



Rotary YMCA Camp Presqu'ile 2025 Staff Application Guide

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General Information

Camp Presqu'ile Staff Team

Thanks for your interest in working at Rotary YMCA Camp Presqu'ile for Summer 2025 ! Camp Presqu'ile aspires to be a great workplace through an environment that embraces diversity and social inclusion, valuing differences and supporting full participation by all employees. We recognize the contributions of our staff through innovative practices, fair wages and growth opportunities.

Our staff work together to create fulfilling experiences for the children and families we work with. While striving to create the best experiences possible for our campers, we are committed to supporting staff in their own development. Being a role model, focusing on positive leadership and demonstrating good judgment while caring for children should be our staff's focus.

We value staff who are enthusiastic, hardworking, and committed to working cooperatively as supportive members of our community to provide the best possible experience for campers and participants.

Application Process

Please ensure you have read through the job description information carefully on pages 6-10. If you find a position that aligns with your interests, level of experience, and you possess (or are willing to obtain) the required qualifications, please complete the following steps:

- **Step 1: Read** the job descriptions and choose the position(s) you wish to apply for.
- **Step 2:** Visit our [online portal](#) to fill out our online application. You will be required to submit a resume, cover letter in addition to providing information in the portal. You will be asked for the following information on your application:
 - Why you think you would make a good fit for employment at Camp Presqu'ile
 - Which positions you are applying for in order of preference.
 - *Contact information* including your **own** personal email, permanent mailing address and phone numbers that you can be easily reached at.
 - Work and Education History
 - **Qualifications that you possess and/or your plan to obtain those necessary (This is required for your application to be accepted, more information in email)**
 - 3 References for **all** staff applicants

You will receive confirmation that your application has been submitted. If you do not see this, please ensure you have completed all steps in the online application. You will be asked to schedule an interview in our doodle poll at this time.

Interview Dates

We will be conducting all our interview over Microsoft Teams this year. You will be asked to select an interview through our doodle poll at the time you submit your application online. We will be scheduling interviews in hopes of accommodating



school and work schedules. If you cannot make any interview times, please email us at presquile@osgb.ymca.ca. Interviews will be 30 minutes in length for all positions.

Selection Process

Candidates will be those who can commit to the entire operating season contract.

- June 9th – August 29th for Assistant Directors (Some contracts may start earlier)
- June 16th- August 23rd for Program and Inclusions Director
- June 22rd – August 23rd for Counselling and Support Staff

Positions may be offered to suitable applicants on an ongoing basis; applications will be dated upon receipt and will be considered accordingly. You will be informed at the end of your interview when you can expect to be notified about the position.

Accessibility Statement

The YMCA of Owen Sound Grey Bruce values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier-free. If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

Pay Scale

At Camp Presqu'ile, the salary for all summer positions is determined by a set pay scale based on years of relevant experience and your position.

Years of Experience	Without National Lifesaving Certification	With National Lifesaving Certification
1		\$350 a week
2	\$350 a week	\$375 a week
3	\$375 a week	\$400 a week
4	\$400 a week	\$425 a week
5	\$425 a week	\$450 a week

Wages for those who have 6+ years of experience will be determined based on job responsibilities, knowledge, and qualifications.

Meals and accommodations are included with all employment offers – there are no deductions from your wages for these benefits.

Minimum Age Requirements

In compliance with The Ontario Camping Association Standards for operation, **all staff are required to be 16 years of age by December 31st, 2025**. Some positions have specific age restrictions to be in compliance with various YMCA, OCA or government guidelines; these requirements are noted in the specific job descriptions.

Housing and Time Off

All positions are residential and days off are scheduled around our on-site program. Schedules will be set each session by members of the supervisory team. If you have a conflicting date during your contract, please inform camp **during the interview process** to try to accommodate your request.

At minimum, staff will earn one day off for every six days worked. Time off details will be further explained during the interview process.

Training & Certifications

We are committed to providing training and development opportunities for all members of our staff team. **Mandatory training occurs at the beginning of each camp season** and throughout the contract to help our staff members improve existing skills and develop new ones.

Staff will also be asked to complete several online mandatory training before coming to camp to ensure we can spend as much time as possible during training on experiential learning.

All staff are required to hold current Standard First Aid and CPR-C certifications. **All New 2025 counsellors are required to have a current National Lifesaving certification. Returning staff are encouraged to obtain their National Lifesaving Certification** but will be allowed to work regardless. Staff who hold their National Lifesaving Certification will be paid an additional \$25/week. Courses to receive this certification can be found at your local YMCA or recreation centers.

Police Records Check

All YMCA of Owen Sound Grey Bruce staff 18 years or older are required to complete a Vulnerable Police Records Check (VPRC) prior to their first day of employment. All staff under the age of 18 years of age will be asked to sign a Declaration stating they have not committed any crimes.

In our commitment to providing a safe and nurturing environment for our campers, all offers of staff positions, paid or volunteer, are made contingent on the YMCA receiving the original copy of a satisfactory Vulnerable PRC prior to the first day of the contract period. Staff will not be able to report for work without a current Vulnerable Police Records Check. As such, your original Vulnerable PRC must be submitted to camp prior to your arrival. Please make sure you get extra copies made, as we will not be able to return them to you once your contract is completed.

The PRC must be dated within 90 days of the contract start date.

Summer Positions

Senior Staff Positions

Seasonal Assistant Summer Camp Director

The Seasonal Assistant Summer Camp Director will work directly with the Summer Camp Director to ensure the smooth operation of daily life at Presqu'île. They will provide direct leadership and supervision to our counselling team. They will help run staff meetings, review camp schedules, coordinate departments throughout camp and act as the staff lead during the Summer Camp Directors' time off. This staff will be responsible for overseeing either the leadership program, wellness department, facilities, or kitchen. Division of responsibilities is based on the skill set and interest of the director team. This person should have a basic understanding of all departments at camp and can see how they are interconnected. Being able to make decisions that keep in mind a variety of schedules, personnel needs and camper experience is a requirement of this position.

Specific task will include but are not limited to:

- Scheduling of staff time off
- 'Resource Schedule' creation
- Support of departments around camp as needed
- Maintenance of site as needed
- Nightly meetings with the director team
- Supervision of staff team along with weekly feedback provided to staff
- Coverage for staff team as needed
- Responsibilities as needed to support overall camping operation

The Seasonal Assistant Summer Camp Director is supported directly by **the Summer Camp Director**.

Position	Dates	Minimum Requirements	Preferred
Seasonal Assistant Director (2)	June 9 th , 2025- August 29 th , 2025 (Contract may start earlier)	Standard First Aid and CPR-C	NLS, any relevant outdoor education certifications

Inclusions Section Head

The Inclusion Section Head is responsible for overseeing the care and well-being of campers that are working with a 1:1 staff member. The Inclusions Section Head is responsible for properly preparing each staff who will be working with a 1:1 participant prior to their arrival. They are also the main contact between camp and those campers' families. The Inclusion Section Head will work with 1:1 staff and participants on a daily basis to provide coaching, support, and quality programming. They will be in charge of welcoming volunteers with special needs and supporting them throughout their stay. The Inclusions Section head is supported directly by **the Summer Camp Director**



Position	Dates	Minimum Requirements	Preferred
Inclusion Section Head (1)	June 16th – August 23 th , 2025	Standard First Aid, CPR C, and minimum 2 years counselling experience	NLS, experience working 1:1

Program Director

This position is responsible for ensuring that YMCA, CQRP, and OCA standards are met in each program area. This person is responsible for facilitating the delivery of fun, inclusive and safe programming consistently at Presqu'ile. Specifically, the program director will:

- Plan and deliver special events;
- Planning and execution of daily evening program with support from staff team
- Scheduling of program staffing for each session
- Oversee program areas, ensuring skill levels are followed and tracked
- Contribute to staff training, and program resource development.
- Mentor counselling team members and provide timely and frequent feedback
- Ensure that all program equipment is in good working order
- Help develop and implement programming with the help of Counsellors at program areas

The successful applicant for this role will have exceptional organizational skills, have demonstrated exceptional program delivery, enjoy mentoring and coaching others and communicate well with others. The Program Director is directly supported by **the Summer Camp Director.**

Position	Dates	Minimum Requirements	Preferred
Program Director	June 16th – August 23 th ,2025	Standard First Aid, CPR C,	3 years counselling experience, NLS

Counselling Team

Counsellors make up most of our staff and are at the heart of the camp experience for our campers. Counsellors give leadership in pairs to camper groups or 1:1 support for inclusion campers. Counsellors at Presqu'ile are group leaders, lifeguards and program instructors, responsible for providing leadership in a wide variety of camp activities and skill areas.

The counselling team is divided into three levels based on the years worked at camp. Each cabin will be staffed with a J-Led, S-Led, and C. Each role comes with different expectations and responsibilities throughout the summer.

- Junior Leaders (J-Led) is a person's first year on staff as a counsellor. The junior leader will be on one-week cabin rotations and spend one week in the kitchen as a prep cook during the summer. J-Leds will have 8 different positions during the summer.
- Senior Leader (S-Led) is a person's second year on staff as a counsellor. Sleds will move every 2 weeks to be in the same cabin for two 1-week

sessions. In total, S-Leds will have four cabin placements throughout the summer.

- Counsellor (C) is a person's third year or more on staff as a counsellor. They are the lead of a cabin Group. The C is responsible for mentoring their J-led and S-led throughout the session.

If given the opportunity to work 1:1 with an inclusion participant, staff provide the assistance, accommodation and extra supports required for a camper with specific needs to participate fully in the camp program as a member of the cabin.

Attributes of strong counsellors are enthusiasm, creative programming, independence, genuine care for others and a strong work ethic. The counselling team is supported by the **Senior Staff Team**.

Counsellors

Counsellors spend their summer working with our various camper programs, including 1-Week and 2-Week overnight programs as well as inclusions support and our leadership participants. In addition to the duties listed above, all counselling staff should be prepared to share duties in other areas of camp when needed (maintenance, kitchen, program etc.). **Counsellors are required to work their full summer contract.**

Position	Dates	Minimum Requirements	Preferred
Junior Leader (1 st year Counsellor)	June 22nd - August 23th 2025	Standard First Aid, CPR C, NLS	
Senior Leader (2 nd year Counsellor)	June 22nd - August 23th 2025	Standard First Aid, CPR C	NLS
Counsellor (3 rd Year + Counsellor)	June 22nd - August 23th 2025	Standard First Aid, CPR C	NLS

Support Team

Head Cook

The head cook is responsible for building menus, ordering all food, preparing and serving each meal, ensuring a high cleanliness standard, and managing the prep cooks. They are responsible for running the kitchen and supervising J-Leds who are working as prep cooks. The Head Cook must ensure that all meals and kitchen procedures are in accordance with the standards of the YMCA, the Ontario Camping Association and the Ministry of Health. This position is in place to ensure the safety of all clients in regard to dietary needs and allergies. The Head Cook must have good time management, an ability to multi-task, an understanding of healthy food options and be flexible. The Head Cook is supported and supervised by **Summer Camp Director**.



Position	Dates	Minimum Requirements	Preferred
Head Cook (1)	June 16 th - August 24 th 2025	Standard First Aid, CPR C, Safe Food Handling Certificate, experience managing a food service	Supervisory experience and previous experience working in a camp environment

Wellness Team

The Wellness team cares for the mental and physical health of the Presqu'ile community. Daily responsibilities such as health and wellness checks, first aid assessments, medication administration, and stocking first aid kits are essential components to keeping our staff and campers well. Wellness staff must be willing to listen, problem solve, and work as a team to promote wellness and health at camp. They will provide leadership and role modelling to all camp staff regarding sun safety, healthy eating, adequate sleep and regular exercise, among others. The Summer Camp Director directly supervises the Wellness staff.

Position	Dates	Minimum Requirements	Preferred
Wellness Director (1)	June 16 th - August 23 th 2025	18 years old, Standard First Aid and CPR-C	RN Student

Contact With Camp

Thanks for your interest in joining the Camp Presqu'ile team! We look forward to going through the application process with you.

Applications will remain open until all positions are filled.

Phone: 519-373-1118

Email: presquile@osgb.ymca.ca

For more detailed information on our Summer programs, please go to: <https://www.ymcaowensound.on.ca/camps/camp-presquile/>. If at any time in the application process you have questions or would like more information please send us an email or give us a call! We can't wait to hear from you!