



YMCA of Greater Vancouver Employment Opportunity – Camp Elphinstone

Date Posted: November 17, 2017

Position Title: Senior Support Staff – Chapman Section Director (x2), Dakota Section Director (x2), McNabb Section Director, Day Camp Section Director, Waterfront Program Director, Land Program Director, Out-Trip Section Director, Resource Director

Location: YMCA Camp Elphinstone: Gibsons, BC

Terms: Full-Time – Seasonal Contract

Salary: \$95-\$100/day – dependent on position and experience

Term: June 18, 2018 – August 25, 2018 (Chapman, Dakota, McNabb, Land Program, Out-trip)
June 18, 2018 – Sept 1, 2018 (Day Camp, Waterfront Program, Resource)

Reports To: Camp Director/Camp Manager

Nature & Scope:

These positions are part of the senior support team required to deliver YMCA Camps program, camper care, and the building of community through a positive, inclusive and camper-focused culture. The support team will provide expertise, experience and skills specific to the operation of camp.

Specific Positions:

Section Directors - Section Directors are responsible for a specific section of campers and are responsible for camper care, group leader development and supervision, section programs, and scheduling of programs and activities. Section Directors provide for the overall safety and wellbeing of every camper who comes to camp, and provide assistance and support to group leaders in dealing with day to day camper situations. Section Directors support and evaluate group leader performance. They communicate regularly with parents and guardians in a professional manner. Sections include Chapman (ages 7-12), Dakota (ages 12-15), McNabb (ages 5-8), and Day Camp (ages 5-12). Extensive camp experience required.

Program Directors - The Program Directors work as a team and are responsible for the safety and supervision of all program activities at camp, on the waterfront and on land. They are also responsible for emergency procedures both on land and on the waterfront. These Program Directors work with Section Directors to coordinate and deliver programs occurring at camp, and are responsible with their respective teams, for the management and maintenance of all program equipment and supplies. These staff members supervise and schedule the program staff team. Lifesaving Instructor/Examiner is preferred for Waterfront Director. Level 2 Challenge Course certification, Paddle Canada, and OCC preferred for Land Program Director.

Out-Trip Director - The Out-trip Director is responsible for the planning and preparation of the 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 and schedule the Out-trippers. As well, this person will provide assistance and leadership to other staff pertaining to outdoor living skills and practices. Advanced Wilderness First Aid (40+ hour course) and Food Safe are required for this position.

Resource Director - The Resource Director supervises all aspects of transportation at Camp Elphinstone, including coordinating ferry/bus transportation and sign-in/out processes for first and last days of sessions, scheduling out-trip and day camp transportation, ensuring all vehicles and trailers are regularly checked by all drivers to ensure they are in proper working order, keeping logs and paperwork up to date, reporting deficiencies and protecting the

assets of the YMCA through appropriate use of vehicles and trailers. The Resource Director will be required to drive for camp purposes on a regular basis and will supervise the camp driver. The Resource Director will also assist in administrative tasks, including creating camper lists, organizing and distributing Lost and Found items, and communicating with parents/guardians. This position requires a highly organized individual with special attention to detail.

Major Responsibilities:

- Provide leadership and role modeling to all staff
- Plan and lead training sessions for group leaders and program staff
- Provide direct supervision to designated sections
- Managing staff scheduling, camper scheduling, and organizing camper information
- Communicate in a caring and professional manner with camper parents/families as required
- Provide regular oral and written feedback to assigned staff
- Ensure designated areas are hazard free and safe to operate daily, with emergency equipment checks
- Provide leadership to emergency situations
- Ensure YMCA Camps & BCCA policies are maintained and hold all stakeholders accountable to them
- Ensure the safety and protection of all members, participants, staff, and property by following YMCA standards/policies/procedures and ensuring they are maintained amongst all participants and staff
- Build meaningful relationships through positive daily interaction with staff, children, and families
- Create and maintain a positive atmosphere and build positive self-esteem and confidence in children
- Assist with the planning and implementation of safe and fun YMCA Child & Youth programs in accordance with YMCA standards, YMCA Child Protection policies, and YMCA Healthy Child Development principles
- Maintain a neat, orderly, and clean environment, including all office, program and common areas
- Remain flexible – willing to learn new skills, improve and change systems/programs to ensure a camper-focused culture
- Attend staff meetings, planning sessions and training events as required
- Maintain regular attendance, punctuality and be appropriately dressed

The Support Team may be required to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

Requirements:

- Housing on site at Camp Elphinstone is a requirement of this position
- Attend YMCA Camps Staff Training
- Class 4 Driver License
- Standard First Aid and CPR-C - Advanced First Aid (WFA, OFA III) preferred
- NLS Swimming Certification
- Please Craft Operators License
- Prior experience with programming and leadership in an overnight camp setting
- Out-trip Director: Wilderness First Aid (40 hrs+), FoodSafe

Preferred:

- Additional certification in key area of camp (i.e. Level 2 Challenge Course certification, Paddle Canada, OCC, etc)
- Advanced First Aid (WFA, OFA III)
- Waterfront Director: Lifesaving Instructor/Examiner

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: *Please indicated which position you are applying for.*

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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