



## YMCA of Greater Vancouver Employment Opportunity – Camp Elphinstone

**Date Posted:** November 15, 2017

**Position Title:** Assistant Summer Camp Director (Two vacancies)  
**Location:** YMCA Camp Elphinstone: Gibsons, BC

**Terms:** Full-Time – Seasonal Contract  
**Salary:** \$110 - \$120/day  
**Term:** March 5, 2018 – November 3, 2018 **OR** May 1, 2018 – September 1, 2018  
**Reports To:** Camp Director/Camp Manager

### **Situation:**

YMCA Camp Elphinstone is located on the Sunshine Coast near Gibsons, a 40 minute ferry ride from Vancouver. It offers wonderful one-week, two-week and three-week camping adventures for campers 5-17 years old. Camp Elphinstone is committed to the personal development of individual campers through the cabin group process and individual choice activities, waterfront and land based activities and out trips. Camp Elphinstone is home to campers from around the world as well as the Lower Mainland.

Camp Elphinstone employs approximately 125 staff/volunteers during July and August with a smaller core team of 20-50 staff/volunteers in spring/fall. Successful Camp Elphinstone staff are self-motivated individuals whose ambition is to serve and develop children and youth in a camp setting. They demonstrate positive values, are highly skilled, flexible and can commit to the full camp season. Ability to functionally communicate in a second language such as Spanish, Korean, Japanese or Chinese is desirable for some positions.

### **Nature & Scope:**

The Assistant Camp Directors (ACDs) are responsible for planning and implementing all aspects of Camp Elphinstone as it relates to the counselling team, camper care, program, as well as building and maintaining an inclusive, camper-focused culture. Specific duties include, but are not limited to, supporting and managing section leaders, ensuring programs are camper-focused and meeting our high risk management standards, and organizing camper and staff information systems. The ACDs will help with parent/guardian communication and focus on ensuring the smooth delivery of safe, fun, and enriching programs. The ACDs will build and maintain a positive camp culture.

### **Major Responsibilities:**

- Assist with onsite supervision of Outdoor Education programs during operating seasons
- Assist with recruitment, hiring, coaching and leading a team of staff and volunteers committed to building a strong, inclusive, and camper-focused culture and community
- Develop & deliver innovative training that supports professional development of staff & volunteers
- Develop & deliver experiential, camper-focussed outdoor programming
- Develop & implement strategies that achieve & sustain program growth for Outdoor Education programs
- Maintain YMCA program & care standards; positively role-model YMCA mission, vision, and values
- Ongoing risk management and crisis response following YMCA procedures
- Ensure the safety of all members, participants, staff, and property by following YMCA standards/policies/procedures and ensuring they are maintained amongst all participants and staff
- Facilitate experience of groups and individuals
- Assist with general maintenance, cleaning and site support duties as required for daily operation
- Build and foster positive relationship with clients and external relationships
- Maintain a neat, orderly, and clean environment, including all office, program & common areas

- Maintain and role model regular attendance, punctuality and be appropriately dressed and well groomed
- Perform other duties as required

**Requirements:**

- Housing on site at Camp Elphinstone is a requirement of this position
- Ability to multitask and remain results focused in a high demand environment
- Ability to work a flexible schedule according to operational needs
- Well-developed interpersonal skills and organizational skills
- Standard First Aid and CPR-C
- NLS Swimming Certification
- Pleasure Craft Operators Certification
- Class 4 Driver's License
- Previous experience in camping, youth recreation, and/or experiential education
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

**Preferred:**

- Level 2 Challenge Course certification an asset
- Occupational First Aid Level 3 an asset
- Experience with CLASS Operating System an asset

**Competencies:**

*Child-Centered:* Demonstrates an ability to provide child-centered, developmental and age appropriate environments and programs

*Values:* Demonstrates a high level of commitment to the Association's mission and core values

*Leadership:* Motivates and inspires self and others to take action to achieve desired outcomes

*Service Orientation:* Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience

*Communication:* Communicates in a thorough, clear and timely manner

*Concern for Health:* Acknowledges and understands how to manage and educate others of risk and harm reduction

Please click here for the [Camp Elphinstone 2018 Application Guide](#)

**Application Process:**

Internal applicants should inform their supervisor prior to application. Complete online application using the following links:

Internal Applicants: Please apply [HERE](#)

External Applicants: Please apply [HERE](#)

Application deadline: **Until Filled**

*Thank you for your interest and application.*

*Due to the high volume of applications received, only short-listed candidates will be contacted.*



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