Rate: \$132.40 per day (\$16.55/hour) - Room and board will be deducted at the rate of \$10 per 24 hour period.

Contract Dates: April 30 or May 28 – June 22, 2024

Outdoor Centre Facilitators will facilitate all aspects of the RKY Camp Outdoor Centre program as directed by the Outdoor Centre Director and Camp Coordinator. Facilitators will deliver program instruction, interact directly with children, and provide positive customer service to schools, rentals, and retreats. Facilitators will deliver experiential, participant-focused programming with students from elementary and high schools, as well as adult groups. They will provide support in kitchen duties, facility maintenance, and site upkeep as required. Facilitators will be trained in all program areas at camp and will execute programming following all risk management, policies, and procedures, and will work within the scope of their training.

Requirements: Standard First Aid with CPR-C, National Lifeguard.

Preferred: ACCT Level 1 or 2, Pleasure Craft Operator's Card, ORCKA Canoe/Kayaking certifications.



SUMMER POSITIONS

Job Category	Role	Positions Available
Senior Staff	Camp Coordinator	1
	One-Week Section Head	1
	Youth Section Head	1
	Senior Section Head	1
	Leadership Director	1
	Program Director	1
	Land Director	1
	Out-Trip Director	1
	Integration Coordinator	1
	Wellness Director	1
	Wellness Coordinator	1
Area Heads	Adventure Area Head	1
	Arts & Crafts Area Head	1
	Boating Area Head	1
	Campcraft Area Head	1
	Land Sports Area Head	1
	Music Area Head	1
	Nature Area Head	1
	Swimming Area Head	1
Out-Tripping Staff	Out-Trippers	2
Leadership Staff	Leadership Trainers	4
Counselling Staff	Counsellors	30
	Rovers	2
Facilities & Kitchen Staff	Assistant Cook	1
	Prep Cook	4
	Clean/Assistant Maintenance	2



SENIOR STAFF POSITIONS

Priority will be given to candidates applying for summer senior staff positions who are available to work in the Spring Outdoor Centre season as well. Senior staff must be available to attend mandatory on-site training during May and June.

CAMP COORDINATOR

Reports to: Summer Camp Director

Spring Pay Rate: \$17.55 per hour for work before April 24

Summer Pay Rate: see summer wage structure

Contract Dates: April 1 – August 30, 2024 (with extension available through Fall season)

The Camp Coordinator works alongside the Outdoor Centre Director in the spring season and the Summer Camp Director in the summer season to provide positive leadership and assistance to the day-to-day program operations at RKY Camp. The Camp Coordinator will support program logistics for Outdoor Centre groups, provide administrative support both before and during the summer season, and supervise, train, and evaluate the Camp Rovers. The Camp Coordinator will provide leadership to camp in the absence of the Outdoor Centre Director or Summer Camp Director.

Required: Standard First Aid with CPR-C, National Lifeguard, F-Class Driver's License (or willing to obtain), Pleasure Craft Operator's Card, previous summer camp experience in a leadership role.

Preferred: ACCT Level 2, Advanced First Aid.

ONE-WEEK SECTION HEAD

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024 (plus 4 days of training in the spring)

The One-Week Section Head is responsible for the one-week camp section of campers and is responsible for camper care, counsellor development and supervision, and behaviour support. Section Heads provide for the overall safety and wellbeing of every camper who comes to camp and provide assistance and support to counsellors in dealing with day-to-day camper situations. Section Heads support and evaluate counsellor performance and communicate regularly with parents and guardians in a professional manner. The One-Week Section Head takes leadership in the logistics and organization of the weekly arrival and departure of one-week campers. As a senior staff member, the One-Week Section Head provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Standard First Aid with CPR-C, National Lifeguard, G-Class Driver's License, previous summer camp experience or equivalent experience working with youth in an educational/recreational setting.

Preferred: F-Class Driver's License, Pleasure Craft Operator's Card.

YOUTH SECTION HEAD

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

(plus 4 days of training in the spring)

The Youth Section Head is responsible for the two-week youth section of campers and is responsible for camper care, counsellor development and supervision, and behaviour support. Section Heads provide for the overall safety and wellbeing of every camper who comes to camp and provide assistance and support to counsellors in dealing with day-to-day camper situations. Section Heads support and evaluate counsellor performance and communicate regularly with parents and guardians in a professional manner. The Youth Section Head provides age and developmentally appropriate care and program design to meet the unique needs of the age group. As a senior staff member, The Youth Section Head provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Standard First Aid with CPR-C, National Lifeguard, G-Class Driver's License, previous summer camp experience or equivalent experience working with youth in an educational/recreational setting.

Preferred: F-Class Driver's License, Pleasure Craft Operator's Card.

SENIOR SECTION HEAD

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

(plus 4 days of training in the spring)

The Senior Section Head is responsible for the two-week senior section of campers and is responsible for camper care, counsellor development and supervision, and behaviour support. Section Heads provide for the overall safety and wellbeing of every camper who comes to camp and provide assistance and support to counsellors in dealing with day-to-day camper situations. Section Heads support and evaluate counsellor performance and communicate regularly with parents and guardians in a professional manner. The Senior Section Head provides additional support to the out-tripping department in the planning and preparation of senior-camp, multi-day out-trips. As a senior staff member, the Senior Section Head provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Remote First Aid, National Lifeguard, G-Class Driver's License, previous summer camp experience or equivalent experience working with youth in an educational/recreational setting.

Preferred: Wilderness Advanced First Aid, F-Class Driver's License, Pleasure Craft Operator's Card

LEADERSHIP DIRECTOR

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 16 – August 30, 2024 (plus 4 days of training in the spring)

The Leadership Director is responsible for the planning and preparation of the Leadership Development Program at RKY Camp, and the supervision and support of the LD Trainers. They are responsible for the overall safety and wellbeing of all Leadership Development participants and will provide assistance and support to the LD Trainers in dealing with day-to-day participant situations. The Leadership Director supports and evaluates LD Trainer performance and communicates regularly with parents and guardians in a professional manner. The Leadership Director provides significant support to out-tripper training in the spring, as well as the planning and facilitation of the multi-day canoe trips throughout the leadership program. As a senior staff member, the Leadership Director provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Wilderness Advanced First Aid, National Lifeguard, G-Class Driver's License, previous summer camp experience or equivalent experience working with youth in an educational/recreational setting.

Preferred: Wilderness First Responder, F-Class Driver's License, Pleasure Craft Operator's Card, ORCKA Paddling Instructor, Mental Health First Aid.

PROGRAM DIRECTOR

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024
(plus 4 days of training in the spring)

The Program Director is responsible for organizing and creating all program schedules for all summer camp sessions and overseeing all waterfront programming. Specific duties include planning and executing creative programming and theme days, providing support, supervision, and evaluation to the water-based Area Head staff, ensuring all waterfront program equipment is in good working order, and ensuring all waterfront programs are safe, fun, intentional, and camper-focused. The Program Director organizes and delegates scheduled programming, including Areas, afternoon programming, evening programming, and theme days. The Program Director will work collaboratively with the Land Director to manage the overall Area Head team. As a senior staff member, the Program Director provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Standard First Aid with CPR-C, National Lifeguard, G-Class Driver's License, Pleasure Craft Operator's Card, extensive previous camp and scheduling experience.

Preferred: F-Class Driver's License.

LAND DIRECTOR

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024
(plus 4 days of training in the spring)

The Land Director is responsible for safe, fun, intentional, and camper-focused Land programming and will support, coach, supervise, and evaluate the land-based Area Head staff. The Land Director will ensure all program-related risk management, policies, and procedures are being met by campers and staff, and will support the Program Director in the execution of all afternoon, evening, and all-day programming. The Land Director will work collaboratively with the Program Director to manage the overall Area Head team. The Land Director will work closely with the Area Head team to develop and execute progressive skill-based Area curriculum and engaging and creative Free Choice Time programming, while maintaining risk management and area-specific procedures. As a senior staff member, the Land Director provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Standard First Aid with CPR-C, National Lifeguard, Association of Challenge Course Technology Level 2 Practitioner (ACCT 2) or willing to obtain, G-Class Driver's License.

Preferred: ACCT Challenge Course Manager (CCM), F-Class Driver's License, Pleasure Craft Operator's Card.

OUT-TRIP DIRECTOR

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 5 – August 30, 2024 (plus 4 days of training in the spring)

The Out-Trip Director is responsible for the planning and preparation of all out-trips that occur each session. They will provide expertise, experience, and skills specific to out-tripping and instruction in outdoor leadership skills. The OT Director will supervise, support, evaluate, and train the out-trippers. Part of this training will include leading out-tripping and leadership staff through a week-long out-trip training trip in June. The OT Director provides significant leadership regarding scheduling, gear management, risk management, and program quality control. The OT Director must be prepared to fill in for the role of an out-tripper if required. As a senior staff member, the OT Director provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Wilderness Advanced First Aid, National Lifeguard, G-Class Driver's License, Safe Food Handler Certification, Pleasure Craft Operator's Card, extensive camp and backcountry out-tripping experience.

Preferred: Wilderness First Responder, F-Class Driver's License, ORCKA Canoe Tripping Instructor.

INTEGRATION COORDINATOR

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024 (plus 4 days of training in the spring)

The Integration Coordinator is responsible for the planning, scheduling, and support of the RKY Camp Integration program. They will provide expertise, experience, and skills relating to working with children with disabilities and complex behavioural needs. The Integration Coordinator will review documentation and communicate with parents and guardians to determine each individual's support needs at camp and will allocate resources accordingly. The Integration Coordinator will train, supervise, and support all counsellors working with an Integration participant, as well as support the complex behavioural needs of other campers as needed. They will plan schedules, complete program documentation, and communicate with families on a regular basis, as well as provide coverage for counsellors. As a senior staff member, the Integration Coordinator provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Standard First Aid with CPR-C, National Lifeguard, G-Class Driver's License, Pleasure Craft Operator's Card, previous overnight summer camp experience, experience working with vulnerable populations and youth with disabilities.

Preferred: post-secondary education in behavioural sciences, disability studies, or social work.

WELLNESS DIRECTOR

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: May 1 – August 30, 2024

The Wellness Director provides support in all areas of camp to ensure a healthy and safe camp environment for participants and staff, physically, socially, and emotionally. They ensure a healthy environment is maintained through regular check-ins with campers and staff, dispensing medications, and providing a high degree of health-related care for campers and staff. The Wellness Director is responsible for camper information systems at camp, including parent/guardian communication and camper information, and will maintain detailed recordkeeping. The Wellness Director will also support and be a resource for campers and staff with mental health concerns. As a senior staff member, the Wellness Director provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Standard First Aid with CPR-C, G-Class Driver's License, Mental Health First Aid, minimum three years in a Professional Nursing program.

Preferred: RN, RPN/LPN, MD, EMT.

WELLNESS COORDINATOR

Reports to: Summer Camp Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024 (plus 4 days of training in the spring)

The Wellness Coordinator works closely with the Wellness Director to support the health and wellness needs of all campers and staff. They ensure a healthy environment is maintained through regular check-ins with campers and staff, dispensing medications, restocking first aid kits, and providing a high degree of health-related care for campers and staff. The Wellness Coordinator is responsible for camper information systems at camp, including parent/guardian communication and camper information, and will maintain detailed recordkeeping. As a senior staff member, the Wellness Director provides significant support to the day-to-day operations and administration of RKY Camp.

Required: Standard First Aid with CPR-C, G-Class Driver's License, minimum one year in a Professional Nursing program.

Preferred: National Lifeguard, Mental Health First Aid

NON-COUNSELLING (N/C) STAFF POSITIONS

Priority will be given to candidates applying for summer non-counselling staff positions who are available to work in the Spring Outdoor Centre season as well.

ADVENTURE AREA HEAD

Reports to: Land Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Adventure Area Head is responsible for executing all aspects of the challenge course program. The Adventure Area Head will provide the required skills and expertise to operate an adventure-based ropes and climbing program, including the inspection and maintenance of all challenge course elements and gear, completing all relevant documentation, and operating under RKY Camp's Challenge Course Local Operating Procedures. They will coach and supervise Adventure Area staff and ensure all risk management practices are being followed. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Association of Challenge Course Technology Level 1 Practitioner (or willing to obtain), Standard First Aid with CPR-C, National Lifeguard.

Preferred: Association of Challenge Course Technology Level 2 Practitioner

ARTS & CRAFTS AREA HEAD

Reports to: Land Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Arts & Crafts Area Head is responsible for executing all aspects of the Arts & Crafts program. The A&C Area Head will provide the required skills to facilitate creative art programming and manage an extensive supply inventory. They will coach and supervise Arts & Crafts Area staff and ensure all risk management practices are being followed. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Standard First Aid with CPR-C, National Lifeguard.

Preferred: post-secondary education in an arts-based program.



BOATING AREA HEAD

Reports to: Program Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Boating Area Head is responsible for executing all aspects of the Boating program. The Boating Area Head will provide the required skills and expertise to facilitate canoe and kayak programming, while maintaining all waterfront risk management practices. The Boating Area Head will work in conjunction with the Swimming Area Head to facilitate all waterfront emergency procedures. They will coach and supervise Boating Area staff to facilitate progressive, skill-based canoe and kayaking programming. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Standard First Aid with CPR-C, National Lifeguard, Pleasure Craft Operator's Card.

Preferred: ORCA Paddling Instructor or equivalent.



CAMP CRAFT AREA HEAD

Reports to: Land Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Camp Craft Area Head is responsible for executing all aspects of the Camp Craft program. The Camp Craft Area Head will provide the required experience and expertise to deliver outdoor living skills programming, as well as the inspection and management of Camp Craft and archery supplies and gear. They will coach and supervise Camp Craft Area staff and ensure all risk management practices are being followed. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Standard First Aid with CPR-C, National Lifeguard.

Preferred: Wilderness First Aid, ORCA Canoe Tripping Instructor.

LAND SPORTS AREA HEAD

Reports to: Land Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Land Sports Area Head is responsible for executing all aspects of the Land Sports program. The Land Sports Area Head will provide the required skills and experience to deliver active and engaging sports programming, which can include soccer, baseball, volleyball, frisbee, flag football, and gaga ball. They will coach and supervise Land Sports Area staff and ensure all risk management practices are being followed. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Standard First Aid with CPR-C, National Lifeguard, experience facilitating or coaching in children and youth athletic programs.

Preferred: National Coaching Certification Program (NCCP) Level I or II.

MUSIC AREA HEAD

Reports to: Land Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Music Area Head is responsible for executing all aspects of the Music program. The Music Area Head will provide the required skills and experience to deliver a creative, structured music curriculum, including guitar, ukelele, drumming, and music theory. They will coach and supervise the Music Area staff and ensure a camper-focused, progressive skill-building program is facilitated. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Standard First Aid with CPR-C, National Lifeguard, experience facilitating or teaching music to children and youth.

Preferred: post-secondary education in a music-related field.

NATURE AREA HEAD

Reports to: Land Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Nature Area Head is responsible for executing all aspects of the Nature program. The Nature Area Head will provide the required expertise and experience to deliver an experiential nature program designed to foster a connection to the natural world. They will coach and supervise the Nature Area staff and ensure all risk management practices are being followed. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Standard First Aid with CPR-C, National Lifeguard.

Preferred: post-secondary education in environmental science or related field.

SWIMMING AREA HEAD

Reports to: Program Director

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

The Swimming Area Head is responsible for executing all aspects of the Swimming program. The Swimming Area Head will provide the required skills and expertise to deliver an active and engaging swimming program, including hard skill development and play-based activities. They will coach and supervise the Swimming Area staff and ensure all risk management practices are being followed. The Swimming Area Head will work in conjunction with the Boating Area Head to facilitate all waterfront emergency procedures. As an Area Head, they will work in conjunction with the Area Head team to plan and deliver all RKY Camp programming, support counsellors as mentors, and interact directly with children.

Required: Standard First Aid with CPR-C, National Lifeguard, Lifesaving Instructor (or willing to obtain), Pleasure Craft Operators Card, experience working with a team of lifeguards.

Preferred: Standard First Aid Instructor.



OUT-TRIPPERS

Reports to: Out-Trip Director

Pay Rate: see summer wage structure

Contract Dates: June 16 – August 30, 2024

The Out-Trippers are responsible for executing our camper-focused out-tripping program. Out-trippers build relationships with the campers and staff with whom they will be going on trip, involving them in the pre-trip process. Out-trippers will prepare and lead multi-day canoe trips in North Frontenac Park with senior campers, occasionally providing leadership to overnight trips on Eagle Lake. Out-trippers are responsible for meeting RKY Camp and OCA risk management standards and ensuring all tripping equipment is properly cleaned, maintained, and in safe working order. Out-trippers will participate in a mandatory week-long out-trip training prior to the start of the summer. Out-trippers will work within the scope of their training and experience and communicate regularly with camp. While on site, Out-trippers will support the day-to-day operational needs of camp.

Required: Wilderness Advanced First Aid (or willing to obtain), National Lifeguard, Safe Food Handler's certification, experience leading backcountry out-trips with youth.

Preferred: Wilderness First Responder, ORCKA Canoe Trip Instructor

COUNSELLING STAFF POSITIONS

LEADERSHIP TRAINERS

Reports to: Leadership Director

Pay Rate: see summer wage structure

Contract Dates: June 16 – August 30, 2024

The Leadership Trainers are responsible for executing our Leadership Development program. Leadership Trainers will provide the required skills and experience to facilitate an effective leadership curriculum, ensure the needs of the LD1 and LD2 participants are being met, and deliver a safe and challenging out-trip program. Leadership Trainers will work in pairs, working with LD1 participants for two two-week sessions, and with LD2 participants for the other month. The Leadership Trainers will be the acting out-trippers for their leadership out-trips and will participate in a mandatory week-long out-trip training prior to the start of the summer. Leadership Trainers will assist in the design and evaluation of the Leadership Development program, as well as the scheduling, planning, and execution of the program.

Required: Wilderness Advanced First Aid (or willing to obtain), National Lifeguard, Safe Food Handler's certification, experience facilitating leadership curriculum, experience leading backcountry out-trips with youth.

Preferred: Wilderness First Responder, ORCKA Canoe Trip Instructor.

CAMP ROVERS

Reports to: Camp Coordinator

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

Camp Rovers provide support in all areas of camp to ensure we are providing intentional, creative, and safe programs. Rovers will be directed by the Camp Coordinator or other senior staff member to assist in areas that require additional support, whether that be supporting in a cabin, program area, out-tripping department, wellness, or tuck shop. Rovers' schedules differ each day and Rovers must be flexible to support in various areas at camp and manage their time effectively.

Required: Remote Wilderness First Aid, National Lifeguard.

Preferred: Mental Health First Aid

CAMP COUNSELLORS

Reports to: Section Heads

Pay Rate: see summer wage structure

Contract Dates: June 23 – August 30, 2024

Camp Counsellors are responsible for meeting the emotional, physical, and safety needs of a group of campers aged 7-15. Counsellors work to supervise and guide campers in their daily routines, fostering social and emotional growth, and ensuring their well-being. Counsellors are responsible for the planning and delivery of cabin and afternoon programming that encourage personal development and a sense of community. The nature of this position is flexible, and Counsellors will be scheduled to work with a variety of age groups. Counsellors will develop positive dynamics within their cabin group and troubleshoot behaviours that are challenging, with the support of their Section Head as needed. Camp Counsellors contribute an important sense of magic to camp through costumes, campfire performances, evening programs, and building authentic connections with the young people with whom they work.

Required: Standard First Aid with CPR-C, National Lifeguard.

Preferred: Mental Health First Aid, Remote Wilderness First Aid.



KITCHEN & FACILITY STAFF POSITIONS

ASSISTANT COOK

Reports to: Food Service Manager

Pay Rate: based on minimum wage

Contract Dates: April 30 – late October 2024

The Assistant Cook, in conjunction with the Food Service Manager, prepares, plans, and delivers food as per the directives of the Food Service Manager for 200+ campers and staff. The Assistant Cook provides leadership in the kitchen team in lieu of the Food Service Manager and ensures all food safety handler regulation and kitchen health code standards are met.

Required: Standard First Aid with CPR-C, Safe Food Handler certification, experience working in a professional kitchen.

PREP COOKS

Reports to: Assistant Cook and Food Service Manager

Pay Rate: based on minimum wage

Contract Dates: early or late Spring – August 30, 2024
(Fall work available)

The primary role of the Prep Cooks is to prepare, plan, and deliver food for 200+ campers and youth as per the directives of the Food Service Manager. Prep Cooks are responsible for maintaining the cleanliness of various kitchen workspaces, assisting with deliveries and food orders, conducting inventory, working alongside the Assistant Cook and Food Service Manager, and following food safety handler regulations.

Required: Standard First Aid with CPR-C.

Preferred: Safe Food Handler certification.

CLEANER/ASSISTANT MAINTENANCE

Reports to: Facilities Supervisor and Camp Director

Pay Rate: based on minimum wage

Contract Dates: May 4 – August 30, 2024
(Fall work available)

The cleaning and maintenance staff are responsible for the maintenance and janitorial functions of camp. They will work in a hands-on capacity to make sure camp is in great working order and is a clean, sanitary, and welcoming space for all participants, staff, and visitors.

Required: Standard First Aid with CPR-C.



FALL OUTDOOR CENTRE STAFF POSITIONS

There are a limited number of staff that can be hired during the Outdoor Centre season. The start dates vary based on staff availability and groups booked. Start dates for Fall are in early September and the season ends mid to late October. Throughout the fall season, staff members are assigned to run programs for school groups, host facility rentals, or clean and maintain the site on a crew day. Fall staff facilitate outdoor programming for school and other groups, provide guest services and cleaning, and prepare the site for the winter. The number of roles available will be dependent on RKY's operations in each month of the season.

OUTDOOR CENTRE FACILITATOR (FALL)

Reports to: Outdoor Centre Director

Pay Rate: \$144 per day (\$18/hour) - Room and board will be deducted at the rate of \$10 per 24 hour period.

Contract Dates: September 3 – late October, 2024

Outdoor Centre Facilitators will facilitate all aspects of the RKY Camp Outdoor Centre program as directed by the Outdoor Centre Director and Camp Coordinator. Facilitators will deliver program instruction, interact directly with children, and provide positive customer service to schools, rentals, and retreats. Facilitators will deliver experiential, participant-focused programming with students from elementary and high schools, as well as adult groups. They will provide support in kitchen duties, facility maintenance, and site upkeep as required. Facilitators will be trained in all program areas at camp and will execute programming following all risk management, policies, and procedures, and will work within the scope of their training.

Requirements: Standard First Aid with CPR-C, National Lifeguard

Preferred: ACCT Level 1 or 2, Pleasure Craft Operator's Card, ORCKA Canoe/Kayaking certifications



INTERVIEW INFORMATION

As part of the hiring process, candidates are required to participate in an interview; ideally, one of our group interviews. A group interview is a great opportunity to demonstrate an applicant's ability to work collaboratively as a team and problem solve, as well as showcase their leadership styles and personality in a way that is not always possible in a traditional individual interview. A group interview typically includes a group discussion, a variety of group initiatives and team-building tasks, and a quick individual interview. Candidates are encouraged to wear clothes that they feel comfortable moving around in.

Group interviews will take place in early to mid December in Kingston, ON. We are asking applicants to confirm availability as part of the application process.

A group interview is the preferred method of interview for all candidates applying as a Counsellor, Area Head, or Rover. If you are unable to attend a group interview, an individual virtual interview will be scheduled with you. Virtual interviews will be conducted via Zoom or Google Meet and will require a device that can access the meeting link. Please test the link and video connection prior to the interview to ensure your audio and video are working correctly.

Individual interviews will be required for Senior Staff, Out-Tripper, and Leadership Trainer positions.

Applicants are encouraged to have planned the timeline of when they will be obtaining their expected certifications for the upcoming seasons and be prepared to review this information in the interview.



HOW TO APPLY

To apply, please complete the online application through CampBrain (link below).

Please be prepared with the following:

- Personal contact information
- Cover letter
- Resume
- 3 References

First-time applicants will be prompted to create an account in CampBrain. Returning staff applicants can use their previous account information and use the “reset password” option if needed.

The deadline for all applications is November 30, 2023 at 11:59 pm. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant. We thank you for your application; however, only candidates selected for an interview will be contacted.

[APPLY HERE](#)

Questions regarding the application process can be directed to Davin Allan at davin@rkycamp.org. Paper applications are available upon request.

In the spirit of leadership, personal development, and professionalism during and after this hiring process, RKY Camp will only communicate directly with applicants. Parents and guardians are encouraged to empower their young applicants to contact RKY Camp directly should they have any questions or concerns.

