



**YMCA-YWCA of Winnipeg's CAMP STEPHENS**  
Staff Hiring – Spring and Summer 2021



*Please note that the date for resuming Camp Stephens operations remains unknown at this time.  
Public health restrictions and/or operational requirements may prevent our re-opening in 2021.*

At Camp Stephens, we do more than offer great outdoor experiences - we provide campers with a wide range of programs that encourage personal growth, improve interpersonal relationships, build identity, expand boundaries, instill values and impart positive behaviour.

Fun and personally rewarding, Camp Stephens is a unique workplace - 24 hours a day, six days a week and living in close quarters with many other people. Successful camp applicants demonstrate the ability to be positive role models, represent our philosophy, contribute to a child-centered environment and help provide opportunities for campers to develop as individuals. Maturity, flexibility, self-motivation, being a team player and having the ability to help children enjoy positive experiences and healthy growth are key to all positions at Camp Stephens.

For questions, or to request a detailed job description, please contact [mat.klachefsky@ymanitoba.ca](mailto:mat.klachefsky@ymanitoba.ca)

**Contract Dates**

Spring: May 31<sup>st</sup>– June 26<sup>th</sup>, 2021

Summer: June 27<sup>th</sup> – August 28<sup>th</sup>, 2021

**Contract dates are not negotiable.**

In 2021, spring session will not include any campers. Spring session employment will be limited to senior staff, operations staff and child care as we prepare for the unique challenges of 2021.

**Rate of Pay**

The rates of pay are as follows:

- Returning staff positions \$345/week  
Returning staff is defined as staff who have worked at Camp Stephens or another outdoor adventure camp for a minimum of two months in a paid staff position.
- New staff positions \$320/week

All positions include room and board during the term of employment.

**Certifications**

Certifications listed are the minimum required for the position. Camp Stephens must receive a copy of completed certifications prior to the commencement of the contract. Certifications must be current for the entire term of employment. Courses and/or assistance to complete required certifications are provided at the Camp Director's sole discretion. Preferred Certifications are not mandatory; however, candidates with those additional certifications will be favourably looked upon.

**Terms of Employment**

All paid staff must complete and clear a Police Check with Vulnerable Sector Search (employee's expense) and Child Abuse Registry Check (YMCA-YWCA of Winnipeg's expense). The YMCA-YWCA of Winnipeg will provide a membership for all staff and volunteers from contract signing date to end of contract dates.

**Interview and Hiring Dates**

- All staff and volunteers will be interviewed and hired starting in February-March. Please have your application in before March 26<sup>th</sup>, 2021 for early consideration.

## Important Dates

- Opening date for operations, senior staff and child care is May 31<sup>st</sup>, 2021
- Summer Staff Training starts June 27<sup>th</sup>, 2021 at 8am (suggested arrival June 26<sup>th</sup> @ 7pm)
- Last day of summer session is August 28<sup>th</sup>, 2021
- Family camp August 30<sup>st</sup> – September 3<sup>rd</sup>, 2021. Working family camp is optional to most staff, but overall preference will be given to those who indicate they will be available for family camp.

## CAMP POSITIONS

(click for job descriptions)

Spring & Summer Staff (May 31 <sup>st</sup> – September 3 <sup>rd</sup> )	Summer Staff Positions	
<a href="#">Operations Staff</a>	<a href="#">Counsellors</a>	<a href="#">Climbing Coordinator</a>
<a href="#">Preschool Childcare Provider</a>	<b>NEW!</b> <a href="#">Staff Wellness Coordinator</a> (1)	<b>NEW!</b> <a href="#">Climbing Assistant</a> (2)
	<a href="#">Kitchen Staff</a>	<a href="#">High Ropes Coordinator</a>
	<a href="#">Wilderness Staff</a>	<b>NEW!</b> <a href="#">High Ropes Assistant</a> (2)
	<a href="#">Assistant Wellness Coordinator</a>	<a href="#">Waterfront Coordinator</a>
	<a href="#">Office Coordinator</a>	<b>NEW!</b> <a href="#">Lifeguards</a> (2)
	<a href="#">Environmental/International Coordinator</a>	<a href="#">Sailing Coordinator</a>
		<b>NEW!</b> <a href="#">Sailing Assistant</a> (2)
		<a href="#">Canoeing Coordinator</a>

## SPRING & SUMMER STAFF

### **Operations Staff** (Positions Available: 4)

*Contract Dates:* May 31<sup>st</sup> – September 3<sup>rd</sup>, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train), PCOC

*Preferred Certifications:* MED A3, SVOP, Class 4 Driver's License, NLS

*Responsibilities:* Assists in maintenance duties and functions and assist in execution of designated projects. Ensures safe operation of boats and safety of passengers in boats.

### **Preschool Childcare Provider** (Positions Available: 1)

*Contract Dates:* May 31<sup>st</sup> – September 3<sup>rd</sup>, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train)

*Preferred Certifications:* National Lifeguard

*Responsibilities:* Provide care and supervision for the children of the camp director (ages 3 and 1) including but not limited to meals, dressing, diapering and nap time. Provide engaging and age appropriate play that integrates children into the camp program as a whole whenever possible.

## SUMMER STAFF

### **Counsellor** (Positions Available: 24)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train)

*Preferred Certifications:* NLS

*Responsibilities:* Works directly with campers, ensures that there is a safe, fun and supportive recreational/educational setting for the campers. Supports and supervises campers at all scheduled activities. Plans and implements camp programs. Provides additional support to the larger team as needed.

### **NEW! Assistant Counsellor** (Positions Available: 6)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* \$200/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train)

*Preferred Certifications:* NLS

*Responsibilities:* Assists the counsellor in working directly with campers, ensures that there is a safe, fun and supportive recreational/educational setting for the campers. Assists in the supporting and supervising of campers at all scheduled activities. Plans and implements camp programs. Provides additional support to the larger team as needed. *This position is geared towards applicants who have completed grade 11 but not grade 12.*

### **Kitchen Staff** (Positions Available: 4)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Globally Harmonized System (will train)

*Preferred Certifications:* Food Handler Certification, Bronze Cross

*Responsibilities:* Assists in food preparation and cleanup in the dining hall and kitchen as per direction of the kitchen coordinator.

### **Wilderness Staff** (Positions Available: 16)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* 40hr Wilderness First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train)

*Preferred Certifications:* NLS, Canoe Tripping 1, Class 4

*Responsibilities:* The Wilderness Staff are responsible for planning and implementing 2- to 4-week wilderness canoe trips. They are responsible for the safety, health and well-being of all campers on their trip. They work with a partner and are responsible for ensuring that participants are instructed and supported in skill development.

### **Assistant Wellness Coordinator** (Positions Available: 1)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid, National Lifeguard, Globally Harmonized System (will train)

*Preferred Certifications:* 40hr Wilderness First Aid, Mental Health First Aid

*Responsibilities:* The Assistant Wellness Coordinator is responsible for assisting and supporting the Wellness Coordinator and assuming the Wellness Coordinator's responsibilities when they are absent. This role acts as a second lifeguard for waterfront activities and keeps all first aid kits adequately stocked. They are responsible for managing camp laundry, assisting in camper health check, and completing incident documentation including Worker's Compensation (WSIB) forms as required.

**NEW! Staff Wellness Coordinator** (Positions Available: 1)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid, Bronze Cross, Globally Harmonized System (will train)

*Preferred Certifications:* 40hr Wilderness First Aid, Mental Health First Aid

*Responsibilities:* The Staff Wellness Coordinator is responsible for assisting and supporting and promoting wellness to staff members. They will ensure COVID-19 protocols are being followed by staff and campers alike, and they will plan leisure activities for staff during their time off.

**Waterfront Coordinator** (Positions Available: 1)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Globally Harmonized System (will train), NLS, YSI or equivalent

*Preferred Certifications:* LSI (strongly recommended)

*Responsibilities:* The Waterfront Coordinator plans and implements the waterfront program, ensures safety of participants in the swim area and during waterfront sessions. They ensure proper supervision of campers by staff. They oversee the care, maintenance and on-going inventory of all waterfront equipment. They assist in the planning and implementation of camp programs. The Waterfront Coordinator is a member of the Program Staff.

**NEW! Lifeguard** (Positions Available: 2)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week, New \$320/week, Completed Grade 11 But Not Grade 12 \$200/week

*Mandatory Certifications:* Standard First Aid & CPR C, Globally Harmonized System (will train), NLS, YSI or equivalent

*Preferred Certifications:* LSI

*Responsibilities:* The lifeguard will assist the Waterfront Coordinator to ensure safety of participants in the swim area and during waterfront sessions. They help ensure proper supervision of campers by staff. They may be called upon to act as a substitute counsellor or other staff member should it be required. They assist in the planning and implementation of camp programs. The lifeguards are members of Program Staff.

**Office Coordinator** (Positions Available: 1)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train).

*Preferred Certifications:* NLS

*Responsibilities:* The Office Coordinator will assist in the day-to-day operation and administration of camp. Primary duties will include answering phones, data entry, filing, etc. The person in this position will work in the office for half of the day and assist in other camp activities for the remainder of the day. The Office Coordinator reports directly to the Camp Director.

**Canoeing Coordinator** (Positions Available: 1)

*Contract Dates:* June 27th – August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train)

*Preferred Certifications:* NLS, Any paddling certification

*Responsibilities:* The canoe coordinator, under supervision of the Wilderness Coordinator, will plan and implement a canoeing program for campers that will emphasize a curriculum of flatwater paddling that will enhance the skills of all campers. The Canoeing Coordinator is a member of Trail Staff.

**Climbing Coordinator** (Positions Available: 1)

*Contract Dates:* June 27<sup>th</sup> – September 3<sup>rd</sup>, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train), experience running a climbing tower or wall.

*Preferred Certifications:* NLS, Recognized Level 2 Instructor

*Responsibilities:* The Climbing Coordinator oversees the climbing tower and works closely with the High Ropes Coordinator to ensure the quality and consistency of programming. They ensure the safety of all participants at the climbing tower. They oversee the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The Climbing Coordinator is a member of the Program Staff.

**NEW! Climbing Assistant** (Positions Available: 2)

*Contract Dates:* June 27<sup>th</sup> – August 28<sup>th</sup>, 2021

*Rate of Pay:* Returning \$345/week, New \$320/week, Completed Grade 11 But Not Grade 12 \$200/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train), experience running a climbing tower or wall.

*Preferred Certifications:* NLS, Recognized Level 2 Instructor

*Responsibilities:* The Climbing Assistant assists the climbing coordinator to ensure the quality and consistency of programming. They ensure the safety of all participants at the climbing tower. They assist in the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The Climbing Assistant is a member of the Program Staff.

**Environmental/International Coordinator** (Positions Available: 1)

*Contract Dates:* June 27<sup>th</sup> - August 28<sup>th</sup>, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train). *Preferred Certifications:* NLS

*Responsibilities:* The Environmental/International Coordinator plans and implements the environmental/international program at camp and maintains contact with the international department of the YMCA-YWCA of Winnipeg. They assist in the planning and implementation of camp programs. The Environmental/International Coordinator is a member of the Program Staff.

**High Ropes Coordinator** (Positions Available: 1)

*Contract Dates:* June 27<sup>th</sup> – September 3<sup>rd</sup>, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train), Level 1 High Ropes Certification (will train).

*Preferred Certifications:* Level 2 High Ropes Certification

*Responsibilities:* The High Ropes Coordinator oversees the high ropes course and works closely with the Climbing Coordinator to ensure the quality and consistency of programming. They ensure the safety of all participants at the high ropes course. They oversee the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The High Ropes Coordinator is a member of the Program Staff.

**NEW! High Ropes Assistant** (Positions Available: 2)

*Contract Dates:* June 27<sup>th</sup> – August 28<sup>th</sup>, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train), Level 1 High Ropes Certification (will train).

*Preferred Certifications:* Level 2 High Ropes Certification

*Responsibilities:* The High Ropes Assistant will assist with the operation of the high ropes course. They ensure the safety of all participants at the high ropes course. They oversee the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The High Ropes Coordinator is a member of the Program Staff.

**Sailing Coordinator** (Positions Available: 1)

*Contract Dates:* June 27th - August 28th, 2021

*Rate of Pay:* Returning \$345/week or New \$320/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train), PCOC, Can Sail Level 2 or equivalent

*Preferred Certifications:* Can Sail 1 & 2 Instructor, NLS

*Responsibilities:* The Sailing Coordinator oversees the sail program and all sailboats. They ensure the safety of all participants. They oversee the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The Sailing Coordinator is a member of the Program Staff.

**NEW! Sailing Assistant** (Positions Available: 2)

*Contract Dates:* June 27th - August 28th, 2021

*Rate of Pay:* Returning \$345/week, New \$320/week, Completed Grade 11 But Not Grade 12 \$200/week

*Mandatory Certifications:* Standard First Aid & CPR C, Bronze Cross, Globally Harmonized System (will train), PCOC, Can Sail Level 2 or equivalent

*Preferred Certifications:* Can Sail 1 & 2 Instructor, NLS

*Responsibilities:* The Sailing Assistant assists the Sailing Coordinator with the implementation of the sail program and maintenance of all sailboats. They ensure the safety of all participants. They assist with the care, maintenance, inventory and logging of all equipment. They assist in the planning and implementation of camp programs. The Sailing Assistant is a member of the Program Staff.

***Tell us why YOU are the best fit for the job!***

If you are qualified and interested in this opportunity, please submit your cover letter and resume (including 3 references – only 1 can be from the YMCA-YWCA of Winnipeg) by **March 26<sup>th</sup>, 2021 for confidential consideration** to:

**Mat Klachefsky, Director of Camp Stephens**

**E-mail: [mat.klachefsky@ymanitoba.ca](mailto:mat.klachefsky@ymanitoba.ca)**

*The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks.*

*We thank all candidates for their interest; however, only candidates selected for an interview will be contacted.*

Alternate format available upon request.