

# Big Cove YMCA Camp Staff Application Package 2024 Season

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## How to Apply

### Preparation

Read the 2024 Application Package, including job descriptions and all general information.

Ensure you have all the qualifications valid until the end date of the 2024 contract you are applying for or enrolled in courses you still need to acquire. Some courses **may** be offered at Big Cove in the Spring (WFA, Paddle Canada) or may be obtained prior to commencing employment.

Job offers are contingent on a clear Criminal Record Check (with a Vulnerable Sector Check) and a Child Abuse Registry Check. These **must be submitted prior to the start of your contract**. These must be current (within 3 months for new staff. Staff who worked in 2023 will not need a new criminal reference check unless it has been three years since your last check or you are now 18 yrs of age or older. Expenses incurred by these checks are the responsibility of the applicant. If you are offered a position with Big Cove YMCA Camp, you will be sent an invite to complete your criminal reference check through Back Check online. Please do not complete a criminal reference check before being offered a position, as further instructions will be sent at that time. If you have one completed for another organization, we can use it, so long as it is current within 3 months of your start date.

**Please note that jobs listed are subject to change based on applicants and registrations. Some jobs listed below may be modified/removed prior to hiring or additional jobs added.**

### The Application

This year we will be using PayWorks to apply for these positions. Please note that PayWorks is our overhead hiring system, where you will upload all your documents, certifications, and even receive your tax information. Please remember all of your log in information as you will need this in the future if you are hired on.

1. Head over to <https://ymcahfx.ca/job-postings/> and scroll down to “**See All YMCA of Halifax/Dartmouth job posts here**” and click. Select the position you are most interested in.
2. Should you need any help along the way, please contact us at [bigcove@halifax.ymca.ca](mailto:bigcove@halifax.ymca.ca)
3. First round application deadline is December 31st, 2023



- Late submissions may be considered, however there is a reduced chance of receiving an interview. We may begin to offer certain positions as soon as applications are received so do not delay in getting your applications in.

## The Next Step (Interviews)

To be considered for an interview all of the above steps must be followed correctly.

Please add [Ben.chisholm@halifax.ymca.ca](mailto:Ben.chisholm@halifax.ymca.ca), [Alex.jackson@halifax.ymca.ca](mailto:Alex.jackson@halifax.ymca.ca) and [bigcove@halifax.ymca.ca](mailto:bigcove@halifax.ymca.ca) to your safe senders list to ensure you receive emails and updates and they don't go to junk mail.

Based on your current situation at the time, interviews may be held both online or in person.

Interviews will likely be conducted in late January or early February. However, earlier interviews and job offers may be made, so don't delay in getting your application in.

## Wages and Dates

### Seasonal Contract

Salaries are based on experience. Over the next few years, Big Cove will be working on phasing in salary increases at all levels.

Level	Weeks	Weekly Wage*
<b>L2 Junior Counsellor**</b>	4	\$100
<b>Counsellor - Beginner</b>	10	\$600
<b>Counsellor - Intermediate</b>	10	\$625
<b>Counsellor - Advanced</b>	10	\$650
<b>Resource Staff &amp; Leadership</b>	10	\$650+
<b>Spring/Fall Program Specialist</b>	varies	\$600+

**\*Wage rates may vary based on qualification and experience**

**\*\*Volunteer position with honorarium for participants in the July Leadership 2 program who wish to apply their new counseling skills for the rest of the summer**



## Contract Dates

Counsellors	June 30 – August 30
Resource & Leadership Counsellors	June 23 - August 31
Spring Program Specialist/Coordinators	April 28* – June 23
Fall Program Specialist	September 1 – October 15

**Please note that jobs currently listed in this package may change as needs dictate. Suggested start dates are strongly preferred in order to be prepared for the summer season.**

**\*Please note that for 2024, additional time will be given to staff training weeks (2 weeks are scheduled; the first week is for the resource team and the second for the whole staff team). Additional training opportunities may be available throughout the months leading up to camp.**

## Job Descriptions & Criteria

**Some of the qualities we seek in candidates and expect from staff:**

- **Strong work ethic**
- **Commitment to meeting our 24 hour supervision policy**
- **Positive team-oriented attitude**
- **Good judgement**
- **Patience with children and an interest in their growth and development**

### Qualifications

We strongly suggest those wishing to be on staff in 2024 have the minimum required qualifications. All staff are required to have Standard First Aid and CPR-C at minimum. Staff who obtain qualifications above their minimum qualifications may be eligible for additional compensation.

Interested applicants who do not have the suggested minimum qualifications are still encouraged to apply for potential positions.

## Counsellors

Counsellors live with and take care of a cabin of 8-10 campers and work alongside a co-counsellor. They are directly responsible for the care and supervision of their campers, providing each camper with a positive camping experience. Counsellors instruct cabin programs as well as interest group programs which include swimming, canoeing, drama, archery, high ropes and many more. This position requires strong leadership and independence, teamwork, a caring nature and a willingness to have fun. Throughout the



summer, counsellors may have the opportunity to have Leadership shadows, take part in a maintenance or kitchen rotation, or be a leader in the 2-week leadership program.

- **Must be 17 years of age by December 31, 2024**
- **Minimum qualifications: Standard First Aid, Bronze Cross and CPR-C, WHIMIS (NLS strongly recommended – additional \$25/week)**
- **Recommended qualifications: NLS, Wilderness First Aid, Outdoor Council of Canada, Paddle Canada Certification**
- **Start Date: June 30th, 2024**

## Leadership Counsellors

Leadership counsellors play a vital role at Big Cove as they are directly involved with training future Big Cove staff. They must have strong leadership skills, be able to work both independently and as part of a team, and be able to delegate jobs and tasks to participants while ensuring safety and fun. Leadership counsellors live in tipi's in our leadership village, away from the main part of camp, with a co-leader and eight campers.

### Leadership 1 Counsellor\*

This position is responsible for coordinating and implementing the first year of Big Cove YMCA Camp's two-year Leadership Program. It is a four-week program for youth ages 15-16. The focus of the program is mechanical skill development through multi-day canoe trips and instruction in all the camp program areas. Applicants must have extensive leadership experience in canoeing and wilderness camping, navigation skills and experience in a residential camp setting.

- **Must be 19 years of age by December 31, 2024**
- **A minimum of two years working at a summer camp or related experience**
- **Minimum qualifications: NLS, Standard First Aid and CPR C, WHIMIS, Wilderness First Aid, Paddle Canada Certification, Mental Health First Aid**
- **Recommended qualifications: Outdoor Council of Canada, Interpretive Guides Association, Wilderness Advanced First Aid**
- **Start Date: Spring session (April 28) preferred. Summer Session – June 23**

### Leadership 2 Counsellor\*

This position is responsible for the co-ordination and implementation of the second year of Big Cove YMCA Camp's two-year Leadership Program. The four-week program is designed to train youth aged 16-17 in group management skills such as communication, counselling, and teambuilding development. Participants spend ten days on trip and 7 days in cabins as a cabin shadow (CIT) residency. This position requires organization, excellent facilitation skills, experience working with teens in a residential camp setting as well as strong programming and planning skills. Applicants must have extensive leadership experience in canoeing and wilderness camping as well as navigational skills.



- **Must be 20 years of age by December 31, 2024**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: Standard First Aid, NLS and CPR C, WHIMIS, Wilderness First Aid, Paddle Canada Certification, Mental Health First Aid**
- **Recommended qualifications: Outdoor Council of Canada, Interpretive Guides Association, Class 4 Driver's Licence**
- **Start Date: Spring session (April 28) preferred. Summer Session – June 23**

**\*Please note, all staff hired as leadership counsellors may be required to lead either leadership 1, 2 or our 12-day program depending on the makeup of the program and breakdown of groups. Staff hired as leadership counsellors may also be eligible for discounted rates on some courses run through Big Cove (Wilderness First Aid, Paddle Canada, ACCT level 1)**

## Resource Team

The resource team is comprised of several different groups of staff: Senior Staff, Program Staff, Support Staff. Each group of staff on the resource team plays a vital role in the overall operations and success of Big Cove Programs.

Program instruction is central to all resource positions as well as the maintenance, cleanliness, upkeep and scheduling of their program area. They have additional responsibilities in the planning and delivery of special events, campfires, mealtime supervision of campers, overnight canoe trips, support activities as well as providing leadership within their area. Resource staff live in dormitory style accommodations or platform tents. In certain cases, exceptions may be made to the minimum age criteria. Senior staff may be required to attend various training events prior to the summer season. Successful applicants may be eligible to receive support in obtaining relevant qualifications outside of the general swimming, CPR and First Aid qualifications.

Resource staff should have great leadership and interpersonal skills and have a strong desire to see camp succeed in all areas. Being part of the resource team means you could be called upon to take over responsibility in areas outside of your own including roles such as joining a cabin group if needed. The resource team is the support system for camp and must be flexible to help out in every area of camp when needed. All resource members will be expected to take a leading role in program delivery, supervision, cleaning, organization and care of camp, and to encourage the counselling team to meet the high standards Big Cove sets for these aspects of camp. Throughout the hiring process, we will be selecting individuals who take pride in quality program delivery and are willing to contribute to an inspired and motivated team environment and are positive role models for both campers and staff.

## Leadership Manager

The Leadership Director is responsible for the overall coordination of the Leadership Program at Big Cove. They oversee the L1, L2 and 12-day Leadership programs throughout the summer. This includes scheduling, running training sessions, supporting leadership staff, scheduling leadership time off, and other areas relating to the leadership program.



They will work closely with the Camp Director and Assistant Camp Director in ensuring appropriate trainings are being delivered to properly prepare leadership campers for positions on staff in the future. The Leadership Director may need to assist the program through leading leadership trips and supporting camp in other areas while groups are on trip.

- **Must be 21 years of age by December 31, 2024**
- **A minimum of four years working at a summer camp or related experience**
- **Previous experience leading a leadership program as well as wilderness trips.**
- **Minimum qualifications: Standard First Aid, NLS and CPR C, WHIMIS, Wilderness First Aid, Paddle Canada Certification**
- **Recommended qualifications: Outdoor Council of Canada, Interpretive Guides Association, Class 4 Driver's License**
- **Start Date: Spring session (April 28th) preferred. Summer Session – June 23**

### **Camper Care Manager**

The Camper Care Manager is a key leadership position, and responsible for the overall “in cabin” experience of every camper. There will be a focus on providing support and supervision to the Section Directors and all Camper Counsellors along with fulfilling the administrative necessities of the counselling area. The Camper Care Manager will provide support in dealing with day-to-day camper and counselling situations as they arise. They also assist in supervising on-going training for the counselling team, providing Section Directors and counsellors with constant feedback and evaluations. The Camper Care Manager constantly monitors the level of camper care and supervision and develops and implements systems to improve the camp in this area.

- **Must be 21 years of age by December 31, 2024**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS**
- **Recommended qualifications: NLS, Class 4 Driver's License, Canadian Boating License**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**
- **Start Date: Spring session (April 28th) preferred. Summer Session June 23**

### **Health Care (Wellness) Manager**

The Health Care Manager is a key leadership position on the staff team and is responsible for maintaining the physical health and wellbeing of campers and staff at Big Cove. The main components of this job are the management of the incoming and outgoing information about campers and staff, distribution and safe storage of all medications, First Aid Kit preparation and distribution, managing the medical budget and medical supply inventories, and delivering primary care for health and wellness issues that arise at camp. The Health Care Manager helps to train counsellors and leadership trainers to address wellness issues proactively, and works closely with other Managers and Directors to promote general cleanliness and health at Big Cove. They work closely with the



Counselling Team to support camper wellbeing. This person works closely with the Camp Directors to assess and provide additional, offsite care for illness or injury that may arise. The Health Care Manager must be comfortable in communicating with parents. The Health Care Manager is an important Leadership Role at camp, and works with other Directors to ensure smooth coordination of service delivery to all campers. Working the spring season is preferred.

- **Must be 21 years of age by June 20, 2024**
- **Strong interpersonal skills are required, along with a high degree of flexibility and organization**
- **Minimum qualifications: Standard First Aid, CPR-C and a Class 4 Driver's License,**
- **Recommended qualifications: NLS, Wilderness First Aid,**
- **Preference may be given to those enrolled or completing a nursing program**
- **Start Date: Preferred April 28, Summer- June 23, 2024.**

### Site Manager/Driver

The Site Manager is responsible for the overall operation of the Big Cove Property. This includes basic repairs to facilities and equipment, general site upkeep (lawn and trail maintenance), site cleanliness and any health and safety concerns. The Site Manager will also act as the primary driver at Big Cove, supporting the transportation of trips to and from destinations as well as the transportation of campers to and from the airport and hospitals.

- **Must be 21 years of age by June 20, 2024**
- **Strong interpersonal skills are required along with a high degree of flexibility**
- **Minimum qualifications: Standard first Aid, CPR-C and a Class 4 Driver's License, Canadian Boating License**
- **Please note a clear driver abstract is required for this position**
- **Some general maintenance skills would be an asset (plumbing, electrical, carpentry etc)**
- **Willingness to learn new skills on the job.**
- **Start Date: Spring session (April 28th) preferred. Summer session- June 23**

### Program Director

The Program Manager is a key leadership position on the staff team and is responsible for developing, scheduling, and overseeing the delivery of a high quality, participant-focused summer camp program at Big Cove. The Program Manager's primary responsibility is to schedule cabin groups into their weekly program areas. They are also responsible for overseeing and implementing camp wide activities and theme days. The Program Manager works closely with the program team (adventure, Arts Drama and Media, and waterfront Directors) to deliver high quality programming. The Program Manager is also responsible for the delivery of freebies as well as having plans in place for rainy day or inclement weather programs. This individual needs to be highly organized and motivated and have experience delivering all areas of Big Cove programs.





- **Must be 19 years of age by December 31, 2024**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: NLS, Standard First Aid and CPR-C, Canadian Boating License, WHIMIS**
- **Recommended qualifications: Class 4 driver's license, previous experience in camp programming,**
- **Start Date: Spring session (April 28th) preferred. Summer session – June 23**

## Outtripping Director

The Outtripping Manager is responsible for training staff in leading safe and responsible wilderness camping trips. The applicant must have extensive knowledge of wilderness camping, navigation, and risk management. During the summer, duties include coordinating outtripping schedules with leadership and camper groups, fixing and maintaining all outtripping gear, and ordering and packing food. This position is part of the resource team and is expected to participate with other program areas around camp when needed.

- **Must be 20 years of age by December 31, 2024**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS, Canadian Boating License**
- **Recommended qualifications: NLS, Wilderness First Aid, Outdoor Council of Canada, Interpretive Guides Association, Paddle Canada Certification**
- **Must have strong understanding of canoe tripping practices and tripping experience**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**
- **Start Date: April 28th, 2024 preferred, Summer-June 23**

## Section Directors

Campers are divided by age into two halves, the Junior Section (aged 7-11) and the Senior Section (aged 12-15), each of which have a Section Director. These two positions work very closely with the Camper Care Manager, Summer Camp Director and together they oversee all aspects of campers and counsellors. Responsibilities include the pairing of counsellors and organizing campers into cabin groups each session. Both will provide guidance and support to the counsellors in their sections through continual feedback and formal evaluations. These two people help with camper situations and are the main liaison between parents, the Administrative Co-ordinator and camp if need be. Section Directors are responsible for developing training sessions for counsellors during pre-camp and mid-summer as well as organizing section-wide activities and participating in all camp activities.

- **Must be 20 years of age by December 31, 2024**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS**



- **Recommended qualifications: NLS, Class 4 Driver's License, Canadian Boating License**
- **Previous supervisory experience in a summer camp setting would be considered an asset as would experience instructing in a camp leadership program**
- **Start Date: Spring session (April 24) preferred. Summer Session – June 23**

## **Adventure Director**

The Air Adventure Director is responsible for supervising and running the Adventure Program at camp which includes initiatives, team building, low and high ropes courses, a zip line, and a climbing tree. Duties would include training all staff in general safety rules for each of the courses, designing an adventure program for all of the campers, conducting regular safety checks on equipment and the course and helping out other areas of camp as needed. This individual must have extensive knowledge of ropes courses. This position is part of the resource team.

- **Must be 19 years of age by December 31, 2024**
- **Minimum Qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS**
- **Recommended qualifications: NLS, Class 4 Driver's License, Canadian Boating License**
- **Must have a Challenge Course Practitioner Certificate or Customized training for Big Cove by Adventureworks! or other ACCT-accredited trainer- Will be offered in The spring of 2024**
- **Experience facilitating high ropes, low ropes, initiatives and team-building activities is necessary**
- **Start Date: Session – June 23**

## **Arts/Drama/Media Director**

The ADM is primarily responsible for representing life at Big Cove to parents through capturing photos, selecting their best work, editing them and sharing them with our families. Other responsibilities include the development, implementation and supervision of the arts and crafts and drama areas of the camp. This includes ensuring programs are established for all 3 areas and supervising staff who are leading those programs throughout the summer and ensuring they are set up for success. The ADM Director is responsible for making sure the Arts and Crafts hall is fully stocked and clean at the end of each day.

The ADM Director will also take the lead in taking photos throughout the summer, including cabin photos at the end of the week. The ADM Director will take lead on posting on the camps Facebook and Instagram page throughout the week on a week to week bases to improve our parent communications. They will ensure that all photos are sorted and ready for upload to desired platforms and will use their skills to teach the new media interest group and getting campers involved in taking photos around camp.

- **Must be 19 years of age by December 31, 2024**
- **A minimum of three years working at a summer camp or related experience**



- **Minimum qualifications: Bronze Cross, Standard First Aid and CPR-C, WHIMIS**
- **Recommended qualifications: NLS, Class 4 Driver's License, Canadian Boating License**
- **Start Date: June 23th 2024**

## Waterfront Director

The Waterfront Director is responsible for the entire waterfront area of camp which includes safety, Lead supervision and instruction of all swimming activities, as well as the co-ordination of aquatic emergency procedures. The applicant will manage all of the boating equipment. NLS is required as well as is a Swimming Instructor's Certificate. As a member of the senior staff team, this individual will work to ensure strong delivery of programs and help out other areas of camp when needed.

- **Must be 19 years of age by December 31, 2024**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: NLS, Standard First Aid and CPR-C, Swimming Instructor's Certificate, Canadian Boating License, WHIMIS**
- **Recommended qualifications: Waterfront or beach NLS, Lifesaving Instructor certification (LSI), Paddle Canada Instructor levels, Class 4 Driver's License**
- **Start Date: Summer Session – June 23**

## Canoe Specialist

Canoeing is one of Big Coves core programs as we build campers skills from junior camper to leadership camper in order to have the skills to take part in canoe trip programs. The Canoe Specialist will help in facilitating the Big Cove Canoe Program in all areas (interest groups, cabin programs, Leadership) throughout the summer. They should have a few years of experience canoeing in various environments. Certifications such as Paddle Canada or others would be an asset. The Canoe Specialist will also act as the Assistant Waterfront Director and assist with facilitating waterfront programs where needed.

- **Must be 19 years of age by December 31, 2024**
- **A minimum of three years working at a summer camp or related experience**
- **Minimum qualifications: Paddle Canada, NLS, Standard First Aid and CPR-C, Swimming Instructor's Certificate, Canadian Boating License, WHIMIS,**
- **Recommended qualifications: Waterfront or beach NLS, Lifesaving Instructor certification (LSI), Paddle Canada Instructor levels, Class 4 Driver's License**
- **Start Date: June 23th, 2024**



## Outdoor Centre Staff Team

### Outdoor Centre Program Coordinators or Specialists\*

During the spring and fall, Big Cove YMCA Camp operates an Outdoor Centre that runs pre-programmed and custom programs for a wide range of school groups, university groups, clubs and organizations.

Program Coordinators are those with previous years of Specialist experience who will assist in coordinating the outdoor ed seasons. Coordinators also act as front-line program staff. Program Specialists may be hired for both the spring and/or fall seasons of the Outdoor Centre and are the front-line staff with or Outdoor Ed groups. All applicants must have experience teaching all program areas of the Outdoor Centre. Experience in facilitating large groups is an asset. Big Cove YMCA Outdoor Centre staff are entrusted with a great deal of responsibility, so great care is taken to ensure the selection of skilled individuals with positive attitudes and strong work ethics for employment. All those applying for a spring/fall program specialist position must include a resume and cover letter in addition to their application form indicating their preference of season.

- **Minimum qualifications: Standard first Aid and CPR-C , Bronze Cross, WHIMIS**
- **Recommended qualifications: NLS Wilderness First Aid, Food Handler's Certificate, Class 4 Driver's License, Canadian Boating License**

\*please indicate clearly on your application form that you are applying for spring and/or fall at Big Cove YMCA Outdoor Centre as well

## Volunteer Opportunities

Big Cove is always looking for volunteers to help in various areas of camp throughout the summer. If you are not able to commit to the full summer as a staff member, we encourage you to apply for a volunteer position for weeks you may be available. Attendance in staff training is still required for volunteers.

## About Big Cove YMCA Camp

### History

Big Cove YMCA Camp is a historic wilderness camp dedicated to providing youth with opportunities to develop leadership skills, enhance their self-esteem and foster an appreciation of the natural environment in a safe, respectful community.

Founded in 1889, Big Cove YMCA Camp has a very strong tradition, providing unique outdoor experiences for the youth of Nova Scotia. As we celebrate the 132<sup>nd</sup> year since our inception, we are the oldest residential camp in Canada with former campers and alumni that can be found all over the world. It is Big Cove YMCA's long



history of quality and tradition that has made us a leader in overnight camping in Nova Scotia. Big Cove YMCA Camp has changed a great deal over the years however, the benefits and opportunities participants receive remain the same. Nestled in a secluded cove on Merigomish Harbour, Big Cove YMCA Camp is a paradise of forest, field, ocean, marsh and shoreline. As a YMCA camp, it is our goal to provide youth with opportunities for development in spirit, mind and body. With over 100 acres of pristine wilderness, Big Cove YMCA Camp is an ideal location for Outdoor and Environmental Education and Team Building.

## **Our Charitable Mission and Values**

The YMCA is a charity dedicated to the growth of all persons in spirit, mind and body, and to their sense of responsibility to each other and the global community.

The YMCA Core Values are key to fulfilling our mission.

- **Caring:** Compassion towards others
- **Respect:** Respect for our volunteers, staff, partnerships, participants, and supporters
- **Responsibility:** Responding to society's need in a socially proactive manner
- **Honesty:** Integrity and fairness at all time
- **Inclusion:** Building a community for all people to grow in spirit, mind, and body

## **Big Cove YMCA Camp Staff**

Big Cove YMCA Camp takes pride in its staff team. These individuals make the program delivery possible and have built Big Cove's excellent reputation across Canada. At Big Cove YMCA Camp, we are looking for staff who can be positive role models. Staff must be able to represent our vision, mission and goals and provide participants with opportunities to develop. Staff must be self-motivated and interested in their own growth and development. Big Cove staff must be able to work well on a team and adapt to the needs of the Outdoor Centre and Summer Camp.

The days are long and the environment intense, but the experience is very rewarding. Big Cove YMCA staff become key figures in the lives of the children, youth and adults with whom they come in contact and make friends themselves that last a lifetime.