



# Camp Kawartha

Outdoor Education Centre • Environment Centre • Summer Camp •  
Facility Rentals

Main Office: 1010 Birchview Road, Douro-Dummer, ON K0L 2H0

Phone: 705-652-3860 Fax: 705-652-1500

Email: [info@campkawartha.ca](mailto:info@campkawartha.ca) Website: [www.campkawartha.ca](http://www.campkawartha.ca)

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November 24, 2017

Hey staff and volunteers of 2017,

I hope you've had some time to gain perspective, reflect on last summer and are now looking forward to Summer 2018! On-line 2018 applications are now available at <https://campkawartha.campbrainstaff.com> and are to be submitted by **Sunday January 7, 2018**. You may submit the application after this date, but priority may be given to applicants who send in their applications on time.

Summer 2017 was an amazing summer, and I would like to thank you for your hard work. It was so successful that enrollment for 2018 is already more than double of what it was last year at this time.

The wonderful thing about camp is that each summer is unique and has us always wanting more and looking forward to the next. For some, I know this won't be possible even though your hearts will always be at Camp Kawartha. I want to thank those not able to return for a great final summer and the best of luck in the year ahead. For the rest of us, I'm looking forward to us reaching even higher in 2018.

Pre-camp will begin for Senior Staff members on Sun. June 17<sup>th</sup>. For all other staff, pre-camp begins Fr. June 22<sup>nd</sup>. Please note that to work at camp and make yourself as competitive as possible, you are expected to comply with the dates of employment.

We accommodate younger staff as high school exam schedule may conflict with pre-camp dates, but please remember that full pre-camp training is essential to run a successful summer. Any 1<sup>st</sup> and 2<sup>nd</sup> year staff applying must minimize time away from camp due to potential exams.

Due to the high percentage of returning staff each year, coupled with incoming staff from last year's leadership programs, it is anticipated that the field of applicants in 2018 will be competitive. **A summer job cannot be guaranteed based on being on staff in previous years.**

You will make your application more competitive through:

- **Possession of the following certification (valid until at least September 2018): NLS, Standard First Aid & CPR – Level C, \*Boating License**
- **\*To drive the crash boat, in addition to your Boater's license, you will be required to have a minimum of current bronze medallion.**
- **Off-camp training and experience in improving skills in programming, child related activities, outdoor and leadership activities, and skills relevant to camp ('exposure' period skills)**



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\* CPR-Level C will be, once again, offered during pre-camp. Returning staff are responsible for ensuring that Standard First Aid, swim and NLS qualifications, are current, and are taking recertification courses prior to the summer if necessary. Staff are also responsible for acquiring a police check if the camp does not have one dated after Sept. 1, 2015.

**Staff without proof of the necessary qualifications as agreed upon in their contract may be asked to leave camp until these qualifications are completed and documentation received.**

The following positions will likely exist for Summer 2018 (**Sr. Staff Positions in bold**):

- ★ **Assistant Director**
- ★ **CSD Director**
- ★ **Day Camp Director**
- ★ **Environmental Director**
- ★ **Female Head Counselor**
- ★ **\*Intermediates Director**
- ★ **Land Activity Director**
- ★ **LIT Director**
- ★ **Male Head Counselor**
- ★ **Managing Director**
- ★ **PLC Director**
- ★ **Program Director**
- ★ **Tripping Director**
- ★ **Water Activity Director**
- ★ **Waterfront Director**
- ★ **^Wilderness Director**
- ★ %Assistant CSD (or specialist)
- ★ Assistant Day Camp
- ★ Assistant Program Director
- ★ #Resource Specialist (2)
- ★ @Senior Tripper (2)
- ★ Tripper
- ★ A&C Specialist
- ★ Day Camp Specialist
- ★ Drama Specialist
- ★ Environmental Specialists (2)
- ★ +Intermediates Specialist (2)
- ★ Media Specialist
- ★ Nurse's Assistant
- ★ PLC Specialist (2)
- ★ Ropes Specialist
- ★ Sails Specialist
- ★ Counselor
- ★ Day Camp Counselor
- ★ Kitchen Liaison
- ★ Prep Cook
- ★ Dishwashers
- ★ Office Helper

## Heads of Activities

Those applying as 2<sup>nd</sup> or 3<sup>rd</sup> year counselors may also apply to be a Head of an activity:

<b>Archery</b>	<b>Canoeing</b>	<b>Kayaking</b>	<b>Sailing</b>
<b>Eco Skills</b>	<b>Drama</b>	<b>Landports</b>	<b>Windsurfing</b>
<b>Dance</b>	<b>Guitar</b>	<b>Fishing</b>	

\*The Intermediates Director will have the role of running the 11-12 year 3-week program in July, followed by co-running the LIT program in August.



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^The Wilderness Director will likely have the role of being a Senior Tripper in July and directing the WCSD program in August.

%The Assistant CSD Director will be working with the CSD throughout the summer. This will require them to have swim instructing qualifications by the summer to assist the CSD Director in teaching Bronze Med and Cross in the months of July and August.

#These positions will be a 3<sup>rd</sup> to 4<sup>th</sup> year staff positions and work with campers of special needs that we integrate into the cabins and day camp. They would consult with parents prior, during, and after the session their child attends and work directly with the camper and help mentor the staff within the cabin.

@Has at least three years of staff experience including one year of tripping experience at Camp Kawartha or within a similar program.

+The Intermediates Specialist position will be similar to a PLC Specialist for the 11-12 year old program. Intermediate Specialists will be cabin counselors in August with the potential to assume other leadership opportunities when they come up.

See the attached document on Camp Kawartha job descriptions to get a better sense of all positions posted above.

Throughout the hiring process, these job descriptions may change slightly based on the needs of the camp, and the individuals applying for the position. Thanks again for helping create a wonderful summer in 2017!

Your application can be completed on-line based on the instructions in the e-mail accompanying this attachment. Finally, if you have questions regarding this package and the hiring process, feel free to email or call me at [adam@campkawartha.ca](mailto:adam@campkawartha.ca) and 705-768-4327.

Yours sincerely,

Adam Strasberg  
Summer Camp Director  
Camp Kawartha