



Camp Kawartha

Outdoor Education Centre • Environment Centre • Summer Camp

Main Office: 1010 Birchview Road, Douro-Dummer, ON

Phone: 647-963-6206

Email: emma@campkawartha.ca Website: www.campkawartha.ca

Hey LITS of 2023!!

I hope that you all have had a wonderful fall season, and that you have lovely plans ahead of you for the upcoming holiday season! I have been missing all of you and our beautiful summer days on Clear Lake, and have begun to look forward to Summer 2024!

This is your complete application package for our Summer 2024 season! Online applications for summer 2024 are now available at <https://campkawartha.campbrainstaff.com/>

I know that this might be a new and nerve-racking time for many of you as it is your first time applying to be on staff; know that any nervousness surrounding the process is a good thing as it indicates that camp is something that is meaningful and matters to you. It is normal to feel a bit nervous, and I want to reassure you that I am happy to communicate with you at any time throughout the process to help make it a bit easier for you.

To help give you a sense of ease with the process, in this email I have gone through and explained the process from start to finish, including the application, the interview, and the acceptances & paperwork stages. I have also attached an FAQ document to this email, which will hopefully answer some questions you might have. Please take the time to read through this entire email and the attached documents, so that you have a full understanding of the details prior to submitting your application. If you have any questions, you can reach me at emma@campkawartha.ca or 647-963-6206. I will be on holidays until January 2nd but am occasionally checking emails to answer questions that you might have.

The first step to becoming a member of staff is completing an online application, through our online applications portal. Online applications for summer 2024 are now available at our staff portal and should be submitted by the due date (January 7th, 2024.) Applications may be submitted after this date, but priority will be given to applicants who complete their application ahead of time. We use an online applications portal to help simplify the application process, but it is not intended to make it impersonal; if at any point you are having difficulty with the online portal, reach out to me and I will be happy to help.

At the bottom of this email, I have included detailed steps on how you can apply through the application portal. In order to demonstrate competitiveness for staff for summer 2024, I highly encourage you to get your application in by or before January 7th. It is important to note that **completion of the LIT/WLIT program does not guarantee being hired as a member of staff for summer 2024.**

Hiring decisions are made on a variety of factors including:

- Ability to commit to the entire summer of work
- The strength of the online written application
- Performance in the LIT/WLIT program in the previous summer with consultation from the LIT/WLIT directors



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- Certifications & Qualifications (holding a current NL (National Lifeguard) certification is essential to demonstrating competitiveness for a staff application. If you do not hold a current NL certification, then Bronze Medallion/Bronze Cross certifications are still an asset.)
- All staff members must hold a current certification in Standard First Aid and CPR-C until at least September 2024.
- A successful and competitive interview
- An ability to demonstrate applicable experience
- An ability to demonstrate investment in environmental kinship and sustainability

Please note that in order to work at camp and make yourself as competitive as possible, staff must be able to commit to the dates of employment from Sunday, June 23rd, 2024 - Saturday, August 24th, 2024. We can accommodate high school students with exams and graduation ceremonies, but in order to work at camp this summer, it is essential that you are present for the entirety of our pre-camp training.

Once you complete your online application through the application portal, have patience and we will get back to you about booking an interview. All campers who were LITS/WLITS in 2023 will be granted an interview. You can expect to hear from us about an interview sometime in early February. I will email you and we will set up a date and time that works for you for your interview.

During the interview, you can expect to be interviewed by me, and potentially an Assistant Director or Head Counsellor. We will be asking several questions about your experience, why you are interested in fulfilling the duties of the position you applied for, and other questions to get to know you. The best thing that you can do to prepare for your interview is to take the time to reflect on your experiences, and what will make you a competitive candidate for the interview.

During the interview we may also ask you to elaborate on some of your responses from your online application, so it may be worth reviewing your answers prior to your interview to familiarize yourself. The best thing you can do before your interview is take a deep breath and try your best to relax! Anyone who will be interviewing you will have been in your spot before and remembers some of the stresses that come with your first application. Reassure yourself that you got this far, and that alone is a success! The interview will conclude with an opportunity for you to ask some questions if you have any, so that is a good chance for you to gain clarification on anything, if necessary.

You can expect to hear from us within a couple weeks following your interview. It takes us a little bit of time to make decisions about staffing each summer, so this is a good time to have patience, and know that we will get back to you as soon as we are able!

If you are hired to be a staff member for 2024, we will begin communicating with you over email about completing all your paperwork and preparations for camp, including important dates and information that you will need to know.

Included in this package are the following:



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- Instructions on how to apply through the camp brain application portal
- The 2024 Summer Schedule
- An FAQ For New Applicants
- Job descriptions of anticipated positions for Summer 2024

Please take the time to read through and ensure that you understand the content of all the attached documents prior to beginning your application.

Wishing you all the very best for a lovely holiday season!

Emma Robert (Geller, She/Her)

Summer Camp Director



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Steps to Apply Through the Online CampBrain Application Portal:

1. Go to <https://campkawartha.campbrainstaff.com/>.
2. Under 'New User Sign Up' create a new account.
3. Please note as a LIT of 2023, where it says to "Start a New Application," scroll down to the 2nd application titled "New Application For LIT/WLIT of 2023," and click on the green "Click to Apply."
4. Complete the personal information section.
5. After the completion of the personal information section, there are 5 other sections to complete – each section saves your progress as you go through it, unless you click 'cancel'. As you progress through the application, each section will be marked as either 'Completed', 'In Progress', or 'Needs to be Completed'. You may continue to work on the different parts of your application as many times as you would like, on different login sessions.
 - a. **I would highly recommend writing the answers to all the written questions in a word document, and once complete, pasting them into the text boxes. This will ensure you have a back-up copy of your work should anything go wrong with your internet connection.
6. All application questions need to be answered within the fields provided. If you would like to provide supplementary documents to go along with your application (i.e. certifications etc..), you can email them to me at emma@campkawartha.ca
7. Apply for all the positions that you are interested in in ONE application. Once you have submitted your application (step 8), you will not be able to go back and make changes. If you have any changes that you would like to make following the submission of your application, you can send them to me through email
8. Once you have completed ALL the sections of your application, you complete your application through clicking "submit" followed by typing in your name and then clicking "sign and submit". After doing so, your application is fully submitted, and you will not be able to go back and change information.
9. You will receive an email notification once your application has been received.
10. Reach out to me at any point if you have questions as you progress through the application steps. I always enjoy hearing from you, and I am happy to help!



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Summer 2024 Schedule

***To work at camp this summer, you must attend all days of pre-camp.**

Orientation Weekend: June 7th – June 9th (Open House on Sunday June 9th, 2024)

Pre Camp:

Senior Staff: Sunday, June 16th, 5:00pm - Wednesday, June 19th, 5:00pm

Senior & Intermediate Staff: Thursday, June 20th, 5:00pm - Sunday, June 23rd

All Staff: Sunday, June 23rd - Saturday, June 29th *Day off during pre-camp TBD

Camp Sessions:

July Leadership: Friday, June 28th, 12:00pm - Wednesday, July 24th, 6:00pm

Session A: Sunday, June 30th, 9:00am - Saturday, July 6th 12:30pm

Session B: Sunday, July 7th, 9:00am - Friday, July 19th, 6:30pm

Session C: Sunday, July 21st, 9:00am - Friday, July 26th, 12:30pm

*****Midsummer Break:** Friday, July 26th, 4pm – Sunday, July 28th, 9am

August Leadership: Sunday, July 28th, 9am - Friday, August 23rd, 6:30pm

Session D: Sunday, July 28th, 9am - Friday, August 9th, 6:30pm

Session E: Sunday, August 11th, 9:00am – Saturday, August 17th, 6:30pm

Session F: Sunday, August 18th, 9:00am – Friday, August 23rd, 6:30pm

****Session N:** Sunday, August 25th, 9:00am - Wednesday, August 28th, 6:30pm

*Camp Kawartha recognizes that 1st and 2nd year staff might need to miss days of pre-camp due to final high school exams and graduation activities. We respect these commitments, but if this applies to you, you need to respect the Camp's commitment to staff training and safety. Days away must be kept to a minimum and may need to be made-up in Session A. These are the ONLY reasons to miss days of pre-camp unless there is an emergency. If you will need to miss any dates of camp during the summer, please be sure to include those dates in your application so that we can be proactive about collaborating towards a solution.

**Be sure to state your availability for session N in the application portal; you will also be asked about your session N availability during your interview; we are actively seeking candidates who are available during session N. Additional session N contracts will be handed out during the summer.



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***The Midsummer break is an opportunity for all staff to get off site, recuperate, and re-enter the second half of the summer feeling energized and ready to go. The site will be closed during the midsummer break, and staff will not be able to remain on site during this time.

Each staff member is entitled to a minimum of 1 day off per week. Staff will have some flexibility around scheduling when these days off fall and must submit day off requests with advance notice for their preferred day off to be accommodated. This schedule reflects the overall larger summer schedule and is not designed to reflect days off as those are scheduled and arranged individually.



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2024 Staff Application FAQ

1. What certifications will help make me a competitive candidate for staff?

There are a variety of certifications we look for to make a competitive staff candidate:

- Holding a current NL certification is essential to demonstrate competitiveness for staff positions. If you do not hold NL, then bronze cross or bronze medallion are good certifications to hold instead. If you are not a 'swimmer', then it is important that you can distinguish your competitiveness in other ways; some of our strongest staff in past years haven't held their NL qualifications but have made up for it in other areas with unique skills.
- All our staff must hold a current certification in standard first aid with CPR-C.
- A pleasure craft operators license
- Additional training or certifications are always an asset (Mental Health First Aid or Wilderness Advanced First Aid certifications, for example)

2. What experiences will help make me a competitive candidate for staff?

Any experience working with youth in a leadership capacity will be a valuable asset to you when applying for staff, and may be a good topic for your interview. We are looking for staff who:

- Have experience working with children, and enjoy working with children
- Demonstrate safety consciousness, and an understanding of our camp rules and policies
- Demonstrate creativity and have the ability to lead and create theme days and evening programs
- Enjoy working as a team and have respect for others around them
- Demonstrate a positive attitude towards equity, diversity, and learning from others
- Have strong communication skills

Additionally, we are looking for staff who show a strong aptitude and interest in environmental kinship; particularly, we are seeking out staff who are looking to add to communities in positive ways through rejuvenation and rewilding.

3. When can I expect to hear from you about an interview?

Early to mid-February.

4. What type of questions will I be asked in my interview?

During your interview we will ask you questions about your past experiences working with children, what you think it means to take on the responsibilities of the position, your understanding of our camp policy, your communication style, your interest in environmental kinship, your communication style and your interests/what you might bring to our camp community.



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5. What positions should I apply for?

It is a good idea to apply for any position you could reasonably see yourself doing. If you aren't sure if you would be a good fit or not for a position, then we recommend you apply for it, and we can discuss the position further. Having an openness to a variety of positions shows dedication to the camp and helps to add to your competitiveness as an applicant.

6. When will I know if I am hired or not?

In the weeks following your interview, we will follow up with you with a job offer if you have been hired.

7. How else can I demonstrate competitiveness to become a staff member?

Being open to sharing with us your areas of interest and your authentic self will help to make you a competitive candidate. Maybe you have an interesting talent or hobby that you might not think is applicable - we encourage you to outline for us any special interests or talents that you might have to help distinguish yourself! We are actively seeking individuals who are knowledgeable about environmental kinship and who are engaged in improving the community spaces that they find themselves in.

8. What is the expected length to written answers on the staff portal?

There is no minimum length to your written answers on the staff application portal, however you do want to make sure that you are taking time to consider and answer the written application questions very thoroughly. We are looking for quality over quantity, but your answers should be sure to demonstrate a deep consideration of the question, as well as attention to detail. The application questions are your first impression as a possible member of staff, so you want to be sure to make it a good one.



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2024 Camp Kawartha – Anticipated Positions and Job Descriptions

Camp Kawartha Structure

Team Work

At Camp Kawartha every staff member is committed to creating the best summer possible for each and every camper. By working closely with each other towards this common goal, we create a sense of community and fellowship that makes camp a wonderful place to be. We are only as successful as the level of commitment and heart each one of us brings to our position at camp. Together, we have the possibility of creating something wonderful!

It must be remembered that every person's efforts are important and every contribution is significant; from the cooks to counsellors, from maintenance to administrative staff. Never has this been more important as we plan for this summer. Below is an overall diagram of the structure of Camp Kawartha. At the very centre of all of our efforts are the campers who have selected Camp Kawartha as the place to be this summer.

Roles & Responsibilities

*All positions require a valid Standard First Aid Certification

Assistant Director

Responsible to: Summer Director

Certifications Required: Mental Health First Aid

Primary Responsibilities:

- With the Summer Camp Director, implements all Policies and Procedures involved in the day-to-day operations of camp
- Consults and schedules meetings with counselling staff on the well-being of each camper (including 'opening night' visits)
- Assists counselling staff with camper issues beyond counsellor's control, and works out solutions
- Consults with the Summer Camp Director on camper issues and decisions that require parental involvement, and on consequences involving camp policy
- Documents camper issues and follows through with resolutions
- In consultation with the Summer Camp Director, provides direction and supervision to counselling staff. Guides staff in safe, professional, and creative fulfilment of their duties.



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- Schedules regular meetings with Summer Camp Director and Head Counselors.
- Works with the Summer Camp Director to implement all safety procedures. Monitors safety at Camp and within the staff. Recommends changes to policies to better serve the needs of the camp.
- Supports the Summer Camp Director in ensuring infrastructure and equipment are in good repair
- Along with Waterfront Director, monitors search procedures at Camp and recommends changes
- Fosters a positive and nurturing camp environment for staff and campers
- Coordinates formal staff evaluations twice during the summer and provides feedback to Summer Camp Director on Senior Staff evaluations.
- Act as a liaison between front office and the summer camp office
- Will work with Sr. Staff team to appoint a land designate and ensure the smooth running of searches
- Takes on additional Sr. Staff responsibilities where required

Managing Director

Responsible to: Summer Director

Primary Responsibilities:

- With the Summer Camp and Assistant Director, implements all Policies and Procedures involved in the day-to-day operations of camp
- Oversees and implements all schedules for staff and campers related to daily programming including exposure period, days-off, shower, cleaning, GBRS and Night Hawk.
- In consultation with the Summer Director is responsible for all summer camp office operations. Ensures the camp office and daily scheduling is running smoothly. Anticipates and deals proactively with problems
- With the Summer Camp and Assistant Director , responsible for creating and implementing pre camp schedule
- Organizes camp schedules and camper placements with Assistant Director • Ensures all reports by Senior Summer Camp Staff are complete and accessible, both electronically and on paper.
- Takes on additional Sr. Staff responsibilities where required

Head Counsellors

Responsible to: Assistant & Summer Director

Certifications Required: Mental Health First Aid

Primary Responsibilities:



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- Facilitating and assisting campers adjust to camp life, rules and expectations.
- Facilitating and assisting counsellors adjusting to cabin responsibilities.
- Play a supervisory role with all regular camper cabins and counsellors.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Play a liaising role in supporting the PLC Program
- Doing rounds each rest hour and check-in to their cabins of responsibility. Enforcing Rest Hour.
- Meeting with counsellors several times a session to discuss camper concerns
- Assisting counsellors and being the staff to report to with minor camper concerns
- Initiating and assisting counselors with phone calls to parents with minor camper concerns
- Assisting counsellors with end-of-session evaluations
- Developing new programming opportunities for regular camp in conjunction with program director
- Supports staff evaluations both formal and informal throughout the summer.
- Assisting with counsellor replacement and sleeping arrangements due to days off
- Takes on additional Sr. Staff responsibilities where required

Counsellor Skills Development (CSD) Director

Responsible to: Summer Director

Certifications Required: Swimming Instructors, National Lifeguard

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs, supervises, and delivers the CSD leadership program.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive and challenging camp atmosphere for CSD campers
- Ensures the smooth implementation of Bronze certification and First Aid courses including coordinating with the Waterfront Director, booking examiner and sending test sheets to the Lifesaving Society.
- Evaluates CSD campers through informal and formal reports
- Communicates with other Leadership Directors to deliver a unified program
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities
- Takes on additional Sr. Staff responsibilities where required



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Day Camp Director

Responsible to: Summer Director

Responsibilities:

- Designs and delivers imaginative and age-appropriate day-to-day programming for the Day Camp
- Oversees and manages the day camp staff team
- Communicates with day camper parents over email outside of the day camp day
- Incorporates nature-based activities and themes in the day to day operations of the Day Camp
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers
- Coordinates with Senior Staff to arrange possible activities with regular camp staff or campers
- Takes on additional Sr. Staff responsibilities where required
- Coordinates day camp schedule each day

Environmental Director

Responsible to: Summer Director

Responsibilities:

- Coordinates the delivery of engaging/inspiring environmental programs throughout summer camp that is consistent with our environmental framework for:
 - Day Camp
 - Overnight Camp
 - Tripping Programs
 - Leadership Programs
- Mentors staff in environmentalism, stewardship and sustainability whenever and wherever possible. Integrates elements of stewardship, where feasible, into every aspect of the camp: theme days, evening programs, interest choice sessions, campfires.
- Highlights the sustainable features at Camp Kawartha. Create more opportunities for sustainable education.
- Oversees nature programming through Eco-Skills period, Day Camp Nature Hour, Interest Choices, and evening program
- Oversees nature programming during "Nature Camp" – session N
- Works alongside Summer Camp Director and Senior Staff Team to strategize towards rejuvenating and rewilding Camp Kawartha in a manner that is inline with Camp Kawartha's mission and vision



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- Takes on additional Sr. Staff responsibilities where required

Kinder Camp Director

Responsible to: Summer Director

Responsibilities:

- Designs and delivers imaginative and age-appropriate day-to-day programming for the Kinder Day Camp
- Incorporates nature-based activities and themes in the day to day operations of the Kinder Camp
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers
- Coordinates with Senior Staff to arrange possible activities with regular camp staff or campers
- Oversees and manages the day camp staff team
- Communicates with day camper parents over email outside of the day camp day
- Takes on additional Sr. Staff responsibilities where required

Land Activity Director

Responsible to: Summer Director

Certifications Required: CUI Ropes Level 2

Responsibilities:

- Designs, supervises and delivers the day-to-day operation of Ropes and Initiatives program
- Oversees land-based programming in the areas of Archery and Landsports
- Ensures that all safety protocols for challenge activities as outlined in this manual are followed and adhered to
- Monitors and maintains all ropes activity areas, equipment and inventory
- Designs and supervises staff in team building program for senior cabins
- Assists or delegates challenge opportunities during interest choices
- Monitors selected staff members to operate challenge equipment safely and within Camp Kawartha guidelines
- Leads and oversees the Wilderness Leadership Program
- Takes on additional Sr. Staff responsibilities where required

Leadership Director



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Responsible to: Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs and delivers a program to train selected campers to become counsellors
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive and challenging camp atmosphere for Leadership campers
- Coordinates with other Leadership Directors to deliver a unified program
- Evaluates LIT campers through informal and formal reports
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities
- Takes on additional Sr. Staff responsibilities where required

Pre-Leadership (PLC) Director

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs and delivers a rewarding and fun program that helps prepare campers for future CK leadership programs
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Oversee the 1-week activity choice program with the Managing Director
- Updates Assistant Director and Head Counsellor with camper concerns on a regular basis
- Communicates with Senior Staff to coordinate activities involving leadership activities and programming
- Evaluates PLC counsellors at the end of each session in consultation with Senior Staff
- Takes on additional Sr. Staff responsibilities where required

Program Director

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- Creates a comfortable, respectful and fun camp experience for campers and staff
- Provides leadership and guidance to Programming staff to insure the smooth operations of all Summer Camp programs



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- In consultation with the Summer Camp Director, provides direction and supervision to counselling staff. Guides staff in safe, professional, and creative fulfillment of their camp duties
- Oversees land-based programming in the areas of A&C, Media, Dance & Guitar
- Oversees the delivery of programs including Evening Programs, Theme-Days, and Interest Choices
- Keep records of all programs for later reference.
- Takes on additional Sr. Staff responsibilities where required

Tripping Director

Responsible to: Summer Director

Certifications Required: Wilderness First Responder, Current NL Certification

Primary Responsibilities:

- Ensures the safety of all campers and staff involved in tripping activities
- Makes sure all safety protocols (including safe food handling, safe water treatment) for all trips as outlined in this manual are followed and adhered to
- Ensures the safety of all campers and staff using tripping equipment
- Makes sure all tripping equipment is operational and in good repair. Also makes sure that tripping equipment is tracked, maintained and stored properly
- Ensures all trips are running smoothly and safely with all necessary equipment, food and preparations.
- Makes sure emergency plans are in place for all trips.
- Sets up regular “check-in” procedures for all major trips.
- Ensures trip staff understand and follow trip policies and protocols by leading training in pre-camp and throughout the summer.
- Leads and teaches trip staff to screen campers prior to a trip for the purpose of anticipating abilities.
- Lead debriefs for returning trips
- Provides Summer Director with a trip and driving schedule for the summer
- Leads trips when necessary
- Takes on additional Sr. Staff responsibilities where required

Waterfront Activity Director

Responsible to: Summer Director & Waterfront Director

Certifications Required: Current NL Certification



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Primary Responsibilities:

- Designs, supervises and delivers the Day-to-Day programs for all water activities (Sailing, Windsurfing, Kayaking, and Canoeing.)
- Coordinates with the Waterfront Director in all safety issues on the waterfront
- Ensures the safety of all campers and staff involved in water activities
- Ensures that all safety protocols for water activities as outlined in this manual are followed and adhered to
- In consultation with the Waterfront Director, monitors and maintains all water activity areas, equipment and inventory
- Designs and delivers lesson plans for all water activities
- Takes on additional Sr. Staff responsibilities where required

Waterfront Director

Responsible to: Summer Director

Certifications Required: Current NL Certification

Primary Responsibilities:

- Organizes the scheduling and training of all guarding staff
- Ensures the safe and smooth operations of all waterfront activities
- Liaisons with the CSD Directors to ensure the smooth implementation of Bronze certification courses.
- Prepares the waterfront ahead of the summer and ensures the swimming area is in line with all Public Health Protocol
- Implements all waterfront policies and procedures
- Ensures the smooth operation of emergency waterfront searches
- Monitors all first-aid kits and makes sure the kits are complete and useable
- In consultation with the Water Activity Director, oversees the day-to-day programming for all water activities (Swimming, Sailing, Windsurfing, Kayaking, and Canoeing.) and all water-based inventories.
- Acts as Water Designate
- Takes on additional Sr. Staff responsibilities where required

Wilderness Director

Responsible to: Summer Director



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Certifications Required: Wilderness Advanced First Aid or Wilderness First Responder, Current NL certification

Responsibilities:

- In consultation with the Summer Camp Director, designs and delivers a program to train selected campers to become counsellors (WCSD & WLIT).
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive and challenging camp atmosphere for WCSD & WLIT campers
- Communicates with other Leadership Directors to deliver a unified program
- Evaluates WCSD and WLIT campers through informal and formal reports
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities
- Works with Leadership and Tripping programs to coordinate and lead trips and to create a supportive and challenging wilderness experience
- Takes on additional Sr. Staff responsibilities where required

Senior Tripper

Responsible to: Tripping & Summer Director

Certifications Required: Wilderness Advanced First Aid or Wilderness First Responder, Current NL certification

Responsibilities:

- Assists the Trip Director in running a safe and coordinated tripping program
- Assist Trip Director in enforcing tripping policies and safety protocols for campers
- Makes sure all tripping equipment and trip kitchen is operational and in good repair. Also makes sure that tripping equipment is tracked, maintained and stored properly
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Conducts camper screening prior to trip to assess skills, ability and history
- Creates a comfortable, respectful and fun tripping experience
- Ensures packing, storing and timely ordering of food and supplies for trips
- Assists tripping program in care, inventory and maintenance of all tripping equipment and materials

Tripper



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Responsible to: Tripping & Summer Director:

Certifications Required: Wilderness Advanced First Aid or Wilderness First Responder, Current NL certification

Responsibilities:

- Leads canoe trips as assigned. In charge of all aspects of the day during canoe trips including group navigation, safety, daily schedule, and mitigations response to emergency situations.
- Ensures the safety of campers on trip and on site (includes safe food handling, water treatment, safe campsites, exercises judgment about safe canoeing conditions)
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Conducts camper screening prior to trip to assess skills, ability and history
- Creates a comfortable, respectful and fun tripping experience
- Ensures packing, storing and timely ordering of food and supplies for trips
- Assists tripping program in care, inventory and maintenance of all tripping equipment and materials

Assistant CSD Director

Responsible to: CSD Directors and Summer Director

Certifications Required: Current NL certification

Responsibilities:

- Assists delivery of CSD program.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- With the CSD Directors, implement all Policies and Procedures involved in the day-to-day operations of their program
- With the CSD Directors, creates a supportive, creative, and respectful community for campers
- With the CSD Directors, evaluates campers through informal and formal reports.

Assistant Day Camp Director

Responsible to: Day Camp Director & Summer Director

Responsibilities:



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- Helps designs and deliver imaginative and age-appropriate day-to-day programming for the Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers
- Leads Day Camp in the absence of the Day Camp Director
- Completes other duties as assigned by the Day Camp Director

Assistant Program Director

Responsible to: Program Director & Summer Camp Director

Primary Responsibilities:

- In partnership with the Program Director, creates a comfortable, respectful and fun camp experience for campers and staff.
- In partnership with the Program Director, oversees and provides creative programming for campers and ensure the smooth operations of Summer Camp programs.
- In partnership with the Program Director, provides direction and supervision to counselling staff in leading programming
- Oversees the delivery of programs including Evening Programs, Theme-Days, Interest Choices, Clubs and Land-based activities.

Assistant Wilderness Director

Responsible to: Wilderness Director and Summer Director

Certifications required: WFA and National Lifeguard

Responsibilities

- Assists delivery of WCSD and WLIT programs.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- With the Wilderness Director, implement all Policies and Procedures involved in the day-to-day operations of their program
- With the Wilderness Director, creates a supportive, creative, and respectful community for campers
- With the Wilderness Director, evaluates campers through informal and formal reports.



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A&C Specialist

Responsible to: Land Activity & Summer Director

Responsibilities:

- Designs, supervises and delivers the Day-to-Day programs for the Arts & Crafts to produce a rewarding and fun program and designs and delivers lesson plans for all A&C activities
- Trains selected staff members to run and maintain Arts & Crafts
- Ensures the safety of all campers and staff within their areas and use of equipment
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment and order supplies.
- In coordination with Activity and Program Directors, incorporates activities and themes into day to day operation and programming

Counselling Specialist

Responsible to: Senior Staff, Assistant & Summer Director

Primary Responsibilities:

- In consultation with the Senior Staff, takes on various roles from session to session from a specialized counselor to an activity, programming or leadership specialist, to a 4th on a senior canoe trip.
- Must be a flexible and positive role model in playing a number of different roles.
- Ensures safety of campers and a supportive and challenging camp atmosphere
- Creates a supportive, creative, and respectful community for campers within cabins, groups and activities.
- Communicates with Senior Staff to help coordinate their activities and roles throughout the summer.

Day Camp Specialist

Responsible to: Day Camp Director & Summer Director

Responsibilities:

- Supports the Day Camp program design and deliver imaginative and age-appropriate day-to-day programming for the Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Ensures safety and supervision of the day campers



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- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers

Drama and Dance Specialist

Responsible to: Assistant & Summer Director

Responsibilities:

- Designs, supervises and delivers the Dance and Drama program
- Monitors and maintains all equipment, supplies, inventory and cleanliness
- Designs and delivers lesson plans for all Drama and Dance activities
- Trains selected staff members to run Drama and Dance activities, initiatives, Dance and Drama special events.
- Leads and supports camp programming relating to Dance and Drama

Environmental Specialist

Responsible to: Environmental Director & Summer Director

Responsibilities:

- Delivers of engaging/inspiring environmental programs throughout summer camp that is consistent with our environmental framework
- Plans and delivers the eco-skills program for overnight campers and nature-based programming for day campers.
- Uses experiential and interactive strategies to promote awareness and appreciation for Camp Kawartha's habitats and communities.
- Promotes gardening, recycling, and energy conservation at camp.
- Develops sustainable living programs focusing on helping campers to reduce carbon footprint.
- Acts as a resource for campers and staff interested in nature and environmental programming.

Kinder Camp Specialist

Responsible to: Day Camp Director & Summer Director

Responsibilities:

- Supports the Kinder Day Camp program and designs and delivers imaginative and age-appropriate day-to-day programming for the Kinder Camp programs



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- Incorporates age-appropriate based activities and themes in the day to day operations of the Kinder Day Camp
- Ensures safety and supervision of the campers
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers

Media Specialist

Responsible to: Assistant & Program Director

Responsibilities:

- Runs 1-week activity programs for PLC campers in radio, photography and video
- Ensures the safety of all campers and staff within their areas and use of equipment
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- Takes photos for 1st day (nurse checks), and throughout sessions for slide show and promotion purposes
- Gets involved in media role including the camp radio, identifying "no photo release," campers, innovations with camper certificates and organizing Session Camp-wide photos
- Takes initiative in developing a media presence on camp.

Nurse's Assistant

Responsible to: Health Care Coordinator Primary

Responsibilities:

- Working collaboratively with the Registered Nurse on site, Summer Camp Director, senior staff and counsellors
- Assisting registered nurses with initial assessment of campers, medication storage and administration, assessment and treatment of ill or injured campers and staff.
- Assisting with the organization of registration days in regards to health care. Driving and / or going with campers and / or staff to doctor's office or emergency department.
- Assisting office staff with organization of health files pre and post camp sessions.
- Assisting with the development of health care programs.

PLC Specialist

Responsible to: Assistant Director and PLC Director



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Responsibilities:

- In coordination with the PLC Director, helps design and delivers a rewarding and fun program that helps prepare campers for future CK leadership programs
- Ensures safety of their campers and a supportive and challenging camp atmosphere
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers within cabin and group.
- With the PLC Director, evaluates campers through formal reports and gives informal feedback to campers.
- Lives in PLC camper cabins as a counsellor for both PLC Sessions
- Play a leading role in the Wilderness and Leadership program

Resource Counselor

Responsible to: Summer Director, Assistant Director

Primary Responsibilities:

- Consults with Senior Staff in the coordination of campers needing accommodations.
- Consults with parents prior to arrival - take notes and share needs
- Available during arrival either walking around or being with specific cabin at the picnic tables.
- Works and consults with cabin counselors with their special needs campers
- Monitors campers during high needs times of the day and at your discretion.
- Works directly with the camper and help mentor the staff within the cabin.
- Identifies any campers that require extra support that have not been identified prior to the session and support counselors with these campers.
- Offers support in other programming areas as needed.

Ropes Specialist

Responsible to: Land Activity & Summer Director

Responsibilities:

- In coordination with the Land Activity Director, designs, supervises and delivers the day-to-day operation of Ropes and Initiatives program
- Ensures that all safety protocols for challenge activities as outlined in this manual are followed and adhered to
- Monitors and maintains all ropes activity areas, equipment and inventory
- Designs and supervises staff in team building program for leadership programs.



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- Assists or delegates challenge opportunities during interest choices
- Monitors selected staff members to operate challenge equipment safely and within Camp Kawartha guidelines
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- In coordination with Land Activity and Program Directors, incorporates activities and themes into day to day operation and programming

Sails Specialist

Responsible to: Summer Director & Waterfront Director, Water Activity Director

Primary Responsibilities:

- Designs, supervises and delivers the Day-to-Day programs for sailing program
- Coordinates with the Waterfront Director in all safety issues on the waterfront
- Ensures the safety of all campers and staff involved in water activities
- Ensures that all safety protocols for water activities as outlined in this manual are followed and adhered to
- In consultation with the Waterfront Director, monitors and maintains all water activity areas, equipment and inventory
- Designs and delivers lesson plans for all sailing activities
- Assigned to sailing during GBRS for campers

Counsellors

Responsible to: Assistant Director, Head Counsellors, and Program Director

Roles:

Counsellors have four roles throughout the summer:

- Assigned as a Primary Cabin Counsellor
- *Assigned as an Assistant Counsellor when not living in a camper cabin
- Assigned to run exposure periods, lessons, and interest choices
- Assigned to run evening program and theme days.

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene



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- Creates a comfortable, respectful and fun cabin community
- Creates and delivers imaginative and appropriate programs
- Advances campers in their lessons
- Provides senior staff with timely and appropriate evaluations of campers

*The Assistant Counsellor refers to a counsellor that has not been assigned to a camper cabin during a particular session. The assistant counsellor has all the same responsibilities as cabin counsellor, but does not sleep in a camper cabin.

Day Camp Counsellors

Responsible to: Day Camp Director & Summer Director

Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a comfortable, respectful and fun day camp community
- Creates and delivers imaginative and appropriate programs
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Interacts positively with day camp parents on arrival and departure

Kinder Camp Counsellors

Responsible to: Kinder Camp Director & Summer Director

Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a comfortable, respectful and fun day camp community
- Creates and delivers imaginative and appropriate programs
- Incorporates nature-based activities and themes in the day to day operations of the Kinder Camp
- Interacts positively with day camp parents on arrival and departure

Land & Water Activity Heads

Responsible to: Assistant Director, Land Activity Director & Water Activity Specialist

Responsibilities



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- Designs and oversees the day-to-day programming of exposure periods and morning classes in consultation with the Assistant and Land Activity Directors (Land) & Waterfront Director and Waterfront Activity Specialist (Water)
- Ensures the safety of all campers and staff involved at their activity
- Ensures that all safety protocols in the staff manual are followed and adhered to
- Designs and delivers lesson plans and provide instructions for staff running their activity to follow
- Monitors inventory and notifies Assistant or Land Activity Director if supplies are low (Land)
- Monitors inventory and notifies Waterfront Activity Specialist if supplies are low (Water)
- Responsible to requests involving activity areas and equipment for theme days and other outside programming.

Prep Cooks

Responsible to: Kitchen Manager, Head Cook

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Assist in preparation, coordination, and cleaning to ensure kitchen runs smoothly
- Assist in preparing nutritious meals and snacks to campers and staff throughout the day.
- Supports the implementation of food practices relevant to the dietary restrictions and allergies within the camp population.
- Supports washing of kitchen pots and pans and maintenance of dish pits
- Supports all safety procedures in kitchen.

Kitchen Liaison

Responsible to: Kitchen Manager, Kitchen Team Leaders & Summer Director

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Working in coordination with the kitchen staff to provide summer camp staff and the campers with healthy, satisfying, enjoyable food that is easily accessible within the frame work of a typical camp day. Duties incorporates aspects of camp life and the dining hall that will ease kitchen staff workload beyond cooking and prepping.
- Responsible for the management of the dining hall/eating area including coffee station, hog bucket, liquid waste, dishware, cups, bins, cleanliness of food stations, water coolers and tables and maintenance of cleaning products and equipment necessary to maintain the space



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- Ensuring dishware and cups are cleaned prior to the set-up of a meal (1 hour prior) and coordinating set-up including banquet.
- Coordinating dining hall arrangements and cabin placements (ie. Dining Hall maps, numbers, etc.).
- Keeping the kitchen staff informed and up to date with the nuances of camp.

Dishwashers

Responsible to: Kitchen Manager, Kitchen Team Leaders, & Summer Camp Director

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Following a schedule based on kitchen demands and arranged by the Kitchen Manager
- Ensuring that bins are empty immediately after the meals and snacks
- Assisting with meal service by working the front of the window.
- Assisting with kitchen cleaning and supporting the team leaders and prep cooks
- Leading evening camper snack service and dishwashing

Administrative Assistant

Responsible to: Summer Camp Registrar and Summer Director

Primary Responsibilities:

- Assists with the smooth running of the front and camp offices
- Provide administrative support to the Executive Director and Administration Staff
- Responsible for answering phones, transferring calls, taking messages, and posting or delivering messages to staff.
- Responsible for collecting and sorting mail and e-mail for campers and staff.
- Assist in preparing paperwork for each session.
- Help in leading tours around camp for prospective parents and campers.