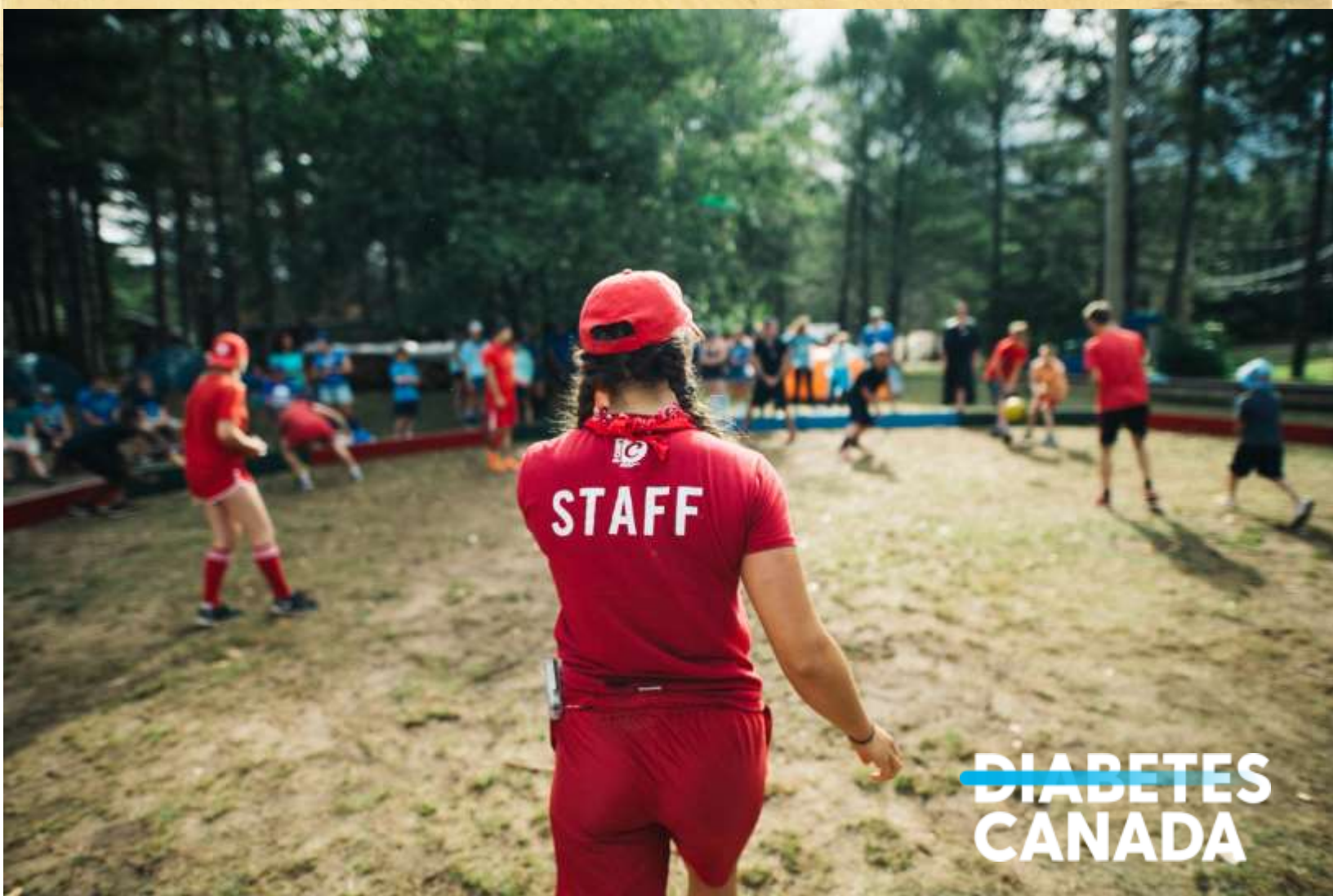


D-CAMPS

2019 D-CAMPS ONTARIO EMPLOYEE OPPORTUNITY HANDBOOK



**DIABETES
CANADA**

APPLICANTS TO ONTARIO D CAMPS

Staff members will be positive role models that are committed to ensuring safe and enjoyable experiences that reflect the mission and core values of the Diabetes Canada National Camping Program.

DIABETES CANADA VISION

A world free of the effects of diabetes.

DIABETES CANADA MISSION STATEMENT

To lead the fight against diabetes by:

- Helping those affected by diabetes to live healthy lives.
- Preventing onset and consequences of diabetes.
- Discovering a cure.

THE GOALS OF D-CAMPS

The Diabetes Canada camps and youth programs are aimed at children and youth affected by type 1 diabetes. These overnight programs emphasize participation in camp activities and provide an opportunity for diabetes education. Camp also helps youth to gain independence and self-discipline in managing their diabetes. The goals of Diabetes Canada camps are:

- Teach independent, self-management of diabetes
- Nurture friendships
- Improve self-esteem
- Provide a safe, fun and educational camp experience

THE GOALS OF THE LEADERSHIP DEVELOPMENT 1 PROGRAM

The goals of LDP1 program are:

- To understand fundamental leadership skills integrated into typical camp life
- Concentrated hard skill development in the core elements of camp programming
- To gain confidence in self-advocacy for living with diabetes
- To have a fun, safe, and education camp experience with a heightened accountability for respecting others

THE GOALS OF THE LEADERSHIP DEVELOPMENT 2 PROGRAM

The goals of LDP2 program are:

- To gain confidence in leadership abilities, such as problem solving, facilitating activities, collaborating with diverse learning styles, and more
- To develop essential skills and abilities for future employment and volunteer opportunities
- To develop healthy, positive diabetes self-management techniques
- To recognize and engage in learning opportunities present in many aspects of camp life

OUR CAMP PROGRAM HISTORY

Inspiring Independence Together – since 1953

The Diabetes Canada camping tradition began in 1953 with the opening of Camp Banting in Eastern Ontario. Since then, our camping program has grown extensively, and the Association now operates 10 overnight camps across Canada. Since the beginning, the focus of our camps has been to provide children living with type 1 diabetes with opportunities to enjoy an authentic camp experience while having all of their diabetes needs monitored by a dedicated team of trained medical professionals.

PROGRAM STAFF AND DIABETES

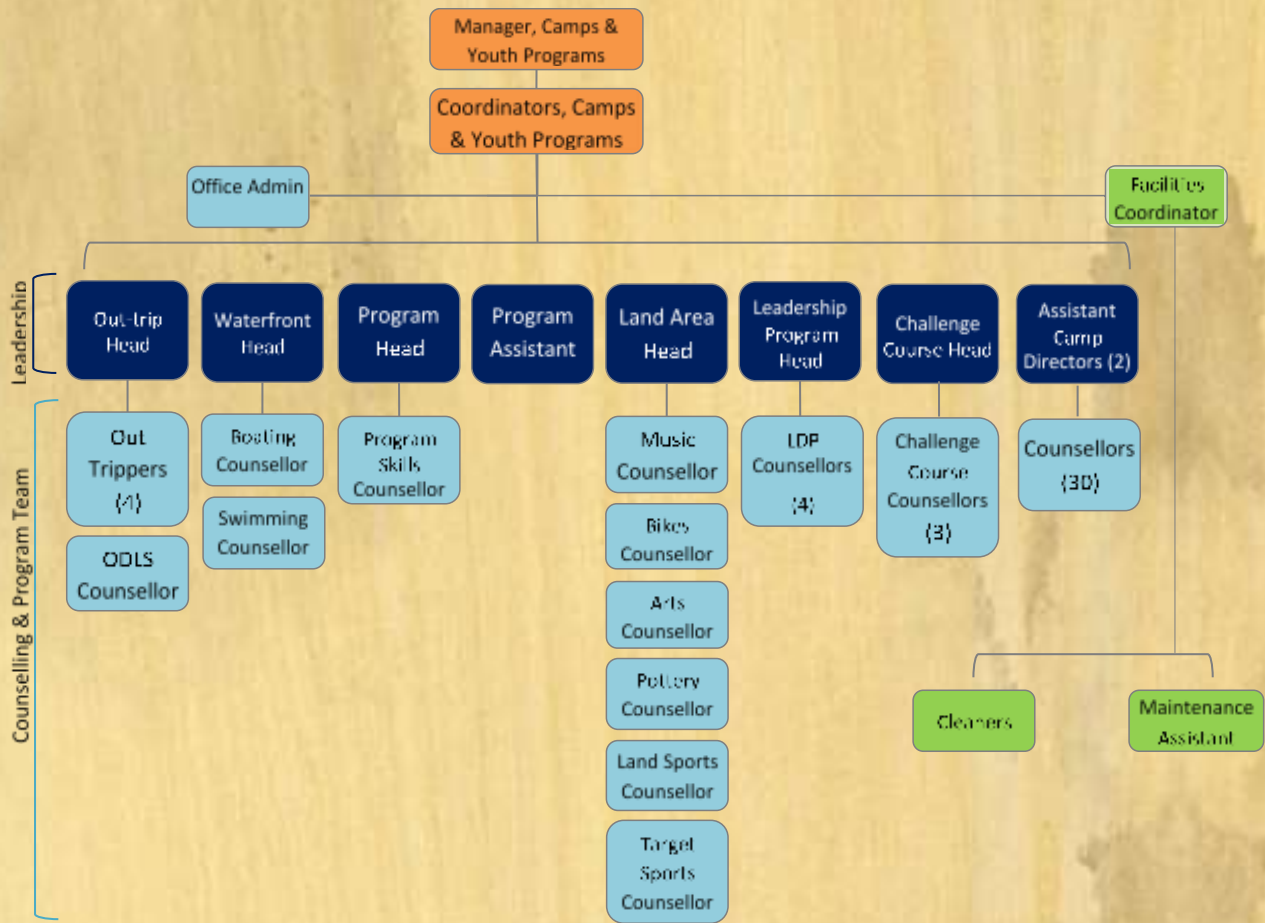
Ontario D-Camps prides itself on hiring top-quality staff who can provide the best possible experience for our campers regardless of their diabetes status. We recognize that staff living with type 1 diabetes have the potential to be excellent role models and can play a vital role in encouraging campers to make positive steps towards managing their diabetes. As such, staff living with type 1 diabetes must be aware that campers will be watching how they are managing their disease. While not expected to have perfect blood sugars, staff living with diabetes are expected to check and record their blood glucose at the same time as their campers, take insulin in front of the campers and work with the health team to manage highs and lows in the same safe manner as campers, just as staff who do not have diabetes are expected to manage their health so that they are able to ensure high quality experiences of the campers.

Individuals that are not living with diabetes are encouraged to apply and staff that are best suited will be offered positions regardless of their diabetes status.

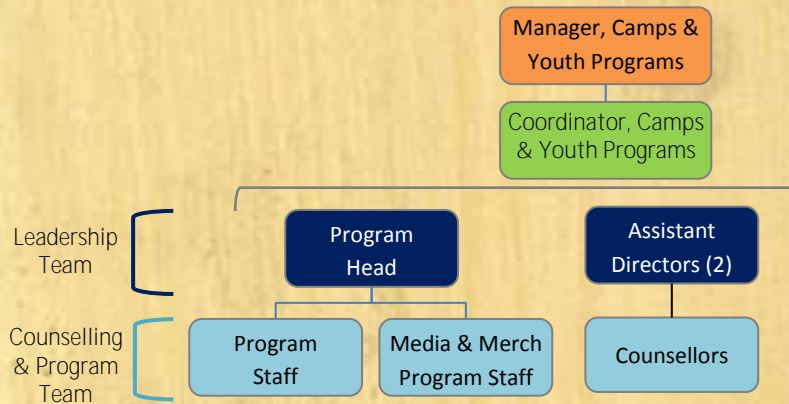
We are proud to work within the guidelines of the following organizations:



CAMP HURONDA ORGANIZATION CHART – PROGRAM AND FACILITIES



CAMP DISCOVERY ORGANIZATION CHART – PROGRAM



ONTARIO STAFF COMPENSATION STRUCTURE (ALL CAMPS)

In order to ensure that our top-quality staff are being remunerated in a fair and transparent fashion, we have updated the compensation structure for the summer of 2019. 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 Camp Director/Manager.

*Returning staff members will make, at minimum, the same pay they made during the 2018 summer.

Job Category	Starting Pay/week	Additional \$/week			Examples of Additional Compensated Certifications	
		Returning Staff (max 5 years)	NLS	Relevant Certs to your specific role		
All Camps	Leadership Team	\$440	\$5/year	\$10	\$10/each	CUI2, Advanced Waterfront Certifications, Wilderness First Aid, OCC Teaching Levels, ORCKA Instructor)
	Counselling & Program Team	\$270	\$5/year	\$30	\$12/each	WFA, ORCKA
Huronda Only	Skills Counsellors	\$315	\$5/year	\$10	\$10/each	Certs specific to your skill area
	Trippers and Ropes Staff	\$315	\$5/year	\$10 *If relevant to your role	\$10/each	CUI1, WFA, WAFA, WR, ORCKA
	Maintenance Team	\$270	Can be compensated up to \$440/week dependent on experience and skills			

Please note that certifications that are considered relevant to your role and the final salary offers are at the discretion of the Camp Director/Manager.

If a staff member wishes to use part of their employment as volunteer hours, they will not be paid for that time. Ontario D-Camps will no longer be covering the cost of most required certifications, as the cost of obtaining these certifications is included in the compensation structure.

**For example: if you are a first-year skills counsellor but were a counsellor for 2 years, the compensation structure is designed to account for the upgrade. You are considered a 1st year skills counsellor although perhaps a 3rd year staff and do not receive additional compensation at the skills counsellor level.

ONTARIO PROGRAM POSITIONS REQUIREMENTS

Minimum Requirements for ALL Positions: Standard First Aid and CPR 'C'. Additional certifications are an asset and are considered when evaluating pay. Criminal Reference Check and Vulnerable Sector Screening in accordance with D-Camps CRC-VSS Policy are also required for all positions.

D-CAMPS CRC-VSS POLICY

All new and returning staff must provide either a CRC or CRC and VSS according to the policy below.

We will accept a criminal record check that has been completed within 12 months of hire and a vulnerable sector check within 3 years. We will also accept valid education service cards from Saskatchewan, Nova Scotia and Ontario. The original check(s) must be verified by Association staff for authenticity and a copy will be taken for our files.

Please note if you are 17 years of age upon hiring, but will be 18 years of age prior to the start of your contract, you will be followed up with regarding this process.

Age at time of hire	Requirements
17 years old	You will need a Criminal Record Check only. You <u>must</u> have a CRC run through a local police service or the Ontario Provincial Police.
18-25 years of age	You will need to provide a Criminal Record Check dated within 12 months of the date of hire. This check can be completed through Back Check, a service provided through Diabetes Canada.
26 and over	You will need a Criminal Record Check and Vulnerable Sector Search. The Criminal Record Check can be completed through Back Check or a local police service. You will need to provide either; <ol style="list-style-type: none"> 1. VSS dated within 12 months of the date of hire <u>OR</u> 2. VSS dated within 36 months of the date of hire <u>AND</u> a Criminal Record Check dated within 12 months of hire

ONTARIO PROGRAM TEAM JOB DESCRIPTIONS

In this handbook you can find brief job descriptions for the open positions with Ontario D-Camps for the summer of 2019. If you are interested in reading further details, duties, and responsibilities related to any position, you can check out the link here: https://drive.google.com/open?id=0B_FT60A_PvkAM2wxMnMyY3JlazA

If you have any questions about any of the positions, please do not hesitate to reach out to the D-Camps hiring committee. We are happy to answer any questions to ensure all applicants understand the positions and expectations.

CAMP HURONDA PRE-CAMP STAFF TRAINING

All new and returning Camp Huronda 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 staff training. Staff that have exams during training week are asked to speak to their school about re-scheduling the exams for an earlier date or arranging to write the exam at Camp under supervision of a member of the leadership team. Priority will be given to those employees that can commit to the full training period.

All new and returning Ontario employees will be required to participant in pre-training online learning modules. Failure to complete online learning modules could result in contract modification.

TRAINING WILL BE HELD ON-SITE, AT CAMP HURONDA:

1252 South Waseosa Lake Road

Huntsville, Ontario

Training is paid; Room and meals will be provided

**Please bring your own diabetes supplies, insulin and testing kits.

Staff is required to provide diabetes supplies and insulin for the duration of their contracts. Low treatment and testing supplies will be provided by D-Camps.

Job Category	Training Start Date	Training End Date
Leadership Team	May 27 th , 2019 1:00 pm	June 29 th , 2019 3:00 pm
Skills Counsellors, Trippers, Ropes Staff, Program Skills Counsellor, LDP Counsellors	June 10 th , 2019 1:00 pm	June 29 th , 2019 3:00 pm
All Other Program Staff and Counsellors	June 24 th , 2019 12:00 pm	June 29 th , 2019 3:00 pm
Maintenance & Support	Contract Dependent	Contract Dependent

CAMP DISCOVERY PRE-CAMP STAFF TRAINING

All new and returning employees will be required to participate in pre-camp training as well as pre-training online learning modules. This training is mandatory and failure to complete pre-camp training could result in contract modification. Pre-camp training will be held on-site at Camp Huronda, located in Huntsville, Ontario. Training length will be contract and position dependent, however, applicants can anticipate training to take place the week of August 5th – 9th, 2019. Details regarding dates, times, and more will be announced at a later time.

CAMP HURONDA EMPLOYMENT OPPORTUNITIES

ASSISTANT CAMP DIRECTOR (2 POSITIONS) - HURONDA

Monday, May 27th – Friday, August 30th, 2019
Starting at \$450/week plus room and meals

The Assistant Camp Directors are responsible for planning and implementing all aspects of the Camp Huronda program as it relates to the counselling team and camper care by building and maintaining an inclusive, anti-oppressive, camper-focused culture. Specific duties include, but are not limited to, supporting and managing all counselling staff, ensuring programs are camper-focused and meeting our high risk-management standards, and supporting the Facilities team to ensure all facilities are in excellent condition. The ACDs will work together with the Leadership Team to oversee the counselling team and taking a lead of staff and camper wellness. The ACDs will help with parent/guardian communication and focus on ensuring the smooth delivery of program alongside the skill heads/program director. The ACDs will report to the Camp Coordinator and work to ensure the on the ground high quality counselling of Camp Huronda campers. Additionally, the ACDs are responsible for Camp Huronda social media, merchandise management, daily camper wellness, staff focus groups and from time to time will be asked to facilitate staff life during change over periods. Additionally, the ACDs play a key role in pre-camp staff training.

Requirements: 3+ years senior camp experience preferred, G Class license or willing to obtain, Pleasure Craft Operator Card or willing to obtain, Bronze Cross (minimum) or NLS an asset, Instructor certification an asset, CUI certification an asset. Preference given to those who have studied in a child development related field.

LEADERSHIP TEAM

Monday, May 27th – Friday, August 30th, 2019
Starting at \$440/week plus room and meals

PROGRAM HEAD (1 POSITION)

The Program Head is responsible for all aspects of camp-wide programming and special event programming, including the planning and implementation of special events and evening programming, creating and posting all weekly and bi-weekly camp schedules, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In conjunction with the Leadership Team the program head will be responsible for the general management of Camp Huronda, in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Challenge Course, Waterfront and Land Instructor Heads to coordinate all camp programming. The Program Head will directly oversee the camp-wide programming operations as well as creating a program schedule that implicates skill counsellors as leads in all evening programs. This role requires great organization, attention to detail, and innovation to create engaging, unique, camper-focused programming.

Requirements: Minimum 2+ years camp experience, Bronze Cross or NLS an asset, Instructor certification an asset, CUI certification an asset, G Class license an asset, Pleasure craft operator card or willing to obtain. Preference given to those who have studied in a child development related field.

PROGRAM ASSISTANT (1 POSITION)

The Program Assistant is responsible for providing support to all program areas as well as supporting evening and special, camp wide programming. In conjunction with the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits, and providing instruction before and during events. Program staff are considered the “go-to” staff at Camp Huronda and have the ability to participate in supporting all areas of camp and must be dynamic and flexible to succeed in this position. The program assistant must be organized, attune to the schedule of camp, and ready to step into a leadership role in front of camp often, and in the absence of the Program Head. This is a senior staff position by which this individual will have key responsibilities in facilitating staff training as well as overseeing the Huronda program skills counsellor.

Requirements: 3+ years camp experience, Bronze Cross or NLS an asset CUI/ORCKA/Instructor certifications an asset, G Class license an asset, experience instructing or leading camp activities. Preference given to those who have studied in a child development related field.

WATERFRONT HEAD (1 POSITION)

The Waterfront Head is responsible for all aspects of the waterfront program, including supporting the Waterfront staff, maintaining waterfront equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. The Waterfront Head will be a consistent presence on the docks throughout the summer. In conjunction with the Leadership Team the Waterfront Head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Challenge Course, Program and Land Instructor Heads to coordinate all camp programming. The Waterfront Head will also work closely with the LDP instructors to manage the execution of the LDP swimming program.

Requirements: Minimum 3+ years camp experience, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA Camp certification an asset, Bronze Medallion/Cross/NLS/SFA Instructor certification an asset, Swimming Instructor Certification an asset, G license an asset.

LAND INSTRUCTOR HEAD (1 POSITION)

The Land Instructor Head is responsible for all aspects of the land based program, including supporting the bikes, arts, pottery, music, target sports, and land sports counsellors, while maintaining all program equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. The Land Instructor Head will be a consistent presence at all of the areas they supervise throughout the summer. In conjunction with the Leadership Team the Land Instructor Head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Challenge Course, Program and Waterfront Heads to coordinate all camp programming.

Requirements: Minimum 3+ years camp experience, Bicycle Mechanic certifications an asset, experience instructing youth in music education an asset, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA Camp certification an asset, Bronze Medallion/Cross/NLS Instructor certification an asset, Swimming Instructor Certification an asset.

OUT-TRIP HEAD (1 POSITION)

The Out-Trip Head is responsible for all aspects of the Huronda out-trip program, including supporting the out-trip staff, food packing, maintaining out-trip equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In addition, the Out-Trip Head will ensure a high quality outdoor living skills program is delivered by the ODLS skills counsellor. The Out-trip Head will be a consistent presence at camp throughout the summer managing with medical, food service and the Camp Director on all out-trips. The Out-Trip Head is responsible for planning and booking all In conjunction with the Leadership Team the out-trip head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Waterfront, Program and Land Instructor Heads to coordinate all camp programming.

Requirements: Minimum 3+ years camp experience, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA Camp certifications and Canoe Tripping Levels an asset, Bronze Medallion/Cross/NLS Instructor certification an asset, Wilderness First Aid certifications an asset, G license an asset.

LEADERSHIP DEVELOPMENT PROGRAM HEAD (1 POSITION)

The LDP Head is responsible for the execution of the two, one month Huronda LDP Programs and four, two week long LD Programs (LDP2 & LDP1) and corresponding staff supervision. The LDP Head will ensure LDP curriculum improvement, design, planning and scheduling which includes a 5- 6 day wilderness canoeing trip as well as a 4 day white water trip. In conjunction with the entire leadership team the LDP Head will ensure a proper execution of D-Camps core leadership development program values and goals. The LDP Head will work closely with the LDP counsellors, supporting and facilitating sessions when appropriate. The LDP Head will also play a key role in parent/guardian communication for LDP participants.

Requirements: Minimum 4+ years camp experience, NLS (Waterfront preferred), Pleasure Craft Operator Card, ORCKA Camp certifications and Canoe Tripping Levels an asset, Bronze Medallion/Cross/NLS Instructor certification an asset, Wilderness First Aid certifications an asset, previous experience facilitating leadership programs an asset.

CHALLENGE COURSE HEAD (1 POSITION)

The Challenge Course Head is responsible for all aspects of the challenge course program (dynamic team elements, static course, swing shot, four-sided climbing tower and low ropes elements). Including supporting the Challenge Course Instructors, maintaining all challenge course equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In conjunction with the Leadership Team the challenge course head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Waterfront, Out-Trip, Program and Land Instructor Heads to coordinate all camp programming.

Requirements: CUI Level II Challenge Course Practitioner or equivalent, experience with top rope climbing and static courses, CUI Challenge Course Manager an asset, previous camp experience an asset. CUI Level II courses operating April 24-28 or May 22-26, 2019.

LEADERSHIP DEVELOPMENT PROGRAM INSTRUCTORS (4 POSITIONS)

Monday, June 10th – Friday, August 30th, 2019

Starting at \$315/week plus room and meals

The Leadership Instructors are responsible for the designing, planning and facilitating a high-caliber leadership program for youth living with type 1 diabetes focusing on the development of communication, leadership and counselling skills as well as supporting program participants during certification courses and cabin placements. The Leadership Development Program is in its fifth year and Instructors will have a fantastic opportunity to influence future generations of D-Camps staff. This position involves a role in both Camp Huronda Leadership Participant Programs (LDP1 and LDP2). Instructors can expect to lead one, 1-month LDP2 program for one month of their contract and two, 2-week LDP1 programs for the other part of their contract, although, this is subject to change depending on participant and program support required. This division creates a dynamic role with a variety of responsibilities for both programs.

Requirements: Experience facilitating a camp-based leadership program, ORCKA or CUI certifications an asset, Bronze Cross/NLS certification preferred, Instructor Certifications an asset.

SKILL COUNSELLORS – HURONDA

Monday, June 10th – Friday, August 30th, 2019

Starting at \$315/week plus room and board

CHALLENGE COURSE COUNSELLOR (3 POSITIONS)

The Challenge Course counsellors are responsible for executing all aspects of the challenge course program in conjunction with the challenge course head (dynamic team elements, static course, swing shot, four-sided climbing tower and low ropes elements), including maintaining all challenge course equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

Requirements: CUI Level I Challenge Course Practitioner or equivalent, experiences with top rope climbing and static courses, CUI Level II an asset. CUI level I courses will be held in Gravenhurst April 24-28; May 22-26; June 5-9. While D-Camps will cover 50% of the CUI Level I course, successful completion of the certification is required for employment in this position.

SWIMMING COUNSELLOR (1 POSITION)

The Swimming skills counsellor is responsible for the safety and positive experience of all campers and staff on the waterfront and ensures the program meets the CDA National Camping and Ontario Camps Association Standards. The swimming skills counsellor is responsible for facilitating all aspects of the Camp Huronda swimming program, including pre-session swim tests for all participants. The waterfront is one of the focal points of Camp Huronda and the Swimming counsellor is expected to infuse creative programming into free time and structured activities while working closely with the boating counsellor and waterfront head to ensure that the waterfront delivers exceptional camper focused programs. All skill counsellors will be providing additional in cabin support to our counselling team

as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

Requirements: Previous waterfront and/or camp experience an asset, NLS, Pleasure Craft Operators Card, current Swim Instructor Certification (prefer Red Cross), Bronze Medallion/Cross/NLS Instructor/Examiner certification an asset.

BOATING COUNSELLOR (1 POSITION)

The boating counsellor is responsible for designing and facilitating engaging and camper-focused boating lessons, including but not limited to canoes and kayaks. The waterfront is one of the focal points of Camp Huronda and the boating skills counsellor is expected to infuse creative programming into free time and structured activities and to ensure the program meets the CDA National Camping and Ontario Camps Association Standards while working closely with the Swimming counsellor to ensure that the waterfront delivers exceptional camper focused programs. Additionally, the boating counsellor will support the Leadership Development Program in instruction and certification of ORCKA levels for participants. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

Requirements: Previous waterfront and/or camp experience an asset, NLS, Pleasure Craft Operators Card, ORCKA Camp Canoeing Instructor mandatory, ORCKA Camp Kayak Instructor an asset, Bronze Medallion/Cross/NLS Instructor/Examiner certification an asset.

TARGET SPORTS COUNSELLOR (1 POSITION)

The Target Sports counsellor is responsible for designing and facilitating an exceptional, exciting, and safe target sports program to include both archery and axe throwing. The Target Sports counsellor is responsible for ensuring that the range and equipment is properly maintained and in safe working order and that the program is meeting the CDA National Camping and Ontario Camps Association Standards. The target sports program is being revamped for the summer of 2018, which provides a lot of dynamic opportunities for the skills counsellor. All skills counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate, providing leadership to evening programs alongside the program head.

Requirements: Experience facilitating camp-based target sports programming an asset, NCCP certification an asset, archery experience and certifications an asset, camp/youth programming experience an asset.

ARTS COUNSELLOR (1 POSITION)

The Arts counsellor works closely with the Pottery Instructor and is responsible for designing and facilitating a high-quality arts program using a variety of mediums while taking advantage of the spectacular natural setting of Camp Huronda. The Arts Instructor will engage campers to expand their knowledge of art technique and history and will focus on integrating exciting and novel art projects into the Camp Huronda program while ensuring that the

program meets the CDA National Camping and Ontario Camps Association Standards. The Creative Centre is a hub of activity at Camp Huronda, which is where the arts & crafts program is based out of. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

Requirements: Preference given to those with a fine arts education and/or background, previous camp experience an asset.

POTTERY COUNSELLOR (1 POSITION)

The Pottery Skills Counsellor works closely with the Arts skills counsellor and is responsible for designing and facilitating a high quality pottery program using a variety of techniques while taking advantage of the spectacular natural setting of Camp Huronda. The Pottery counsellor will engage campers to expand their knowledge of pottery technique and will focus on integrating exciting and novel pottery projects into the Camp Huronda program while ensuring that the program meets the CDA National Camping and Ontario Camps Association Standards. The Pottery counsellor will be working primarily with bisque firing in Camp Huronda's two kilns. With the addition of more pottery wheels for the 2019 summer, this provides countless learning opportunities for skill development. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

Requirements: Ability to safely operate a kiln, knowledge of different pottery techniques, preference given to those with a fine arts education and/or background, previous camp experience an asset.

LAND SPORTS COUNSELLOR (1 POSITION)

The Land Sports counsellor is responsible for designing and facilitating an exceptional, exciting and engaging land sports program. The Land Sports counsellor is responsible for ensuring that the sporting equipment is properly maintained and in safe working order and that the Land Sports programs are meeting the CDA National Camping and Ontario Camps Association Standards. The land sports program may include, but is not limited to, basketball, soccer, baseball, tennis, volleyball, road hockey, and more. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

Requirements: Experience facilitating youth-based sports an asset, NCCP I and/or II Coaching Certification an asset, experience with multiple sports an asset.

MOUNTAIN BIKE COUNSELLOR (1 POSITION)

The Mountain Bike Counsellor is responsible for facilitating a high-quality mountain bike program, maintaining the fleet of mountain bikes, ensuring Camp Huronda trails and tracks/courses are cleared, repaired and maintained and ensure the program meets the CDA National Camping and Ontario Camps Association Standards. The Camp Huronda mountain bike program includes a small pump track as well as 5 additional marked rugged trails, all of various skill levels. All skill counsellors will be providing additional in cabin support to our counselling team as they

will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

Requirements: Experience teaching/coaching mountain biking, ability to properly inspect and maintain mountain bikes, Ontario Mountain Biking Instructor an asset, completion of a Park Tools bicycle maintenance course/certification (or equivalent) an asset.

MUSIC COUNSELLOR (1 POSITION)

The Music counsellor is responsible for facilitating a creative and engaging music program. The Music counsellor is responsible for ensuring all area facilities and equipment are properly maintained and in safe working order and that the Music program is meeting the CDA National Camping and Ontario Camps Association standards. The Music counsellor will lay the foundation of music education and facilitate a variety of music and performance-based lessons including string, wind, and/or percussion instruments based on participant interest and ability. The Music counsellor will assist with the overall planning and execution of performance-based programs, such as Camp Show and Camp Chronicles, with the assistance of the Program Director. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and, where appropriate, providing leadership to evening programs alongside the Program Director.

Requirements: Experience instructing youth in music education and a variety of musical instruments; student working toward a degree in music is preferred; Royal Conservatory of Music or Conservatory Canada certifications an asset.

OUTDOOR LIVING SKILLS COUNSELLOR (1 POSITION)

The Outdoor Living Skills (ODLS) counsellor is responsible for facilitating an engaging, skill-based ODLS program. The ODLS counsellor is responsible for ensuring all area facilities and equipment are properly maintained and in safe working order and that the ODLS program is meeting the CDA National Camping and Ontario Camps Association standards. The ODLS counsellor will facilitate a variety of outdoor and out-tripping skill-based lessons including fire-building, shelter-building, bear hangs, nature and ecology, and wilderness survival and safety. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and, where appropriate, providing leadership to evening programs alongside the Program team.

Requirements: Experience facilitating outdoor and out-tripping skills, camp-based programming an asset; Wilderness First Aid or greater preferred; ORCKA Canoe Tripping certifications are an asset.

OUT-TRIPPERS (4 POSITIONS)

Out-trippers are responsible for executing the exceptional out-tripping program that meets the CDA National Camping and Ontario Camps Association Standards designed by the Out-trip Head. Out-tripping Instructors will work with the Out-trip Head to ensure that all tripping equipment is properly maintained and in safe working order. The out-trippers will be leading 3-6 day canoe trips to Algonquin Park ensuring that Leave No Trace principles are followed and taught on-trip, and are responsible for the overall safety and experience of both campers and staff. The out-trippers are responsible for providing guidance, support in cooking, camp site prep, and general wilderness out-trip operations for all their trips. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also

be involved in participating and where appropriate providing leadership to evening programs alongside the program head. Out-trippers, in collaboration with the ODLS skill counsellor, will also be responsible for delivering Huronda's ODLS program, with a large focus on pre-trip lesson plans and preparations.

Requirements: Wilderness First Aid or higher, NLS, ORCKA Tripping Level 1 and 2 or equivalent experience, Leave No Trace certification, ORCKA Camp Canoe Tripping Instructor an asset, experience facilitating camp-based environmental programs an asset. If necessary, Camp Huronda will provide financial support in obtaining necessary certifications for those who have appropriate experience.

PROGRAM SKILLS COUNSELLOR (1 POSITION)

The Program Skills counsellor is responsible for providing support to all Program Areas as well as supporting evening and special programming. Under the direction of the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits and providing instruction before and during events. Program Staff are the 'go-to' staff at Camp Huronda and have the ability to participate in all areas of camp and must be dynamic and flexible to succeed in this position. The Program Skills Counsellor also has the opportunity to create and facilitate their own free choice time activities for campers to participate in. Additionally, the Program Skills Counsellor will take a lead in the Camp Huronda social media presence, through capturing photos and supporting the overall operations with the program team. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

Requirements: 2+ years of camp experience, experience instructing or leading camp activities, NLS certification preferred, CUI/ORCKA/Instructor certifications an asset.

COUNSELLORS (30 POSITIONS)

Monday, June 24th – Sunday, August 25th, 2019
Starting at \$270/week plus room and meals

All positions are for full contract commitments.

Counsellors work in pairs (co-counsellors) with a primary focus of working directly with campers, providing support, supervision and ensuring that campers are receiving a high-quality camping experience. Counsellors will support Area Counsellors in all program areas and actively participate in all activities along with their campers. Counsellors can choose to take on essential roles in evening and special programs (being team leaders, helping with props, etc.) but ultimately will place a priority on the health, safety and experience of the campers under their care. All counsellors will participate in overnight and extended canoe trips with participants and can anticipate working with a variety of ages of participants throughout the summer. Counsellors also play a fundamental role in the support of participant diabetes management.

Requirements: Graduate of camp Leadership program an asset, Bronze Cross (required), NLS certification preferred, instructor certifications an asset, CUI certification an asset, WFA an asset.

OFFICE ADMINISTRATOR (1 POSITION)

Monday, June 24th – Friday, August 30th, 2019

Starting at \$315/week plus room and meals

The Office Administrator is responsible for answering phone calls, general filing, report creation, expense requisitions, and other office duties. Though this is an office-focused position, there will be opportunities for the OA to participate in camp activities, including in-cabin camper support, when appropriate.

Requirements: Office experience an asset, experience with Microsoft suite an asset, previous camp experience an asset.

FACILITIES STAFF – CAMP HURONDA

MAINTENANCE ASSISTANT (2 POSITIONS)

Monday, June 10th – Friday, August 30th, 2019

Starting at \$270/week plus room and meals

The Maintenance Staff is responsible for assisting the Facilities Coordinator to ensure facilities and grounds are maintained and are kept in good repair. The Maintenance Staff works alongside the Facilities Coordinator to support the daily operations of the camp, including; food waste and garbage removal, special maintenance projects, and other tasks as assigned.

Requirements: Previous maintenance and/or landscaping experiences, G1 License required (to drive the small utility vehicle on camp property), experience working with hand-held power tools an asset.

CAMP DISCOVERY EMPLOYMENT OPPORTUNITIES

ASSISTANT CAMPS DIRECTORS (2 POSITIONS)

Training: Tentatively August 5th – August 10th, 2019; Details to Follow

Contract: Monday, August 5th, 2019 – Saturday, August 24th, 2019

Starting at \$450/week plus room and meals

The Assistant Camp Coordinators are responsible for planning and implementing all aspects of the Camp Discovery program by building and maintaining an inclusive, anti-oppressive, camper-focused culture. Specific duties include, but are not limited to, supporting and managing all counselling staff, ensuring programs are camper-focused and meeting our high-risk management standards. The ACDs will take a leading role in planning and facilitating staff training week, with a focus on supporting and setting up the Camp Discovery staff for success. Additionally, the ACDs will act as the Camp Coordinator's designate in the Camp Coordinator's absence. Additionally, the ACDs will play a key role in facilitating pre-camp staff training and pre-camp operational prep, along with the Camp Coordinator.

The Assistant Camp Directors work to support the Counselling team to ensure that campers are receiving individualized and exceptional care. The ACDs also act as the primary contact point for parents and guardians of campers while camp is in-session.

Requirements: 3+ years senior camp experience preferred, G Class license or willing to obtain, Pleasure Craft Operator Card or willing to obtain, Bronze Medallion/Cross or NLS an asset, Instructor certification an asset. Preference given to those who have studied in a child development related field.

PROGRAM HEAD (1 POSITION)

Training: Details to Follow

Contract: Saturday, August 10th, 2019 – Saturday, August 24th, 2019

Starting at \$440/week plus room and meals

The Program Head is responsible for all aspects of camp-wide and special event programming, including the planning and implementation of special events and evening programming, creating and posting all weekly and bi-weekly camp schedules, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In addition, the Program Head will support the leadership team and Camp Coordinator in the day to day operations of Camp Discovery.

Requirements: Minimum 3+ years camp experience, Bronze Medallion/Cross or NLS an asset, Instructor certification an asset, CUI certification an asset, G Class license an asset. Preference given to those who have studied in a child development related field.

PROGRAM ASSISTANT (1 POSITION)

Training: Details to Follow

Contract: Saturday, August 10th – Saturday, August 24th, 2019

Starting at \$440/week plus room and meals

The Program Assistant is responsible for providing support to all program areas as well as supporting evening and special, camp wide programming. In conjunction with the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits, and providing instruction before and during evens. Program staff are considered the “go-to” staff at D-Camps and have the ability to participate in support in all areas of camp and must be dynamic and flexible to succeed in this position. The program assistant must be organized, attune to the schedule of camp, and ready to step into a leadership role in front of camp often, and in the absence of the Program Head. This is a senior staff position by which this individual will have key responsibilities in supporting the day to day operations of Camp Discovery.

Requirements: 3+ years camp experience, Bronze Cross or NLS an asset CUI/ORCKA/Instructor certifications an asset, G Class license an asset, experience instructing or leading camp activities. Preference given to those who have studied in a child development related field.

COUNSELLING AND PROGRAM TEAM

Training: TBA

Contract 2: August 10th – August 16th, 2019 (Camp Discovery Week 1)

Contract 3: August 17th – August 23rd, 2019 (Camp Discovery Week 2)

Contract 4: August 10th – August 23rd, 2019 (Camp Discovery Both Weeks)

Starting at \$270/week plus room and meals

PROGRAM STAFF (1 POSITION)

Starting at \$315/week plus room and meals

The Program Staff are responsible for providing support to all Program Areas, as well as taking the lead in evening and special programming. Under the direction of the Program Head, they will design and facilitate exciting and fun evening and special programs, including, but not limited to: organizing props, costumes, skits and providing instruction before and during events. Program Staff are the ‘go-to’ staff at D-Camps and have the ability to participate in all areas of camp and must be dynamic and flexible in order to succeed in this position.

Requirements: 2+ years of camp experience, experience instructing or leading camp activities, NLS certification preferred, CUI/ORCKA/Instructor certifications an asset.

MEDIA & MERCHANDISE PROGRAM STAFF (1 POSITION)

Starting at \$315/week plus room and meals

The Media & Merch Program Staff is responsible for facilitating and overseeing the operations of media while Camp is in operation. This includes, but is not limited to, all D-Camps social media outlets like Facebook, Instagram, and Twitter, but also capturing photographs of the day to day camp programming for key stakeholders. This position will also play a key role in the opening and closing D-Camps merchandise management, including selling, inventory, and much more. Finally, this Program Staff position will help support the overall D-Camps Program Team and participate and support a variety of areas at camp. Program Staff are the 'go-to' staff at Camp Discovery and have the ability to participate in all areas of camp and must be dynamic and flexible in order to succeed in this position.

Requirements: 2+ years of camp experience, experience instructing or leading camp activities, previous camp experience an asset.

COUNSELLORS

Starting at \$270/week plus room and meals

Counsellors work with a partner (co-counsellor) with a primary focus of working directly with campers, providing support and supervision, and ensuring that campers are receiving a high-quality camping experience. Counsellors will support Area Instructors in all program areas and actively participate in all activities along with their campers. Counsellors can choose to take on essential roles in evening and special programs (being team leaders, helping with props, etc.) but ultimately will place a priority on the health, safety and experience of the campers under their care. Both 1 and 2 week counselling contracts are available for Camp Discovery.

Requirements: Graduate of camp Leadership program an asset, Bronze Medallion/Cross/NLS an asset, instructor certifications an asset, previous camp experience an asset.

Note: Both 1 and 2 week contracts are available for Camp Discovery.

Camp Discovery Dates: August 10th – August 23rd

HOW TO APPLY

To apply, please complete the online hiring form [here](#). If you require a paper application, please contact Lauren Linklater at Lauren.Linklater@diabetes.ca

All applicants (new and returning staff) must submit the following documents online via the web form:

- Personal Contact information
- Cover Letter (attached to application form)
- Resume (attached to application form)
- References (2 for new staff, 1 for returning)

Note: Offers and interviews are conditional on anticipated certifications. Please provide an updated list of current certifications and dates of anticipated achievement of certifications at the time of employment.

**HAVE ALL DOCUMENTS READY WHEN APPLYING!
YOU WILL NOT BE ABLE TO LOG IN TO ALTER YOUR APPLICATION OR ATTACH NEW DOCUMENTS.**

If you are interested in multiple positions, please only apply for your first choice. There is space in the application for you to note other positions you are interested in, so please make use of that. Please only fill out one application. Use your cover letter to outline specifics you would like to convey as it relates to the individual positions. Again, applicants should have the contact information available for their references for the application process.

APPLICATION DEADLINES

The final deadline for ALL applications is **Sunday, November 25th, 2018 at 11:59pm**. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant.

For any applicants who have worked at Ontario D-Camps previously, there is an earlier, optional submission date: Friday, November 2nd at 11:59pm. Submitting before the early application date may expedite your application for consideration and, if successful, may lead to an earlier interview or job offer. This does not guarantee you will be contacted or interviewed by the hiring committee before the November 25th application deadline, nor will it guarantee you will not be required to attend a group interview. The early application deadline is optional and returning staff applications may apply after this deadline, so long as it is submitted prior to the November 25th deadline.

INTERVIEW INFORMATION

As part of the hiring process, candidates are required to participate in one of our in-person group interviews. A group interview is a great opportunity to best 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 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 with a member of the D-Camps senior team.

A group interview is the preferred method of interview for all candidates applying for a counsellor or skill counsellor position (including out-trippers, challenge course instructors, and LDP instructors).

It is strongly recommended that applicants do their best to attend a group interview. If this is not possible, you will be scheduled for an individual interview, conducted either in person or over the phone or Skype. Tentatively, group interviews are scheduled in London, Kingston and Toronto during the first two weeks of December. You will be asked to indicate which options works for you on your application form. Group interview dates and locations are subject to change, pending applicant interest.

London, ON Thursday, December 6 th (Evening)	Toronto, ON Friday, December 7 th (Afternoon)	Toronto, ON Saturday, December 8 th (Afternoon)	Kingston, ON Sunday, December 9 th (Afternoon)
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Please note, certain group interviews may be cancelled based on interest and locations are subject to change.

Individual interviews will be required for leadership positions (senior staff team) and will be scheduled in December. Interviews may be conducted in-person, over the phone, or Skype.

Any candidate applying for a skill counsellor-level position will be required to facilitate a short 5 to 10-minute activity for the rest of the participants at the group interview. These applicants will receive detailed instructions, including what exactly to prepare, one week before their scheduled group interview. These activities will also require a debrief as part of the facilitation.

Questions regarding the application process can be directed to:

<i>Lauren Linklater, Coordinator, Camp Huronda</i>	(226) 378-7854 or lauren.linklater@diabetes.ca
<i>Griffin Moore, Coordinator, Camp Discovery</i>	(416) 553-1920 or griffin.moore@diabetes.ca

We thank you for your application however, only candidates selected for interview will be contacted.

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

FREQUENTLY ASKED QUESTIONS

What if I can't attend a group interview?

As outlined in this handbook, group interviews are preferable for counsellor and skill counsellor applicants. However, we understand that sometimes this is not an option, given barriers like your geographical location. If this is the case, please select "individual interview required" on your application. A member of the D-Camps hiring committee will follow up to schedule a time to conduct this interview. However, keep in mind, given the high number of applicants, these individual interviews often are scheduled following the group interviews. Again, this does not impact your chances of being hired.

What if I'm unable to complete a certification I have listed on my application in time for the summer?

Some certifications are required for certain positions (i.e. waterfront staff MUST have their NLS). However, we ask for open communication between applicants and the hiring committee throughout the hiring and potential onboarding process. Offers are subject to change pending certification completion, especially those associated with corresponding financial compensation (i.e. if a counsellor applicant does not complete their NLS prior to the summer, their weekly pay rate is subject to change). It is also likely in the on-site training period, we will be offering opportunities for staff to join for different training and certification courses, pending availability and interest.

Where are the camps located?

Camp Huronda is located about 15km from downtown Huntsville and Camp Discovery is located about 17km from the heart of downtown London. Meaning, both Ontario D-Camps have access to resources, stores, and entertainment just a short distance away. Both camps are located about 2 hours from Toronto. Both nearby towns (London and Huntsville) have bus and train stations, making connections to major cities like Toronto.



If you have any further questions about what the camps are like, we encourage you to check out the website at www.dcamp.ca