



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

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

Hello LITS & WLITS of 2021,

I hope that you are all having a good year and that you are doing well in the final stretch before the upcoming holidays! With the winter quickly approaching, we're at the time of year where we at Camp Kawartha begin to plan our upcoming summer season, including the hiring of our Summer Camp Staff!

Our staff applications are now available at <https://campkawartha.campbrainstaff.com/>, and applications are due by **Monday, January 3rd, 2022**.

Please note that it is a mandatory condition of employment at Camp Kawartha this summer that **all staff must be fully vaccinated against COVID-19, and must provide proof of vaccination as a condition of their employment.**

While the situation with COVID-19 is continually evolving, we as a camp will continue to take actions that prioritize the safety and wellbeing of our community. Depending on a variety of factors, we will continue to take appropriate measures to mitigate risk. The good news is that we have one very successful COVID-free summer under our belt, and we can apply this experience to better understand what steps will be appropriate for mitigation in summer 2022. The leadership of the camp is continuing to monitor the situation, and we will be sure to continue to inform you of any details or changes as we approach the summer.

I know that this might be a new and nerve-wracking 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 anytime at emma@campkawartha.ca or 647-963-6206.

The first step to becoming a member of staff is completing an online application, through our online applications portal. Online applications for summer 2022 are now available at our staff portal, and should be submitted by the due date (January 3rd, 2022.) Applications may be submitted after this date, but



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priority may 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 2022, I highly encourage you to get your application in by or before Monday, January 3rd. It is important to note that **completion of the LIT/WLIT program does not guarantee being hired as a member of staff for summer 2022.**

Hiring decisions are made on a variety of factors including:

- The strength of the online written application
- Performance in the LIT/WLIT program in the previous summer with consultation from the LIT/WLIT directors
- 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 2022.**
- A successful and competitive interview
- An ability to demonstrate applicable experience
- An ability to demonstrate investment in stewardship, sustainability, and environmentalism

Please note that in order to work at camp and make yourself as competitive as possible, you are expected to comply with the dates of employment from **Sunday, June 26th - Saturday, August 27th, 2022.** 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 2021 will be granted an interview. You can expect to hear from us about an interview sometime from mid-January to 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



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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 2022, 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.

Thank you once again for contributing to our camp community in previous years, and for staying the course despite obstacles brought on by the pandemic. I am optimistic that summer 2022 will be one for the history books, and I am looking forward to speaking with the applicants very soon!

All the very best,

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. Create a new account under 'new user sign up'. Enter your email, and create a password. Once you have created a new account, it will take you to the application page.
3. Please note as a LIT/WLIT graduate of 2021, where it says "Start a New Application", you should select "New Staff Application for LIT/WLIT 2021"
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.

****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.



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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!