

Staff Application Guide

2019

C.Y.O. Camp Brébeuf

C.Y.O. Camp Brébeuf is a year-round camp owned by the Catholic Youth Organization of Hamilton. The camp is located in Rockwood, Ontario, approximately 20 minutes east of Guelph. Providing outdoor education and recreation opportunities for schools and youth groups during the majority of the year, the camp operates as a summer camp during July and August.

Our camp motto is Experience, Fun, Outside. We strive as a camp to create a fun, safe and faith-filled environment for youth to experience the outdoors.

The Catholic Youth Organization

Mission:

Rooted in Catholic values and participating in the mission of the Church, the Catholic Youth Organization (C.Y.O.) serves children, teens and families through these programs and services:

- Provides training, resources and consultation to parish communities to assist in the development of Youth Ministry initiatives.
- Provides specific programs to children, teens and families in Youth Ministry, camping and athletics.
- Provides Christian Leadership development programs for teens; and creates opportunities for teens to share these skills.
- Ensures that marginalized children, teens and families have access to all C.Y.O. programs and services.

Vision:

Through our programs and services, the Catholic Youth Organization will help to develop a Catholic Community in which children and teens are recognized as being an integral part of the church of today; and as such are invited to contribute to the growth of our faith community.

Values:

In fulfilling our mission and in pursuit of our vision, we stress these Gospel values.

- The dignity of each person.
- The gifts of young people.
- The call to justice and discipleship.
- The wisdom of shared leadership.

GENERAL RESPONSIBILITIES

It is each of our responsibility to be aware of and clearly support the employment conditions, and policies and procedures of C.Y.O. Camp Brébeuf. Although each of our roles and responsibilities at C.Y.O. Camp Brébeuf 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 C.Y.O. Camp Brébeuf Staff team's goal is to create a positive and memorable camp experience for our participants. The roles and responsibilities outlined in this document outline the leadership style that we expect and should feel proud of portraying to each other and campers.

2019 SEASONAL EMPLOYMENT PACKAGE

INTRODUCTION

Thank you for your interest in joining our staff team for the 2019 Spring/Summer season. This handbook will help to answer many of your questions as you fill out your application form.

There have been changes to the staff structure, job descriptions and qualifications for some positions-- please read carefully.

WHAT WE'RE LOOKING FOR IN A CAMP STAFF

Committed to Vision and Values: Demonstrates and promotes an understanding of and appreciation for the mission, vision, strategic outcomes and values of C.Y.O. Camp Brébeuf.

Child and Youth Focused: Creates a caring, loving and supportive environment. Ensures that all programs and activities meet the needs of children and youth and that campers are the first priority.

Problem Solving: Identifies an issue and works in a positive way towards a solution.

Initiative and Teamwork: The ability to be proactive within their role at camp and in other areas where assistance is needed. Puts others in the team ahead of themselves.

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

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

What is it like to work at camp?

Most staff members describe working at C.Y.O. Camp Brébeuf as one of the most rewarding experiences of their lives. It has helped them grow as a leader and gain valuable skills for their future careers. There are a lot of people at camp, serving in different roles but everyone works together so that the campers can have the best experience possible.

Working at camp and with youth also requires a lot of hard work. Sometimes the days are long or the campers have unique needs that require extra work and attention. Each position here at camp is important and comes with its own set of demands. Fortunately camp is a place where there is a lot of support and a team approach to solving problems.

We value a strong staff team and because of that we try to do whatever we can to give staff time off to recharge and have fun. We also focus on developing skills during staff training and over the summer so that both the campers and the staff member have a successful summer.

JOB RESPONSIBILITIES

Depending on the season of operation and the job position, staff roles can change. However, some things are the responsibility of all staff regardless of position or season of employment.

The first priority for all camp staff is to ***put the camper's wellbeing first and ensure that they are properly cared for throughout their stay.*** This means ensuring appropriate and qualified supervision at all times, meeting the special needs of specific age groups and children, providing effective redirection, and being a role model for youth while away from home.

C.Y.O. Camp Brébeuf 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.

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

- Tobacco, E-cigarette or Marijuana use of any kind
- Discriminatory/inappropriate behavior and language
- Cellular telephone use during work hours
- Possession or consumption of illegal drugs or alcohol

2019 SUMMER CAMP DATES *

Spring Outdoor Education – **April 29th – June 28th, 2019**

Summer Staff Training Weekend – **April 5th- 7th, 2019**

Leadership Camp Training Weekend – **TBD**

Leadership Camp – **June 30th– July 5th, 2019**

Summer Season – **July 7th-August 23rd, 2019**

(Overnight camp runs Sunday to Friday of each session. Day camp runs Monday to Friday of each session)

TIME OFF

All staff will receive time off in between each week of camp as well as various times during the week. Time off is provided so that staff are able to rest and otherwise recharge so that they can work enthusiastically with campers.

In order to rest and recharge we expect all staff to leave site between camp sessions (Friday night to Sunday 12). Staff may stay onsite under special circumstances, which can be discussed with the Summer Camp Director or Camp Director.

STAFF TRAINING AND CERTIFICATIONS

Several staff training events will be held, aimed at developing the skills and knowledge necessary for performing in your position at camp. It is also very important that our staff comes together as a team. Therefore, in order **to be considered for employment all candidates must be able to attend the above training dates** as they apply to your position. These dates will be included in your contract.

Please carefully read the job description for the position(s) you are interested in. The competencies and certifications required for each job are mandatory in accordance with industry standards. You must be able to at least meet the minimum qualifications for a position in order to apply. Staff members are expected to arrange for their own certifications necessary for the position(s) **this includes Standard First Aid and CPR.**

HOW TO APPLY TO C.Y.O. CAMP BRÉBEUF

Candidates that are selected for an interview will be contacted by the Camp Director.

The first round of Group interviews will be scheduled on one of the following dates: **Friday, February 1st and Saturday, February 2nd, 2019. At Camp Brébeuf.**

Applicants are welcome to apply as long as the application is posted.

All staff applications are required to include:

- A completed employment application form (found at the end of this package)
- A cover letter
- A current Resume
- Copies of all current certifications

***** Incomplete and late applications will be placed in a second round of hiring.**

If you have any questions, please contact C.Y.O. Camp Brébeuf office at, 519-856-4671.

Please submit applications by email, fax, mail or in person to:

Katie Moncrieffe, Summer Camp Director
C.Y.O. Camp Brébeuf
8434 Wellington Rd. 27
Rockwood, Ontario
N0B 2K0
Phone: 519-856-4671
Katie.moncrieffe@campbrebeuf.ca

C.Y.O. Camp Brébeuf is an equal opportunity employer, and models its practices after the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require assistance during the application or interview process please contact the camp office.

2019 C.Y.O. Camp Brébeuf Positions

*Please note that C.Y.O. Camp Brébeuf reserves the right to alter or eliminate any of these positions if there is no suitable candidate or insufficient registrations.

Spring Positions: * 9 weeks including training

- Outdoor Education Facilitator
- Challenge Courses Facilitator
- Kitchen Support (See Site Support position)
- Maintenance Assistant (See Site Support positions)

Summer Leadership Positions: * 1 week plus training weekend

- Leadership Camp Coordinator
- Leadership Camp Facilitator

Summer Camper Care Positions: *7 weeks including training week

- Group Counsellor
- Inclusion Counsellor

Summer Program Positions: *minimum 7 weeks including training

- Head Lifeguard
- Pool Lifeguard
- Canoe
- Arts and Crafts
- Challenge Courses
- Faith
- Out-trip and Adventure Skills
- Day Camp Programmers (2)

Summer Support Positions: *minimum 7 weeks including training

- Inclusion
- Herbivore (7 – 9 year old section)
- Omnivore (10 – 12 year old section)
- Carnivore (13 – 14 year old section)
- Wellness Coordinators
- Head Programmer
- Day Camp Coordinator
- Day Camp Support

Site Support Positions: *minimum 7 weeks including training

- Kitchen Assistant
- Facilities Assistant
- Photography and Media

In addition to the following job descriptions, each employee shall participate actively in C.Y.O. Camp Brébeuf's Health & Safety Program.

Title: Outdoor Education Facilitator (OE Facilitator)

Placement Dates: April 29th – June 28th, 2019

Reports directly to: Outdoor Education Director

Major Duties:

The primary role of an OE Facilitator is to fully facilitate day or night time programming for school groups and other user groups that attend camp during the spring season.

The duties of the OE Facilitator include:

- To teach, effectively and inclusively, the camp activities of the season.
- To watch for safety concerns at all times and meet camper and teacher needs.
- To notify the Outdoor Education Director of any concerns or difficulties with the clientele, staff, job responsibilities or standards.
- Directly supervise all assigned aspects of the student's day or evening.
- Prepare prayers, reflections, games and other programs prior to starting work each day
- Set an appropriate example for clients including: cleanliness, punctuality, dress, language, and attitude.
- Encourage students to respect each other, the environment, camp equipment and facilities.
- Debrief activities and ensure students are gaining a complete learning experience from each activity.
- Lead campers in daily prayers and graces.
- Assist with the cleaning of cabins, washrooms and occasional maintenance.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at time of contract.
- High-energy person with the desire and ability to work in an educational, outdoor setting with active students.
- Previous experience working with children of related age groups. (10-14)
- Ability to accept supervision and guidance.
- Ability to make own decisions when necessary and carry out changes or trouble shoot as required.
- Ability to teach camp activities independently.
- Adaptable, enthusiastic, safety conscious, mature and responsible.
- Current Standard First Aid and CPR certification and a clear Criminal Reference Check.

Additional Desirable Qualifications:

- NLS, Bronze Cross or other Lifesaving certifications.
- Challenge Course Practitioner Level 1 or Level 2.
- ORCKA flatwater or Camp Canoe Instructor.
- Previous experience working at a camp, outdoor education centre or leading youth ministry.
- Mental Health First Aid.
- High Five certification.

Title: Challenge Courses Facilitator

Placement Date: April 29th-June 28th, 2019

Reports directly to: Outdoor Education Director

Major Duties:

The primary role of the Challenge Courses Facilitator is to provide leadership to the C.Y.O. Camp Brébeuf Challenge Course program and act in conjunction with the Outdoor Facilitator team to deliver a safe and enjoyable program during the spring season.

Duties include:

- Providing specific training to C.Y.O. Camp Brébeuf Outdoor Education Facilitator Staff in challenge course activities.
- To watch for safety concerns at all times and meet camper and teacher needs.
- Providing direct delivery of the day to day operations of all Challenge Course related activities, including high ropes, rock climbing wall, and low ropes.
- Using creativity to design daily programming that combines the **challenge by choice philosophy** to challenge course activities for camper groups.
- Debrief activities and ensure students are having a complete learning experience.
- Prepare orders of supplies need to run a safe program throughout the Spring Outdoor Education season.
- Keep a daily record of all equipment and ensure that it is inspected and organized and ready for use each day.
- Inspection of challenge course prior to each day of use.
- Report any problems to the Outdoor Education Director in a timely manner.
- Set an appropriate example for clients including: cleanliness, punctuality, dress, language, and attitude.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Must hold Level 1 certification from a challenge course professional trainer.
- Previous experience working with children of related age groups. (10-14).
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Level 2 certification from a challenge course professional trainer.
- Experience leading and training others in belaying technique.

Title: Leadership Camp Coordinator

Placement Date: Preparation days during spring, weekend training dates TBD and June 30th– July 5th, 2019

Reports directly to: Summer Camp Director, Camp Director

Major Duties:

The primary role of the Leadership Programmer is to facilitate the delivery of C.Y.O. Camp Brébeuf's leadership program.

Duties include:

- Review the leadership program and make adjustments as necessary.
- Plan and deliver training for the leadership programmers.
- Organize the schedule and coordinate with outside groups to arrange camper excursions, or onsite visits.
- Review camper applications and contact campers/families as necessary.
- Act as a support to the campers and programmers during the week.
- Working with the programmers to deliver the overall leadership program.
- Support campers during debriefs and journaling exercises.
- Facilitate small group faith discussions, support during large presentations and liturgies.

- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf Leadership Program.
- Supervise the campers in the cabin at night as assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at time of camp.
- Previous overnight summer camp experience. Experience with Youth Ministry and/or leading retreats.
- Experience planning, organizing and following through on event planning.
- Current certification in Standard First Aid and CPR Level C.
- A clear vulnerable sector Criminal Reference Check.
- An understanding of the Catholic component of the C.Y.O. Camp Brébeuf leadership program.

Additional Desirable Qualifications:

- Previous experience with the C.Y.O. Camp Brébeuf Leadership program.
- Previous experience with youth ministry or leading youth retreats.

Title: Leadership Camp Programmer

Placement Date: Weekend Training dates TBD and June 30th – July 5th, 2019

Reports directly to: Leadership Camp Coordinator

Major Duties:

The primary role of the Leadership Programmer is to facilitate the delivery of C.Y.O. Camp Brébeuf's leadership program.

Duties include:

- Working alongside other programmers to run the designated "track" group.
- Support campers during debriefs and journaling exercises.
- Facilitate small group faith discussions, support during large presentations and liturgies.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf Leadership Program.
- Supervise the campers in the cabin at night as assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at time of camp.
- Previous overnight summer camp experience.
- Current certification in Standard First Aid and CPR Level C.
- A clear vulnerable sector Criminal Reference Check.
- An understanding of the Catholic component of the C.Y.O. Camp Brébeuf leadership program.

Additional Desirable Qualifications:

- Previous experience with the C.Y.O. Camp Brébeuf Leadership program.
- Previous experience with youth ministry or leading youth retreats.

Title: Counsellor

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Section Support Staff

Major Duties:

The primary role of a Counsellor is to provide care and leadership to groups or cabins of campers attending C.Y.O. Camp Brébeuf's summer camp program.

Duties include:

- Looking after the care and wellbeing of campers aged 4 – 14.
- Supervise in a cabin at night as assigned.
- Instructing C.Y.O. Camp Brébeuf program areas as required.
- Provide an inclusive environment for all campers and assists in the integration of inclusion campers.
- Perform daily duties around camp such as cabin cleanup, setting tables in the dining hall and cleaning up at meals.
- Provide appropriate leadership and mentorship to C.I.T.s.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Professional communicating with camper parents on opening and closing days.
- Safely assist the Out-trip staff is the off-site component of the summer camp program.
- Act as an appropriate role model at all times.
- Other duties as required.

Minimum Qualifications and Experience:

- Must be at least 17 years of age or turning 17 by the end of the calendar year.
- Previous experience working with youth.
- Current certification in Standard First Aid and CPR Level C.
- A clear vulnerable sector Criminal Reference Check.
- Ability to work long hours with active youth.

Additional Desirable Qualifications:

- Prior completion of a leadership or Counselor in Training program at this camp or another.
- Previous experience working at a day or overnight camp.
- NLS, Bronze Cross or other Lifesaving certifications.
- ORCKA flatwater or Camp Canoe Instructor.

Title: Inclusion Counsellor

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Inclusion Support Staff

Major Duties:

The primary role of the Inclusion Counsellor is to provide direct, hands on support for C.Y.O. Camp Brébeuf's integrated campers.

Duties include:

- The one on one care and wellbeing of campers with unique needs and exceptionalities, which may include behavioural intervention, feeding, changing and bathing.
- The safe and appropriate daily delivery of the C.Y.O. Camp Brébeuf integrated program.
- Promote an inclusive environment and help to create understanding of those with unique needs.
- Assist with daily duties around camp such as cabin cleanup, setting tables in the dining hall and cleaning up at meals.
- Provide appropriate leadership and mentorship to C.I.T.s.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Professional and appropriate communication with parents of integrated campers.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of contract.
- Previous experience working with youth and children with exceptionalities.
- Current certification in Standard First Aid and CPR Level C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Previous experience working with youth with exceptionalities in a day or overnight camp setting.
- Previous experience or training in lifts, bathing, changing and or feeding youth with exceptionalities.
- NLS, Bronze Cross or other Lifesaving certifications.

Title: Head Lifeguard

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Director

Major Duties:

The primary role of the Head Lifeguard is to provide direct leadership to the lifeguard team, oversee the operating of the pool and act in conjunction with the program team to deliver all C.Y.O. Camp Brébeuf programming.

Duties include:

- Providing significant support for the day to day operations of C.Y.O. Camp Brébeuf pool and pond.
- Management and troubleshooting of pool and pond equipment.
- Ensure that all appropriate tests, cleaning, chemical adding is being performed properly at appropriate times and being recorded accurately.
- Working in conjunction with lifeguards to facilitate all water emergencies and policies/procedures.
- Management of swimming area staff, including training, supervision and evaluation.
- Reporting any equipment problems to maintenance manager in a timely manner.
- Greeting the health inspector and assisting with any questions they have about the pool area.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Using creativity to design daily pool programming for camper groups.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the time of camp.
- National Lifeguard Service Certification.
- Have a minimum of 250 hours of experience in the above duties.
- Previous experience working with youth in a camp setting either day or overnight.
- Previous experience supervising or managing a pool/waterfront area and working with a lifeguard team.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Red Cross or LSS Swim or Life Saving Instructor.
- Pool Operator Level 1 or 2.
-

Title: Lifeguard

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Head Lifeguard

Major Duties:

The primary role of the Lifeguard is to provide a safe environment for both campers and staff at the pool and act in conjunction with the program team to deliver all C.Y.O. Camp Brébeuf programming.

Duties include:

- Providing significant support for the day to day operations of the pool area and program.
- Assist in all appropriate water tests, chemical adding, cleaning and general operations of the pool as directed by the Head Lifeguard.
- Administer swim tests to all swimmers at the beginning of each session.
- Working in conjunction with other lifeguards to facilitate all water emergencies and policies/procedures.
- Provide additional support during non-water related emergencies.
- Reporting any equipment problems to the Head Lifeguard in a timely manner.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least at least 17 years of age at time of camp.
- National Lifeguard Service Certification.
- Previous experience working with youth in a camp setting day or overnight.
- Previous experience lifeguarding at outdoor pools/water front areas.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Red Cross or LSS Swim or Life Saving Instructor.
- Pool Operator Level 1 or 2.

Title: Canoe Programmer

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Head Lifeguard

Major Duties:

The primary role of the Canoe Programmer is to provide a safe environment for both campers and staff at the pond during the canoe program and act in conjunction with the program team to deliver all C.Y.O. Camp Brébeuf programming.

Duties include:

- Providing direct delivery of the day to day operations of the canoe program.
- Using creativity to design daily canoe programming for camper groups.
- Ensure that all campers and staff receive instruction in basic canoe techniques and safety procedures.
- Keep an inventory of all equipment and ensure that it is organized and ready for use each day.
- Assist in the administration of swim tests to all swimmers at the beginning of each session.
- Assist with lifeguarding at the pool for all camp swims or as assigned.
- Working in conjunction with other lifeguards to facilitate all water emergencies and policies/procedures.
- Provide additional support during non-water related emergencies.
- Reporting any equipment problems or repairs to the Head Programmer in a timely manner.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least at least 18 years of age at time of camp.
- Minimum Bronze Medallion
- Previous experience with canoeing or leading canoe programming.
- Previous experience lifeguarding at water front areas.
- Previous experience working with youth in a camp setting day or overnight.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- National Lifeguard Service Certification.
- ORCKA Camp Canoeing Instructor or ORCKA Basic Canoeing Instructor.

Title: Arts and Crafts Programmer

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Head Programmer, Summer Director

Major Duties:

The primary role of the Arts and Crafts Programmer is to provide leadership to the Arts and Crafts program and act in conjunction with the program team to deliver all C.Y.O. Camp Brébeuf programming.

Duties include:

- Providing direct delivery of the day to day operations of the arts and crafts program.
- Using creativity to design daily arts and crafts programming for camper groups.
- Prepare orders of supplies prior to the start of summer program.
- Keep an inventory of all equipment and ensure that it is organized and ready for use each day.
- Report any problems or shortage of supplies to the Head Programmer in a timely manner.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Previous experience working with youth in a camp setting either day or overnight.
- Knowledge and enthusiasm for the arts and ability to provide programming in multiple mediums.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Experience leading arts and crafts programming in a camp setting.
- Formal education or courses in various art mediums.

Title: Challenge Courses Programmer

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Head Programmer, Summer Director

Major Duties:

The primary role of the Challenge Courses Programmer is to provide leadership to the C.Y.O. Camp Brébeuf Challenge Course program and act in conjunction with the programming team to deliver all C.Y.O. Camp Brébeuf programming.

Duties include:

- Providing specific training to C.Y.O. Camp Brébeuf Summer Staff in challenge course activities.
- Providing direct delivery of the day to day operations of all Challenge Course related activities, including high ropes and rock climbing wall.
- Using creativity to design daily programming that combines the challenge by choice philosophy to challenge course activities for camper groups.
- Prepare orders of supplies prior to the start of summer program.
- Keep a daily record of all equipment and ensure that it is inspected and organized and ready for use each day.
- Inspection of challenge course prior to each day of use.
- Report any problems to the Head Programmer in a timely manner.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Must hold Level 1 certification from a challenge course professional trainer.
- Previous experience working with youth in a camp setting either day or overnight.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Level 2 certification from a challenge course professional trainer.
- Experience leading and training others in belaying technique.

Title: Faith Programmer

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Head Programmer, Summer Director

Major Duties:

The primary role of the Faith Programmer is to provide leadership to the C.Y.O. Camp Brébeuf Faith program and act in conjunction with the program team to deliver all C.Y.O. Camp Brébeuf programming.

Duties include:

- Providing direct delivery of the day to day operations of the Faith program.
- Using creativity to design daily programming that allows campers to understand and grow in their faith and beliefs.
- Ensure that all supplies for Mass are maintained in a clean, organized manner.
- Provide resources for fellow staff to assist in cabin prayers and morning liturgies.
- Plan liturgies with cabins and set up for weekly Mass including preparing readings, petitions and music.
- Report any problems to the Head Programmer in a timely manner.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Strong belief and understanding of the Catholic faith and ability to deliver information in fun, energetic way.
- Previous experience working with youth in a camp setting either day or overnight.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Previous experience with youth ministry at a parish or in a camp setting.
- Youth Minister Certification course.
- Ability to play guitar.

Title: Out-trip and Adventure Skills Programmer

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Head Programmer, Summer Director

Major Duties:

The primary role of the Out-trip and Adventure Skills Programmer is to oversee and facilitate the safe execution of the C.Y.O. Camp Brébeuf off-site program and adventure skills program on-site at camp.

Duties include:

- Training and direct supervision of the C.Y.O. Camp Brébeuf staff and campers while off-site.
- Provide direct delivery of the day to day operations of the Adventure Skills program while at camp.
- Using creativity to design daily programming that develops knowledge and skill in the outdoors and out-trip planning that is informative and fun for campers.
- Keep an inventory of all equipment and ensure that it is organized and ready for use each day.
- Work with the Head Programmer, Summer Camp Director, and Director to design a trip plan, including emergency procedures while off site.
- Provide training to fellow camp staff on proper procedures and expectations of them while off-site with campers.
- Plan an off-site menu in conjunction with the Head cook and considering all allergy and dietary needs.
- Make all efforts to practice low impact camping and teach awareness to others.
- Organize and delegate roles to fellow staff while off-site so that schedule is carried out in a safe manner.
- Assist the Wellness Coordinators on the administering of medication and first aid while off-site.
- Report any problems to the Head Programmer or Summer Camp Director in a timely manner while on or off-site.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients both on and off-site.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Previous experience leading off-site camping trips in a summer camp setting.
- Previous experience working with youth in a camp setting either day or overnight.
- Knowledge and enthusiasm for teaching outdoor skills.
- Current certification in Standard First Aid and CPR Level C.
- **G class Driver's License** and a clear driving record (Insurable under C.Y.O. Camp Brébeuf's automobile policy).
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Wilderness First Aid or Wilderness First Responder.
- Bronze Cross or higher swimming certifications.

- Experience teaching map and compass skills, various fire building techniques and knots.
- Formal education or courses related to outdoor skills.
- Leave No Trace or Low Impact Camping training.
- Outdoor Field Leader or Naturalist certification or training.

Title: Day Camp Programmers (2)

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Day Camp Coordinator

Major Duties:

The primary role of the Day Camp Programmer is to provide a safe environment for both campers and staff at day camp programs and act in conjunction with the program team to deliver all C.Y.O. Camp Brébeuf programming.

Duties include:

- Providing direct delivery of the day to day operations of the day camp programs.
- Using creativity to design daily programming for camper groups.
- Ensure that all campers and staff receive instruction on safety procedures.
- Keep an inventory of all equipment and ensure that it is organized and ready for use each day.
- Provide additional support during non-water related emergencies.
- Reporting any equipment problems or repairs to the Head Programmer in a timely manner.
- Exuding a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Contributing to the creative process of planning program staff theme day activities and skits.
- Enthusiastically participating in each week theme activities.
- Supervising and supporting all campers and staff during all program activities.
- Supervising cabins or groups during counsellor time off as assigned.

Minimum Qualifications and Experience:

- Must be at least at least 18 years of age at time of camp.
- Minimum Bronze Medallion
- Previous experience lifeguarding at water front areas.
- Previous experience working with youth in a camp setting day or overnight.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- National Lifeguard Service Certification.
- ORCKA Camp Canoeing Instructor or ORCKA Basic Canoeing Instructor.

Title: Photographer/Media

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The primary role of the Photographer and Media Staff is to coordinate and directly handle all aspects of audio and visual for the activities at C.Y.O. Camp Brébeuf.

Duties include:

- Photographing of daily activities and theme day events.
- Review all photos to ensure that campers who are not permitted to be photographed are removed.
- Uploading of appropriate photos to C.Y.O. Camp Brébeuf Facebook and website each week.
- Updating on a daily basis all C.Y.O. Camp Brébeuf social media platforms.
- Coordinate in conjunction with the Head Programmer the music for all air band and social activities.
- Ensure that all media, lighting and sound equipment is set up for camp activities and events.
- Oversee the use of all sound equipment and ensure that it is properly maintained.
- Provide support to other areas of camp as assigned.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Knowledge and enthusiasm for photography and multi-media.
- Experience taking photos or video using high resolution camera.
- Sound understanding of online social media.
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Professional portfolio of previous work.
- Formal education or courses in multi-media.

Title: Head Programmer

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The primary role of the Head Programmer is to act as a leader for the program team in the absence of the Summer Camp Director/Assistant Summer Camp Director. Their role is to help facilitate large scale activities at camp (Campfire, All Camp Games, Airbands, Social) and be a liaison with between the program staff and camp administration.

This role is a title added onto an existing program position. This person will act as a leader and mediator for the program group, but is not a direct supervisor of these staff.

Duties include:

- Meet with the Summer Camp Director to discuss planning, problem solving and concerns of the program staff.
- Directly support the program staff team and provide guidance.
- Provide significant support to the day to day operations of camp including announcements, theme skits, timing of activities and schedule adjustments.
- Assist other programmer in planning and reviewing program outlines prior to camp.
- Help to ensure that all program areas are operating in accordance with C.Y.O. Camp Brébeuf expectations and guidelines and that the weekly theme is being implemented.
- Address needs and concerns of the Program staff.
- Oversee and mediate planning meetings as well as participate in the creative planning process for all weekly themes.
- Assist in arranging for special presentations, guests or events the assist in weekly theme development.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Supervising campers or cabins during counsellor time off or where assigned.

Minimum Qualifications and Experience:

- Must be at least 19 years of age at the beginning of camp.
- Current certification in Standard First Aid and CPR Level C.
- A clear vulnerable sector Criminal Reference Check.
- Previous experience in one or more program areas.
- G class Driver's License and a clear driving record (Insurable under C.Y.O. Camp Brébeuf policy).
- Previous experience working with youth in a camp setting, day or overnight.
- Previous experience supervising others.

Additional Desirable Qualifications:

- Challenge Course Facilitation Certification.
- ORCKA Canoeing/Kayaking Certifications.
- National Lifeguard Service Certification.

Title: Inclusion Support

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The primary role of the Inclusion Support position is to oversee the organization and success of the inclusion program at C.Y.O. Camp Brébeuf.

Duties include:

- Reviewing inclusion camper profiles and prepare resources prior to camp and collecting of missing profile forms.
- Contacting parents to arrange visits for all new inclusion campers attending and clarifying information with returning campers. This to be completed prior to the campers arrival at camp.
- Assign each camper to an appropriate Inclusion Counsellor each week based on camper's needs and staff member's abilities.
- Share appropriate information with Inclusion Counsellor regarding their assigned camper.
- Provide training and ongoing direct support to the Inclusion Counsellors. Including leading and assisting with lifts, changing, bathing and feeding.
- Take lead role in educating all camp staff in common exceptionalities of campers and promote inclusiveness for all programs.
- Provide weekly feedback to inclusion counsellors and final assessment at the end of summer.
- Address needs or concerns of inclusion camper or staff member and provide open communication with parents during the week.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Supervising directly inclusion campers during counsellor time off or where assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of contract.
- Previous experience working with youth and children with exceptionalities in a day or overnight setting.
- Previous experience or training in lifts, bathing, changing and or feeding youth with exceptionalities.
- Previous experience supervising others or staff teams.
- Current certification in Standard First Aid and CPR Level C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Formal education or courses in working with youth with special needs or exceptionalities.
- Formal training in non-crisis or crisis intervention or restraints.
- Previous experience or knowledge of online camper enrollment systems.
- G class Driver's License and a clear driving record (Insurable under C.Y.O. Camp Brébeuf's automobile policy).
- NLS, Bronze Cross or other Lifesaving certifications.

Title: Section Supports (Herbivore, Omnivore and Carnivore Age Groups)

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The primary role of the Section Support position is to oversee the organization and support of campers and staff within their assigned age group at C.Y.O. Camp Brébeuf.

Duties include:

- Reviewing camper profiles prior to camp and collecting of missing profile forms.
- Contacting parents to clarify any information that may be unclear or incomplete on profile forms.
- Assign counsellors to cabins each week based on needs of cabin and staff member's abilities.
- Share appropriate information with Counsellors regarding the campers in their cabin each week.
- Provide training and ongoing direct support to the Counsellors in their section each week.
- Provide weekly feedback to Counsellors and assist with the final assessment at the end of summer.
- Address needs, behaviours and concerns of campers or staff members in their section each week.
- Ensure open and ongoing communication with parents regarding their camper should behaviour or incidents occur.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Supervising directly inclusion campers or cabins during counsellor time off or where assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Strong role model abilities.
- Previous experience working with youth in a camp setting day or overnight.
- Previous experience supervising others.
- Previous experience or knowledge of working with specific section age group
- (Herbivore 7 – 9 years, Omnivore 10 – 12 years, Carnivore 13 – 14 years).
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Previous experience or knowledge of online camper enrollment systems.
 - Formal education or training working with specific section age group.
 - G class Driver's License and a clear driving record (Insurable under C.Y.O. Camp Brébeuf's automobile policy).
 - National Lifeguard Service certification.
-

Title: Wellness Coordinators

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The primary roles of the Wellness Coordinators are to act as a health support for all C.Y.O. Camp Brébeuf staff and campers.

Duties include:

- Reviewing camper medical forms prior to camp and collecting of missing medical forms.
- Contacting parents to clarify any information that may be unclear or incomplete on medical forms.
- Ensure that all staff and camper medical forms are kept organized and confidential.
- Provide support for all physical and mental health needs of campers and staff.
- Organize and record all medication that is being dispensed in accordance with Doctor's standing orders.
- Share appropriate information with staff regarding camper's medication needs or allergies.
- Order supplies for wellness centre prior to the start of camp, keep an organized inventory of all supplies.
- Treat scrapes, cuts, sore throats, upset stomachs, and other minor injuries at camp.
- Decide when camper or staff member should be seen by off-site or further medical professionals.
- Help coordinate camper or staff transportation to medical facilities.
- Ensure open and ongoing communication with parents regarding their camper should their health change while at camp.
- Attend off-site programming to assist Out-trip Programmer with the administering of medication and first aid.
- Be accessible and visible while at camp to build connections with campers.
- Serve as the primary first aider in emergency situations based on qualifications.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.

Minimum Qualifications and Experience:

- Must be at least 19 years of age at the beginning of camp.
- Current certification in Standard First Aid and CPR Level C.
- A clear vulnerable sector Criminal Reference Check.
- Previous experience administering medication or performing first aid.

Additional Desirable Qualifications:

- Formal education or training as an RN or RPN, or advanced First Aid training.
 - G class Driver's License and a clear driving record (Insurable under C.Y.O. Camp Brébeuf's automobile policy).
 - National Lifeguard Service certification.
 - Previous experience or knowledge of online camper enrollment systems.
-

Title: Day Camp Coordinator

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The primary role of the Day Camp Coordinators is to plan and oversee the daily operations of C.Y.O. Camp Brébeuf Day Camp program.

Duties include:

- Work in conjunction with the Head Programmer to develop the day camp weekly program schedule.
- Reviewing camper profiles prior to camp and collecting of missing profile forms.
- Assign campers to groups based on ages, requests and needs.
- Assign counsellors to groups each week based on needs of the group and staff member's abilities.
- Provide training and ongoing direct support to the Counsellors in their section each week.
- Provide weekly feedback to Counsellors and assist with the final assessment at the end of summer.
- Address needs, behaviours and concerns of campers or staff members in their section each week.
- Ensure open and ongoing communication with parents regarding their camper should behaviour or incidents occur.
- Provide support during the evening to other areas of camp as assigned.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Supervising directly inclusion campers or cabins during counsellor time off or where assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Strong role model abilities.
- Previous experience working with youth in a camp setting day or overnight.
- Previous experience supervising others.
- Previous experience or knowledge of working with various age groups
- (Shrubs 5 – 6 years, Herbivore 7 – 9 years, Omnivore 10 – 12 years).
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Previous experience or knowledge of online camper enrollment systems.
 - Formal education or training working with various age groups.
 - G class Driver's License and a clear driving record (Insurable under C.Y.O. Camp Brébeuf's automobile policy).
 - National Lifeguard Service certification.
-

Title: Day Camp Support

Placement Date: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The primary role of the Day Camp Coordinators is to plan and oversee the daily operations of C.Y.O. Camp Brébeuf Day Camp program.

Duties include:

- Reviewing camper profiles prior to camp and collecting of missing profile forms.
- Contacting parents to clarify any information that may be unclear or incomplete on profile forms.
- Share appropriate information with Counsellors regarding the campers in their group each week.
- Provide training and ongoing direct support to the Counsellors in their section each week.
- Provide weekly feedback to Counsellors and assist with the final assessment at the end of summer.
- Address needs, behaviours and concerns of campers or staff members in their section each week.
- Ensure open and ongoing communication with parents regarding their camper should behaviour or incidents occur.
- Provide support during the evening to other areas of camp as assigned.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Supervising directly inclusion campers or cabins during counsellor time off or where assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Strong role model abilities.
- Previous experience working with youth in a camp setting day or overnight.
- Previous experience supervising others.
- Previous experience or knowledge of working with various age groups
- (Shrubs 5 – 6 years, Herbivore 7 – 9 years, Omnivore 10 – 12 years).
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Previous experience or knowledge of online camper enrollment systems.
 - Formal education or training working with various age groups.
 - G class Driver's License and a clear driving record (Insurable under C.Y.O. Camp Brébeuf's automobile policy).
 - National Lifeguard Service certification.
-

Title: Office Support

Placement Date: April 5th -7th, June 30th – August 23rd, 2019

Reports directly to: Summer Camp Director

Major Duties:

The Office Support will work alongside the full time staff to provide organization, communication and support to the administration of the camp office.

Duties include:

Responsibilities include but not limited to:

- Answering the phone, checking and delivering messages.
- Answering questions regarding camp in person, phone or email.
- Preparing invoices and processing payment as necessary.
- Manage all aspects of the camp registration system (CampBrain) including input of camper registrations, printing and filing.
- Keep record of camper capacity for summer, prepare reports for Director
- Maintain cleanliness and order of office as well as ordering office supplies as necessary
- Organize monthly calendar and distribute to full time employees
- Assist in the ordering and inventory of tuck shop merchandise
- Attend all staff meetings and prepare minutes as necessary
- Adhere to all staff/camp policies and inform Director of any instances where policy has not been followed
- Other duties as assigned
- Ensure open and ongoing communication with parents regarding their camper should behaviour or incidents occur.
- Provide support during the evening to other areas of camp as assigned.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Provide significant support for the day to day operations of C.Y.O. Camp Brébeuf.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.
- Supervising directly inclusion campers or cabins during counsellor time off or where assigned.

Minimum Qualifications and Experience:

- Must be at least 18 years of age at the beginning of camp.
- Strong role model abilities.
- Previous experience working with youth in a camp setting day or overnight.
- Previous experience working in an office
- Current certification in Standard First Aid and CPR C.
- A clear vulnerable sector Criminal Reference Check.

Additional Desirable Qualifications:

- Previous experience or knowledge of online camper enrollment systems. (CampBrain)
- G class Driver's License and a clear driving record (Insurable under C.Y.O. Camp Brébeuf's automobile policy).
- National Lifeguard Service certification.
- Previous experience with accounting and using QuickBooks

Title: Kitchen Assistant (Spring and/or Summer)

Placement Dates: Spring: April 29th- June 28th, 2019

Summer: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Head Cook

Major Duties:

The primary role of the Kitchen Assistant is to provide support to the food services at camp.

Duties include:

- Assisting in the preparation and serving food for 200+ youth and teens.
- Maintaining the cleanliness of all work surfaces in kitchen and dining hall area.
- Cleaning of dishes, changing garbage, sweeping and mopping of dining hall area.
- Following all kitchen rules in accordance with Food Handlers Safety regulations.
- Assisting with deliveries and food orders.
- Provide support to other areas of camp as assigned, including supervision of cabins.
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.

Minimum Qualifications and Experience:

- Previous experience working in large scale kitchen or other kitchen experience.
- Current certification in Standard First Aid and CPR.
- A clear vulnerable sector Criminal Reference Check.
- Ability to lift heavy objects and work in a fast paced environment, in sometimes hot conditions.

Additional Desirable Qualifications:

- Possession of Food Handlers Certification.
- Formal cooking or culinary education or training.

Title: Maintenance Assistant (Spring and/or Summer)

Placement Date: Spring: April 29th- June 28th, 2019

Summer: April 5th -7th, July 7th – August 23rd, 2019

Reports directly to: Maintenance Manager

Major Duties:

The primary role of the Facilities Assistant is to provide support to the Maintenance team in the general upkeep of C.Y.O. Camp Brébeuf.

Duties include:

- Daily cleaning of washrooms, eating areas and other C.Y.O. Camp Brébeuf spaces. (Summer specific).
- Stocking cleaning products as required and stored in a safe manner.
- Emptying garbage and recycling as needed.
- Assisting the maintenance staff with upkeep of the facility.
- General labour support around camp.
- Assisting with directing parking on drop off and pick up days. (Summer specific).
- Exude a timely, professional and quality appearance to all C.Y.O. Camp Brébeuf clients.
- Maintain a positive and professional, team-oriented work environment with all fellow staff.

Minimum Qualifications and Experience:

- Current certification in Standard First Aid and CPR.
- A clear vulnerable sector Criminal Reference Check.
- Ability to lift heavy objects and work outdoors in all weather conditions.

Additional Desirable Qualifications:

- Possession of certifications in the operation of chainsaws or other machinery.
 - Previous experience or training in the operation of small or large machinery including riding lawn mowers, tractors or wood chippers.
-



8434 Brébeuf Path, Rockwood, Ontario

N0B 2K0 Phone: (519) 856-4671 Fax: (519) 856-2560

www.campbrebeuf.ca katie.moncrieffe@campbrebeuf.ca

Spring-Summer 2019

Staff Application Information (please print carefully)

Personal Information

First Name: _____ Last Name: _____

Email: _____

Home Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Programs/Positions Applied For:

Please check () which programs you are applying for and rank the positions you are applying for in order of preference (1, 2, 3). When applying for positions please ensure that you meet the minimum qualifications.

Outdoor Education – April 29th – June 28th, 2019

Facilitator Challenge Courses Kitchen Staff Maintenance Assistant

Leadership Camp – Weekend Training TBD; Sunday June 30 – Friday July 5, 2019 (limited amount of positions)

Leadership Coordinator Programmer

Summer Camp – April 5th -7th, July 7th – August 23rd, 2019

Group Counsellor Inclusion Counsellor

Support Staff – April 5th -7th, July 7th – August 23rd, 2019

Herbivore Support Omnivore Support Carnivore Support

Inclusion Support Day Camp Support Day Camp Coordinator

Office Support (includes participation in Leadership Camp July 1st-6th)

Wellness Coordinator (includes participation in Leadership Camp July 1st-6th)

Why do you want to work at Camp Brébeuf this summer?

References:

Please list three references, other than relatives or friends, whom we can contact. These references should be able to speak from personal knowledge about your work experiences (especially with children or other relevant skills), involvement in the community and commitment to your faith.

1. Reference Name: _____ Relationship to you: _____
Email: _____ Phone: _____
2. Reference Name: _____ Relationship to you: _____
Email: _____ Phone: _____
3. Reference Name: _____ Relationship to you: _____
Email: _____ Phone: _____

I attest that the answers given herein are true and complete to the best of my knowledge. I understand that untrue, misleading, or omitted information may result in dismissal, regardless of the time of discovery by C.Y.O. Camp Brébeuf. I authorize C.Y.O. Camp Brébeuf, to investigate my statements herein and to contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about me or my employment.

Applicant's signature: _____

Date: _____

Please attach

- **A cover letter**
- **A current Resume**
- **Copies of all current certifications**