

Rotary YMCA Camp Presqu'ile 2027 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 2027! Camp Presqu'ile aspires to be a great workplace by embracing 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 provide the best possible experiences for our campers, we are committed to supporting staff in their own development. Our staff should focus on being role models, demonstrating positive leadership, and showing good judgment while caring for children.

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 carefully read the job description 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 website to complete our application. You will be required to submit a resume and a cover letter, in addition to providing information in the portal. You will be asked for the following information on your application:
    - Why do you think you would make a good fit for employment at Camp Presqu'ile
    - Which positions are you applying for in order of preference?
    - *Contact information,* including your **own** personal email, permanent mailing address and phone numbers at which you can be easily reached.
    - 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 the 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 via Microsoft Bookings.

Interview Dates

We will conduct all our interviews on Microsoft Teams this year. We will conduct interviews between December 8th and December 17th, 2025 (including Sunday, December 13th), and as needed after that. You will be asked to select an interview through Microsoft Bookings at the time you submit your application online. We will be scheduling interviews to accommodate school and work schedules. If you cannot

make any of the interview times, please email us at presquile@osgb.ymca.ca. Interviews will be 30 minutes in length for all positions.

Selection Process

Candidates must be able to commit to the entire operating season contract.

- May 7th to June 19th: Spring Staff: Friday to Sunday and Friday to Monday of the May Long Weekend (every weekend during the spring season when site in use)
- May 3rd – September 4th for Seasonal Assistant Director
- June 21st- September 4th for Program Director and Head Cook
- June 27th – August 28th 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 a barrier-free environment. If you require accommodation at any stage of the hiring process, please inform us in advance so we can arrange reasonable and appropriate accommodations.

Minimum Age Requirements

To comply with the Ontario Camping Association Standards for operation, **all staff must be 16 years of age by December 31st, 2027**. Some positions have specific age restrictions to comply with various YMCA, OCA, or government guidelines; these requirements are noted in the job descriptions.

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	[redacted]	$350 a week
2		$375 a week
3		$400 a week
4	$400 a week	$425 a week
5	$425 a week	$450 a week

Job responsibilities, knowledge, and qualifications will determine wages for those with 6+ years of experience.

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

Housing and Time Off

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

At a minimum, staff will earn one day off for every six days worked. Details about time off 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 mandatory online training courses before coming to camp so that 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 by the start date of their contracts. **All 2027 staff must have a current National Lifesaving certification. Returning staff are required to recertify their qualifications to remain current.** Staff who hold their National Lifesaving Certification will be paid an additional $25/week. Courses to earn this certification are available at your local YMCA or recreation center. If certification in your National Lifesaving Certification is a barrier to your application, then please reach out directly to us.

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) before their first day of employment. All staff under 18 years of age will be asked to sign a Declaration stating that 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 before 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 the camp before your arrival. Please make extra copies, as we will not be able to return them once your contract is completed.

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

Spring Team

Spring Outdoor Center Team (6)

Contract: Seasonal, Friday to Sunday and Friday to Monday of the May Long Weekend (every weekend during the spring season when site in use)

Pay: Ontario Minimum wage - $17.95 per hour

Spring Outdoor Center Staff will work directly with the Summer Camp Director to support outdoor education program delivery and prepare Camp Presqu'ile for the upcoming summer season. Staff will work every weekend from Friday to Sunday, supporting visiting school groups, community organizations, and other participants through engaging outdoor recreation, environmental education, and leadership activities.

In addition to program delivery, Spring Staff will help open camp for the season, prepare facilities, maintain equipment, and complete general site improvement projects. This position requires flexibility, initiative, strong communication skills, and a willingness to contribute to all aspects of camp operations.

Specific tasks will include, but are not limited to:

- Planning and facilitating outdoor education and recreation activities for visiting groups
- Leading activities such as canoeing, kayaking, archery, environmental education, and team-building
- Supporting the safety, supervision, and well-being of participants
- Preparing activity areas, equipment, and supplies for visiting groups
- Assisting with camp opening, including cleaning cabins, setting up program areas, and preparing facilities
- Completing general site maintenance and improvement projects
- Supporting group arrivals, departures, and daily schedules
- Assisting with meal service and kitchen operations as needed
- Working collaboratively with other staff to ensure a positive experience for all participants
- Taking on additional responsibilities as needed to support overall camp operations

Spring Outdoor Center Staff are supported directly by the Summer Camp Director.

Position	Dates	Minimum Requirements	Preferred
Spring Outdoor Center Staff (6)	May 7th to June 20th	Standard First Aid, CPR C	NLS

Summer Positions

Senior Staff Positions

Seasonal Assistant Director (1)

The Seasonal Assistant Summer Camp Director will work directly with the Summer Camp Director to ensure the smooth operation of daily life at Presqu'ile. They will provide direct leadership and supervision to our counselling team. They will help to run staff meetings, review camp schedules, coordinate departments throughout camp and act as the staff lead during the Summer Camp Director's time off throughout the summer. This staff member will oversee either the leadership program, wellness department, facilities, or kitchen. Division of responsibilities is based on the skill set and interests of the director team. This person should have a basic understanding of all departments at camp and can see how they are interconnected. This position requires making decisions that consider a variety of schedules, personnel needs, and the camper experience.

Specific tasks 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 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 (1)	May 3rd to September 5th	Standard First Aid and CPR-C	NLS, any relevant outdoor education certifications

Program Director (1)

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

- Plan and deliver special events (Presqu'ile Bound and Special Day);
- Plan and execute the daily evening program with support from the staff team
- Schedule 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 in the program areas.
- Nightly meetings with the director team
- Supervision of the staff team, along with weekly feedback provided to staff
- Coverage for the staff team as needed

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 Summer Camp Director directly supports **the Program Director.**

Position	Dates	Minimum Requirements	Preferred
Program Director	June 21st – September 5th	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 lead camper groups in pairs, trios, or provide 1:1 support for inclusion campers. Counsellors at Presqu'ile are cabin leaders, lifeguards, and program instructors, responsible for leading a wide variety of camp activities and skill areas.

The counselling team is divided into three levels based on years of camp experience. 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) are in their first year on staff as counsellors. Junior leaders will do two-week cabin rotations and spend two weeks in the kitchen as a prep cook during the summer. J-Leds will have four different positions during the summer.
- Senior Leader (S-Led) is a person's second year on staff as a counsellor. S-Leds 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. S-led may spend a 2-week rotation in the kitchen working as a prep cook.
- Counsellor (C) is a person who has been on staff for three years or more as a counsellor. They are the leaders of a cabin Group. The C is responsible for mentoring their J-led and S-led throughout the session and providing feedback to their J-Leds and S-Leds during the session and on feedback forms at the end of each session. Counsellors will be supported by the senior staff team. Counsellors may spend a 2-week rotation in the kitchen working as a prep cook.

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 Senior Staff Team supports the counselling team directly.

Counsellors
Counsellors spend their summer working with our various camper programs, including 1-Week and 2-Week overnight programs as well as inclusion 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.**

Extended contracts are needed for 6 staff to support a Family Camp at the end of the summer. Those staff interested in working until September 3rd,2027 please indicate this on your application. Interest does not translate directly to an extended contract.

Position	Dates	Minimum Requirements	Preferred
Junior Leader (1st year Counsellor)	June 27th @ **4 pm** - August 28th 2027	Standard First Aid, CPR C, NLS	
Senior Leader (2nd year Counsellor)	June 27th @ **4 pm** - August 28th 2027	Standard First Aid, CPR C, NLS	
Counsellor (3rd Year + Counsellor)	June 27th **@ 10am** - August 28th 2027	Standard First Aid, CPR C, NLS	

*Please note that arrival time for contracts is different for Jled, Sled and C because there will be additional training required for 3rd year or more counsellors.

Support Team

Head Cook
The Head Cook is responsible for building menus, ordering food, preparing and serving meals, maintaining high cleanliness standards, and managing the kitchen team. During the spring season, the Head Cook will work weekends (Friday to Sunday), preparing meals for visiting school groups, community organizations, and other camp rentals. They will also help prepare the kitchen for the upcoming summer season, including organizing supplies, managing inventory, and ensuring the kitchen is ready for operation.

During the summer, the Head Cook runs the kitchen and supervises J-Leds working as prep cooks. The Head Cook must ensure that all meals and kitchen procedures comply with the standards of the YMCA, the Ontario Camping Association, and the Ministry of Health. This position is essential to ensuring the safety of all participants, particularly those with dietary restrictions and allergies.

The Head Cook must demonstrate strong time management, multitasking, organizational skills, an understanding of healthy food options, and the flexibility to accommodate changing camp needs.

The Head Cook is supported and supervised directly by the Summer Camp Director.

Position	Dates	Minimum Requirements	Preferred
Head Cook (1)	May 5th, June 20th, spring weekends. June 21st, to September 4th, 2027	Standard First Aid, CPR C, Safe Food Handling Certificate, experience managing a food service	Supervisory experience and previous experience working in a camp environment

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: 519-376-5999
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 during the application process you have questions or would like more information, please email or call us! We can't wait to hear from you!