



# **Job Applicant Guide 2017**

## **Our 22<sup>nd</sup> Season!**

Website:  
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613.435.6320

**We are currently looking for additional staff based on increasing camper enrollment. Apply online today!**

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#### **HIRING SCHEDULES FOR MARCH BREAK CAMP**

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##### **APPLICATION DEADLINE**

Feb. 19, 2017

##### **CONTACT APPLICANTS**

Week of Feb. 13 to 19, 2017

##### **INTERVIEWS**

Week of Feb. 20 to Mar. 3, 2017

##### **OFFERS**

Week of Mar. 6 to 10, 2017

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#### **HIRING SCHEDULES FOR SUMMER CAMP**

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Hiring for summer camp occurs in 2 rounds. About 70% of positions are filled in round one. In round two, we hire additional staff as our camper numbers become more clear.

##### **ROUND 1**

##### **APPLICATION DEADLINE**

Mar. 24, 2017

##### **CONTACT APPLICANTS**

Week of Mar. 27 to Apr. 9, 2017

##### **INTERVIEWS**

Week of Apr. 10 to Apr. 21, 2017

##### **OFFERS**

Week of Apr. 24 to Apr. 28, 2017

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##### **ROUND 2**

##### **APPLICATION DEADLINE**

May 22, 2017

##### **CONTACT APPLICANTS**

Week of May 22 to May 26, 2017

##### **INTERVIEWS**

Week of May 29 to Jun 9, 2017

##### **OFFERS**

Week of Jun 19 to 24, 2016

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#### **CAMP WEEKS OF WORK**

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March Break Camp: Mon. Mar. 13 to Fri. Mar. 17, 2017  
Summer Camp: Mon. Jul. 4 to Fri. Aug. 18, 2017

We don't run camp on the Civic Holidays in July or August.

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## **IMPORTANT DATES 2017**

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*\*Be sure to mark these dates on your calendar. They are compulsory in order to fulfill your duties.*

*Exact times and locations will be confirmed by email prior to each event.*

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#### **MARCH BREAK CAMP**

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**Sat. Mar. 11, 2017**

**STAFF TRAINING DAY**

10 am to 4 pm - location TBA

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#### **SUMMER CAMP**

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**Sat. Jun. 17, 18**

**STAFF TRAINING WEEKEND**

Mandatory for All Staff including CITs, but not Volunteers.

10 am to 4 pm - location TBA

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#### **CAMP LOCATIONS**

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BARRHAVEN: BERRIGAN ELEMENTARY SCHOOL:  
199 Berrigan Drive, Barrhaven, ON, K2J 5C6

BARRHAVEN: LONGFIELDS-DAVIDSON HEIGHTS SS:  
149 BERRIGAN DRIVE, NEPEAN, ON, K2J 5C6

KANATA: EARL OF MARCH SS:  
4 The Parkway, Kanata, ON, K2K 2B6

KANATA: W. Erskine Johnston PS:  
50 VARLEY DRIVE, KANATA, ON, K2K 1G7

ORLEANS: ST. PETER CATHOLIC HIGH SCHOOL:  
750 Charlemagne Blvd, Orleans, Ontario, K4A 3M4

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#### **PAY**

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The pay at all summer camps is not good. It is often lower than what you would expect in the rest of the private sector. You should be aware that, by law, camps in Ontario are not required to adhere to minimum wage regulations because of their seasonal nature and their unique contributions to the community.

People who choose to work at camps, do so primarily because they love to work with children in a caring, fun, summer environment and not because they want to get rich. If pay is your motivating factor, then a camp might not be the best place to seek employment.

You can view pay rates for each position at camp on our website.

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## HOURS

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All staff are expected to be at camp according to one of three pre-determined shifts:

Early:	7:30am to 4:30pm
Middle:	8:00am to 5:00pm
Late:	8:30am to 5:30pm

Schedules will be provided at least one week before the start of each camp week. Volunteers have a more flexible schedule because they are often arriving at the same time as a sibling attending camp.

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## YOUR ROLE

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Your role is to work with a specific age group for the course of a week in one of the specialty camps listed below. For example, your position might be: Teacher working with the Freshman Cabin Group (5 and 6 year olds) in the MultiSport Camp or Counselor (18+ year old student) working with the Junior Cabin Group in the Arts and Crafts Camp.

You will be asked for your preferences on our Staff Application Form. Your preferences will be noted, but are not guaranteed.

**Don't worry if you are not the best athlete or don't have specific training in a particular activity.** We are looking for staff who are great with kids. We will provide training for specific camps. For example, Multi-Sport staff will learn how to break down sports into teachable progressions. And, you don't have to paint masterpieces to work at our arts camps. We have dept Heads who will be the experts in that department. Your job will be to support the Dept Heads and to supervise the safety and fun of the activities to ensure that every child has experiences success regardless of their ability and that they're having lots of fun with lots of positive encouragement.

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## AGE GROUPINGS

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Campers are divided by age (not gender) into the following Cabin Groups:

Freshman	5, 6 year olds
Sophomore	7, 8 year olds
Junior	9, 10 year olds
Senior	11, 12 year olds

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## SPECIALTY CAMP CHOICES

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Campers choose the type of camp they attend, on a weekly basis. They participate in their specialty camp in the morning and an off-site outing each afternoon.

You can read more about each of our camps in greater detail on our website.

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## AFTERNOON SWIM

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Our camps swim almost every day. You will supervise and swim with the kids each day. So, obviously you must be able to swim yourself and we ok to be in the water with the kids at all times.

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## ACTIVITIES

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Here is a list of camp activities. This is only a list of possible activities. It is not guaranteed that campers will do all of the following. All games are played with the appropriate sized groups and appropriate age groups.

### Multi-Sport Activities

soccer, basketball, floor hockey, lacrosse, touch football, olympics, pinney pig, bordenball, 500 up, parachute games, 101 dodgeball games, frisbee golf, goalies galore, bump basketball, lights out, chaos, people to people, sack races, spud, tennis baseball, 4 corner soccer.

### Traditional Camp Activities & Large Group Games

capture the flag, fireball, octopus tag, gotcha, star struck, evolution, detective, out of order, 7-Up, speed stacks, daily swimming, find someone who, spud, touchdown, simon says, gator tag, touchdown, buzz, fizz, stones, 101 tag games, quick draw, wave pool, giants, wizards, elves, soccer baseball, relay races, obstacle course, blind prize find, flinch, frogs and ants, musical hoops, sack races, amazing race.

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## THEMES

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A couple of times each week, we plan theme days. Past events have included: St. Patrick's Day (March Break), Crazy Hair Day, Backwards Day, Twin Day and many others. We expect our counselors to join in the fun by wearing appropriate clothing and/or costumes.

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## OVERALL DEDICATION

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Please consider your application very carefully. We certainly do. We want this to be a positive experience and a good fit for both you as employee and us as employer.

### Things we like to see from our staff:

1. safety is your first concern
2. fun-loving, like to laugh
3. dedicated to the happiness of children
4. people-person, easy to talk to
5. enjoy dancing, singing and generally making a fool of yourself in front of kids
6. enjoy speaking with parents about their child's progress
7. experienced disciplining children when you have to
8. a true team player who takes the leadership role without being asked

### Things we don't like to see from our staff:

1. moody, grumpy
2. not cheerful all the time
3. lazy, not motivated
4. critical of the program or the children
5. watching the clock all the time
6. concerned about your pay more than about the kids
7. shyness, someone who stands back from the action
8. reserved, cautious, not spontaneous and fun-loving

We only hire the most dedicated and fun-loving staff.

# **We have extremely high expectations for our staff because we know our customers do too.**

If you are a teacher or a former counselor at another camp, you should be considered one of the most dedicated performers on that staff. You are someone who would volunteer to do extra work without pay, like coaching teams, helping with fund-raising or helping to put on the school drama production. We will ask you about these attributes at your interview, so please come prepared to show us your record of service at your school or another camp. Our staff of teachers, counselors, and volunteers simply love to work with children. They love to plan activities, entertain large groups, and teach in a fun-first environment.

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## **FORMAL EVALUATION**

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Every employee (not volunteers) will be subject to formal (written) evaluations by their supervisor at least 2 times per summer.

Volunteers are only with us for a short time (one week probation) during which time they will be given lots of verbal feedback by their direct supervisor.

Sample evaluation forms will be provided at staff training. Positive evaluations will provide the basis on which employment will continue and future references and recommendations to other jobs are based.

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## **STAFF UNIFORM**

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All staff will be provided with three staff t-shirts, 2 pair of black shorts and a baseball cap so that the dress of staff is consistent from day to day. You are also expected to wear your own white sport socks, running shoes, and to be sporting a whistle around your neck. Staff are also expected to wear appropriate clothing to allow full participation in all of our activities. (ie. A bathing suit for our daily swims, clothing for inclement weather, etc.)

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## **TRAINING**

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### **STAFF TRAINING IS MANDATORY.**

All staff are expected to participate in **ALL** pre-camp sessions, and other scheduled meetings as the need arises. ***Check the dates to make sure you can make it to all of the scheduled events.*** They are mandatory.

### **IF YOU CAN'T COME TO STAFF TRAINING, YOU CAN'T KEEP YOUR JOB.**

This means that you must attend all important camp dates to be considered for a position.

A "Staff Training Manual" will be provided at staff training for your perusal and for you to keep as a handy resource.