



# 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 21, 2016

Hey staff and volunteers of 2016,

I hope you've had some time to gain perspective and develop reflections on last summer and are now looking forward to Summer 2017! Attached along with this e-mail is a summer employment schedule and the 2017 Summer Staff Application form to be filled out and returned by **Sunday January 6, 2017**. You may return the application after this date, but priority may be given to applicants who send in their applications on time.

Summer 2016 was an amazing summer, and I would like to thank you for your hard work. 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 2017.

There are two changes you need to be aware of regarding the employment schedule for 2017.

1. Pre-camp will begin for Senior Staff members on Sun. June 18<sup>th</sup>, followed by Assistants, Specialists and Trippers on Fr. June 23<sup>rd</sup>, followed by counselors on Sun. June 25<sup>th</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.

2. Sessions B and D, PLC, Intermediates, Sr. Trips and Session D2 have been extended by a day this summer. They will all end on a Saturday as a result. A new day-off schedule will be put into effect to accommodate the new schedule.

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 2017 will be extremely 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 2017): 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.**



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- **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)**

\* 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, 2014.

**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 2017 (**Sr. Staff Positions in bold**):

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



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\*The Intermediates Director has two areas of responsibilities throughout the summer. First, they will be responsible for running the new 11-12 year 3-week program, followed by co-running the WLIT program with the Wilderness Director. Having swim instructing qualifications is an asset in helping lead new swim program offered to Intermediate and PLC candidates.

^The Wilderness Director will be co-directing the LIT program in July followed by co-directing the WLIT 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 2<sup>nd</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 2016! Feel free to e-mail or phone me with any questions about this document or during the hiring process at [adam@campkawartha.ca](mailto:adam@campkawartha.ca) and 705-768-4327.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Adam Strasberg', written in a cursive style.

Adam Strasberg  
Summer Camp Director  
Camp Kawartha