



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

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Hello Staff of 2021!

I hope that you are all having a good year and that everyone is making it through the final stretch before the holidays. I was speaking with Fleet the other day and she said something along the lines of “when there’s snow on the ground, that’s when it’s time to start thinking about summer!”, which I thought was a very sweet and optimistic way of looking forward to the warm summer days full of blue skies and sunshine that lie ahead of us!

Online applications for summer 2022 are now available at <https://campkawartha.campbrainstaff.com/>, and are to be submitted by **Monday, January 3rd, 2022**. Applications may be submitted after this date, but priority may be given to applicants who complete their application ahead of time.

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.

Along with this email comes all the information that you will need for the application process for summer 2022. I encourage you to apply for any and all positions you are interested in or may be interested in in future summers.

Due to a high volume of returning staff each year, it is worth noting that the field of applicants for summer 2022 will be highly competitive. **A summer job at Camp Kawartha cannot be guaranteed based on being on staff in previous summers.** All applicants, regardless of if they are applying for a position they have done before, are required to fully complete an application and an interview as a condition of being hired for summer 2022.



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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. **Senior Staff camp begins on Sunday, June 19th, and staff who are hired in Intermediate positions will be expected to arrive on Friday, June 24th, for additional training.**

The following positions will likely exist for Summer 2021 (**Sr. Staff Positions in bold**, *Intermediate Positions in Italics*):

- **Assistant Director**
- **Managing Director**
- **CSD Director**
- **Day Camp Director**
- **Environmental Director**
- **Head Counselor (2)**
- **Kinder Camp Director**
- **Land Activity Director**
- **LIT Director**
- **PLC Director**
- **Program Director**
- **Tripping Director**
- **Water Activity Director**
- **Waterfront Director**
- **Wilderness Director**
- *Senior Tripper*
- *Trippers*
- *Assistant CSD Director*
- *Assistant Day Camp Director*
- *Assistant Program Director*
- *Assistant Wilderness Director*
- *Resource Specialist*
- *A&C Specialist*
- *Counseling Specialist*
- *Day Camp Specialist*
- *Drama and Dance Specialist*
- *Environmental Specialists (2)*
- *Media Specialist*
- *PLC Specialist (2)*
- *Ropes Specialist*
- *Sails Specialist*
- Counselors
- Day Camp Counselors
- Kitchen Liaison
- Prep Cook
- Dishwashers



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Included in this package are the following:

- Instructions on how to apply through the [campbrain application portal](#)
- The 2022 Summer Staff Pay Schedule
- The 2022 Summer Schedule
- Job descriptions of anticipated positions for Summer 2022
- The application letter for returning staff members

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

If you have any questions about the application process, please don't hesitate to reach out to me at any time. I can be reached at [emma@campkawartha.ca](mailto:emma@campkawartha.ca) or 647-963-6206.

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. Sign in using the account information you used the last time you completed an application (same email and password as you used to access the site last summer). If you have forgotten your password, you can reset it through the “reset password” link found under the “login” button.

If you have a new email, you can update your email in our records through contacting Karen ([karen@campkawartha.ca](mailto:karen@campkawartha.ca)) with your new email address.

3. Please note as a returning staff where it says to “Start a New Application,” scroll down to the 3rd application titled “Returning Staff Application,” 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.

**\*\*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](mailto:emma@campkawartha.ca)



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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!