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# Staff Application Package



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Best Year Ever!

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# Camp Staff Pre-Application Package 2025

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## Our Guiding Principle

**At Camp Couchiching, we want a staff team which is child-centred.  
Camper support is our first and foremost priority when hiring and deciding the structure of our staff team.**

### Who are we

Since 1946, Camp Couchiching has run a summer overnight camp and, for 35 years, we have run programming in the spring and fall. In the past 12 years, we've added day camps to our summer programming too. Camp Couchiching's summer programs used to be all of July and August; however, we've now shortened that to run from early July until mid-August. We then provide some programming support for family camp for the final few weeks of August. Camp Couchiching partners with the Ontario Educational Leadership Centre to run our mid-week programming for groups/schools in the Spring and Fall. We will also run programming on weekends for a variety of community groups.

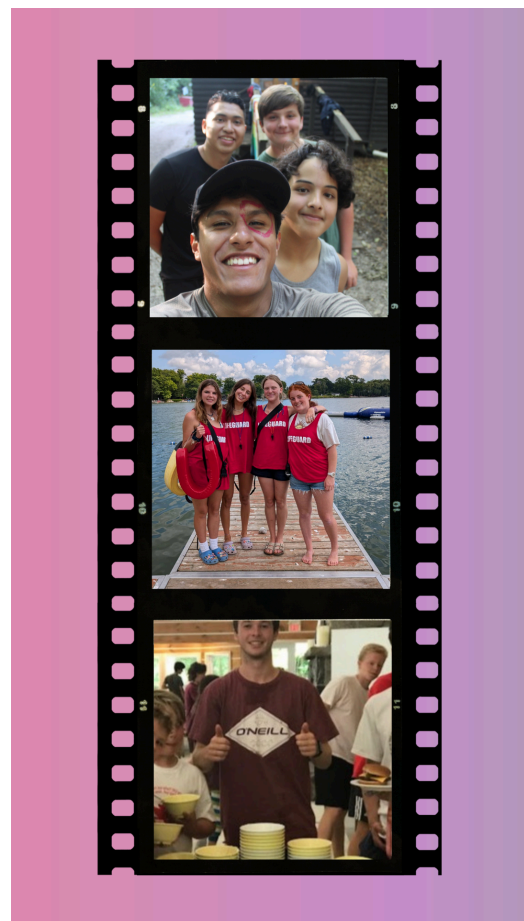
### Who can apply

- Kind, flexible & friendly people who are born in 2008 or earlier
- Open to persons from all inclusive cultures, backgrounds, ability, gender expressions/identity
- People who are available for full contracts
- People who have or who are willing to be qualified with a Standard First Aid with CPR B or C

#### **Day Camp Staff** - *this role is available for application in March 2025*

- Role description: Day camp staff are responsible for leading and supervising a group of children, ensuring their safety and well-being throughout the day (Monday to Friday, approx 8am-5pm). This position is responsible for supporting camper participation in activities, proactively supporting positive group dynamics and resolving any issues that may arise. National Lifeguard is considered an asset when applying.
- Transportation to and from Orillia is available on a daily basis.
- Wages will be further discussed in the interview.

*The remainder of this document is related to the live-in positions available at Camp Couchiching.*



## New for the 2025 Overnight Staff Team!

- Staff structure will look a little different this year
  - Most staff will be hired as cabin counselors - we want to have more staffing resources devoted to working directly with campers.
  - New this year will be some head positions, including a leadership head, tripping head, Pathways/Behaviour support head, Counselling heads, Land and Water Program heads - these folks will have a combined role with some management/organizational pieces and other direct camper care pieces.
  - Only Media, Wind, Pottery, and Tripping program areas will have their own specialists - all other intersessions will be run by counsellors, with one person being assigned the lead each session.

Important! During Camp Couchiching's Summer Camp (July and half of August) , Camp Counsellors, specialists and some heads will live in cabins with campers, eat at the table with campers/ldp, participate in evening programs and support rest hour and overnight coverage.

## Camp Life

### All Roles

We don't need people to start as experts, we just need people to have a kind and patient demeanor when working with youth, and a willingness to learn and grow with us. Camp involves everyone working as a team; therefore, you may be asked to complete tasks outside of your realm in order to best support camp. **This may include supporting our kitchen, facilities or day camp teams.** The best part of camp is that you always have a team and other people that you can rely on!

### What does camp life look like in different seasons?

- *Spring & Fall:* Most of our work days are 8-10 hours in length with breaks in there as well. Staff live together in staff accommodation with a maximum of 4 people per room. There are washrooms and showers in the accommodation or located nearby. There is electricity and heat in the cabin. Wifi is available in the staff lounge. The majority of the work is program related however we do have some facility work like cleaning cabins in between groups, putting in or taking out docks, prepping program areas for the summer etc. Access to laundry facilities will be available once a week per person.
- *Summer:* In the summer time, almost all staff members live at Camp in the camper cabins, with the exception of support positions and management positions. Everyone works similar hours which are long days with breaks occurring throughout the day. There are lots of opportunities for good fun and excellent friendship making opportunities as well. For the most part, we work when campers are at Camp, and we have the same days off. However, there are exceptions (including changeovers, LDP staff and tripping specialists). **All staff should be prepared to work the changeover if needed (July 11-July 13 and July 25-July 27).** If you work the changeover, you will have different days off - this can

be an opportunity for folks who need specific days off (ex. wedding). Please ensure these dates are provided on your staff application.

### **Coop Opportunity!!**

For Staff who are in Ontario Secondary School- For no charge, you can take a double co-op through Camp. The marks don't count in your top 6 grades however they help towards your average and assist with helping you stand out for acceptance, bursaries and scholarships. Persons outside of Ontario can take the courses as well but there is a fee they have to pay to the school board.

Staff must work with us for a full 8 week contract in order to be eligible.

## Your Pay is...

- Base pay is the same for everyone if staff are staying full contract/priority for full contracts
- Students who apply to be camp staff are our top priority in hiring. A student is defined as either you are just leaving school or plan on returning to school.
- Please note that if the Camp receives grants or subsidies to increase wages or offset the costs of courses/qualifications then we will pass these increases and opportunities to the staff team
- Room and Board are provided at no cost.
- Most specialty diets can be accommodated. More complex dietary requirements may require some of your help in obtaining and paying for products.
- Rates of pay
  - First Year at Camp Couchiching= \$200/week + 4% vacation pay
  - Second Year= \$250/week + 4% vacation pay
  - Third year = \$325/week + 4% vacation pay
  - Fourth year= \$450/week + 4% vacation pay
  - Fifth year= \$690/week + 4% vacation pay
  - Support staff have various rates of pay based on their roles, we will discuss rates of pay on an individual basis
- Additional End of Season Pay Bonuses- IMPORTANT- these are paid out at the end when the full length of contract is fulfilled and the quals must be current for full length of contract. If Camp pays for you to get the qualification then you do not receive the additional bonus.
  - Wilderness First Aid= additional \$40/week for summer contract weeks
  - NLS= additional \$40/week
  - Ropes Qual (not just in-house training)= additional \$40/week per level
  - Sail Instructor= additional \$50/week
  - Windsurf Instructor= additional \$100/week
  - LSS Swim Instructor= additional \$20/week for summer contract weeks
  - Other quals to be reviewed/determined by Camp Management

**Returning Staff Members' Inside Scoop-** When you work at an overnight Camp you actually save more money than other jobs. You don't go out with friends or for movies, etc at night. You don't have to buy your meals and specialty drinks. You don't need transportation time or have expenses related to transportation like gas or a bus pass. Consider these things, add them up and you'll agree that Camp is a great spot to save money at!

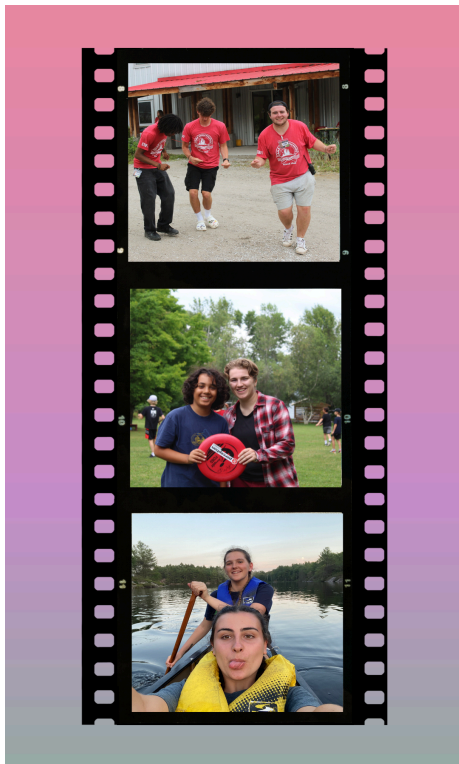
Anyone found with vaping, tobacco, alcohol or cannabis products or paraphernalia, regardless if they have used it or not, will immediately have to leave the site and your contract will be terminated. If persons of age need to keep legal products at camp, (ex. you are returning from your time off and don't have a place to leave it), there will be a space that people can sign in/out products before/after their time off.

## Contract dates

- Spring- May 6- June 23 plus...
- Summer
  - Camp Counsellor and Leadership Contracts- June 23-August 15\*\* (Some short contracts available)
  - Specialists - June 18-August 31
  - Managers/Heads/Directors - June 1, June 15 or June 16 -August 31- *start date depends on role*
- Fall- August 15-October 25

## Interview Dates

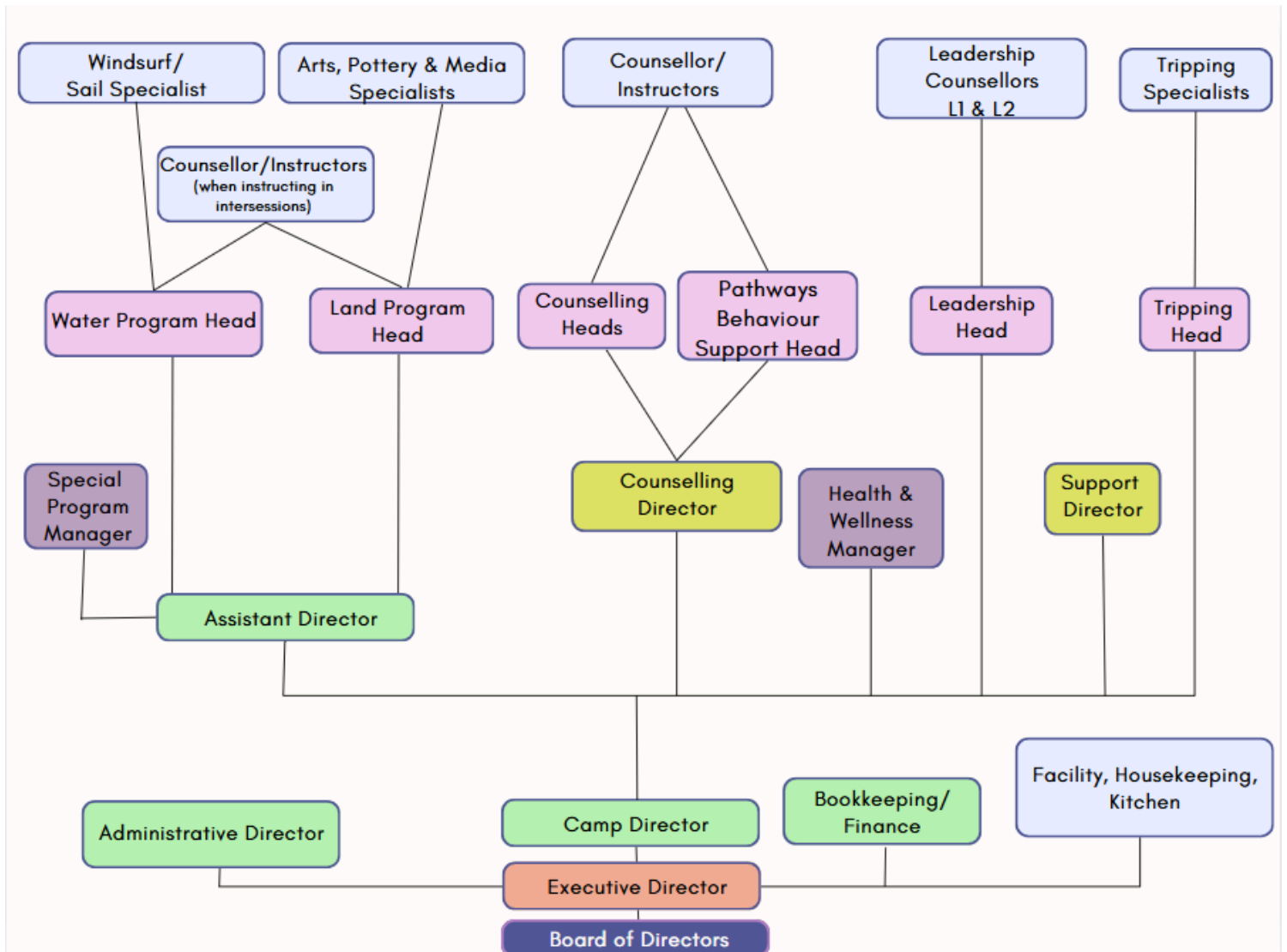
- When you submit your application, you will receive an email confirming your submission. If we choose to continue with your application, we will reach out to set up an interview time. However, this may take a while. Below is the **expected (not guaranteed)** interview timeline:
  - January: we will be interviewing specialists, heads, managers and directors
  - February: we will be interview counsellors and any late applicants for other roles
- Please note: any L2 participants from last year are guaranteed an interview



### International applicants (changes from last year)

- Camp will pay upfront for your work permit fee; however, Camp will claim back half of the work permit cost on your paycheck.
- If you are working a 10+ week contract, we will discuss your salary in the interview
- For transportation costs, Camp can provide compensation up to 60\$/direction on your first and last day of contract or will provide transportation ourselves.

## Roles at Camp during Summer Overnight Operations



### Specialist and Counsellor Positions

- Both the counsellors and specialists live within the camper cabins and are responsible for supporting staff coverage for rest breaks and overnights, ensuring the overall wellbeing and integration of campers and sharing the workload within the cabin. Standard operating procedures are provided to all counsellors and specialists and reviewed during staff training - it is expected that these standards of practice are followed at all times within camp and camping programs.
- Counsellor/Instructor Positions
  - Please note Counsellor and Counsellor/Instructor are used interchangeably.
  - Camp Couchiching's counsellor/instructors are responsible for supervising their camper group, and ensuring the safety, well-being and enjoyment of their campers throughout the camp session. This role involves fostering positive relationships and ensuring a positive and inclusive environment for campers. Camp Counsellors are expected to provide emotional

support, address any behaviour issues and appropriately escalate any issues or concerns to counselling heads.

- Counsellors will be assigned to intersessions, and as such, will be responsible for planning and leading engaging sessions at the assigned program area. **As a part of these roles, specialists and counsellors should be prepared that at times they will be asked to support with the kitchen, dishes, facilities, day camp and/or pathways coverage and support.**

- Specialist Positions

- Specialists will be part of the cabin support team. The only times that they have a different role is during Interest Sessions- they don't rotate amongst program areas but instead stay and work in the program area that they are hired for. **Specialists should be prepared that as part of their role, they may be occasionally required to support the kitchen, dishes, facilities, and day camp programming.**
- **Pottery Specialist:** Our pottery specialist will be responsible for our pottery program. This individual should have experience making and firing pottery as well as good time management skills.
- **Media Specialist:** This role is ideal for a person who can merge film, video and photography into interesting sessions for our Campers. The products that are created during these intersessions will be uploaded to Instagram or Youtube. Further, this person is responsible for taking photos and video clips of camp to be used for social media and advertising, as well as the end-of-session slideshows.
- **Tripping Specialist:** We have three roles for persons to support our Summer Camp canoe trips. Every camper aged 12 and older goes on a canoe trip from 3-7 days in length. The older the camper, the more difficult the canoe trip. You help with all the packing, the guiding and the counselling support while in transport to/from trip and during the trip too. Ideal candidates have a minimum of Bronze Cross and paddling experience too.
- **Windsurf/Sail Specialist:** This individual is able to deliver both a safe sailing and windsurf program at Camp Couchiching, this includes the maintenance and care of the boats, boards and sails.. Applicants should be comfortable with multiple vessels. The ideal candidate has relevant qualifications for Sailing and Windsurf instruction or experience.

## Leadership Counsellors (LDP1 and LDP2)

- The leadership program at Camp Couchiching is divided into two levels, LDP1 is for folks turning 15 in the calendar year, and LDP2 is for participants turning 16 in the calendar year. The leadership program is developed to create opportunities for campers to develop key skills such as teamwork, communication and problem-solving. The leadership counsellors live within the participant cabins and are responsible for staff coverage during rest breaks and overnights, and ensuring the overall wellbeing and integration of participants. Through collaboration with the leadership head, the leadership counsellors will be leading group discussions, facilitating team-building activities and providing support and mentorship to participants. The ideal candidate has their National Lifeguard and previous experience facilitating leadership-related activities.



## Heads Positions

- The head positions are to create a bridge between management and the counselling/specialist team. They have both responsibilities within the cabin or program area, but also have responsibilities that they need to complete outside of the realm of a counsellor/specialist. They can expect to live in cabins for parts or all of the summer, depending on camper enrollment. Head position will be on rotation to complete early bird responsibilities (including ringing the bell, waking cabins up and facilitating morning flagpole), dining hall door, and other responsibilities that may be rotated among managers and heads. Managers, directors and heads will both be responsible for planning and executing staff all-outs throughout the summer, based on a schedule.
- **Counselling Heads (X2):** Each counselling head will be assigned a set of cabins that they are to support during each session. Each cabin head will have one period off per day, will be present in 2 intersessions per day and have one period per day to complete additional administration/organizational tasks. This can include (but is not limited to): completing 48 hour phone calls with parents, meeting with the director/counselling director to discuss any concerns or issues, planning and supporting special programs through collaboration with the special programs manager, checking in with campers and counsellors for challenging behaviours or situations. Through collaboration with the counselling director, this position will be responsible for supporting the following items: 48 hour phone calls, Inter-In-Tents, Senior Day Trip, Junior Jam, Super Seniors, Tour de Couch and organizing of camp merch.
- **Land Program Head:** The land program head will be responsible for overseeing the following program areas: media, pottery, arts n' crafts, land sports, projectiles, adventure (high ropes and low ropes). This includes managing and maintaining equipment, and ensuring that supplies are ordered through the director. The land program head is responsible for ensuring intersessions are safe, fun and engaging. Knowledge of all program areas, attention to detail and a focus on safety is important within this role.
- **Water Program Head:** The water program head will be responsible for overseeing the following program areas: paddle (kayak, SUP, canoe), sailing, windsurf and swimming areas. The water program head is responsible for training all lifeguards on waterfront procedures and standards of practices, and ensuring that they are being followed whenever a waterfront program is open. This position entails managing and maintaining equipment, ensuring that supplies are ordered through the director, and ensuring that the waterfront programming is fun, engaging and safe. Ideal candidates have knowledge of guarding at waterfronts, experience boating and have their PCOC and lifesaving society certifications (guarding and teaching).
- **Leadership Head:** The leadership program is developed to create opportunities for campers to develop key skills such as teamwork, communication and problem-solving. The leadership head is responsible for the planning, implementing and overseeing of the L1 and L2 leadership programs. This role includes scheduling leadership staff days off and opportunities for leadership participants to complete shadowing. The leadership head is responsible for collaboration with other camp departments (directors, managers and heads) to integrate leadership experiences across various areas and perspectives into the leadership program. The leadership head is responsible for escalating any concerns to the director team.
- **Pathways Behaviour Support Head:** Camp Couching has a pathways program that allows inclusion of campers that may require one-on-one support. The Pathways Behaviour Support head

is responsible for supporting the pathways camper and any campers who may need additional support in order to be successful at camp. This role involves close collaboration with the pathways counsellor each session, including reviewing documentation for the camper, creating individualized plans and accommodations for campers and ensuring appropriate documentation for future pathways counselors. This head position is also responsible for covering the pathways counsellor's period off. Further, this position is seen as a resource for counselling heads and counsellors who need support with challenging behaviours. Through collaboration with the counselling director, this position will be responsible for supporting the following items: 48 hour phone calls, Inter-In-Tents, Senior Day Trip, Junior Jam, Super Seniors, Tour de Cooch and organizing of camp merch. The ideal candidate has previous experience working within inclusion.

- **Tripping Head:** The tripping head is responsible for planning, coordinating and supervising all outtrips, including the inter-intents, senior and leadership canoe trips. This includes ensuring safety protocols, managing trip logistics, and ensuring that campers and staff are prepared for the canoe trips/outtrips. The tripping head is to plan training for the tripping specialists prior to the beginning of camp. This role involves maintaining equipment, including proper storage post trip. Through collaboration with the kitchen manager, the tripping head should order food and ensure adequate stock throughout the summer. Ideal candidates have a minimum of Bronze Cross, Wilderness First Aid and previous canoe tripping and planning experience.

## Manager/Director Positions

The management team, as a whole, works alongside the heads, specialists, and counsellors to ensure that camp functions smoothly, with campers' health, safety and wellbeing at the forefront of all decisions. Members of the management team should be prepared to complete miscellaneous tasks and step into any role as needed to ensure that campers' have the best experience at camp. Manager and director positions will not live within the camper cabins. They will have rotational duties, such as being on call, dining hall door, and early bird. Managers, Directors and heads will both be responsible for planning and executing staff all-outs throughout the summer, based on a schedule.

- **Counselling Director:** This senior position is responsible for overseeing the camp's counselling staff, ensuring the safety, well-being and emotional support of all campers. The counselling director works closely with the director team and counselling heads to address and appropriately escalate any behavioural or emotional concerns. Through collaboration with counselling heads and the pathways behaviour support head, the counselling director will oversee the following items: 48 hour phone calls, Inter-In-Tents, Senior Day Trip, Junior Jam, Super Seniors, Tour de Couch and organizing of camp merch. The counselling director helps support counsellors problem solve any challenges in their cabin and difficult conversations with campers or cabin groups. The ideal candidate is good at creating connections with campers, is organized and has experience managing a group of staff.
- **Health and Wellness Manager:** This role entails managing the camp's health centre (including maintenance, care and inventory of equipment), administering first aid and medications, and maintaining proper documentation. The Health and Wellness Manager will also be responsible for educating staff and campers on wellness practices and prevention strategies. The health and wellness manager will collaborate with the management team regarding communication with



parents regarding health concerns, responses in emergency and seeking medical attention outside of camp. The Health and Wellness manager is also responsible for monthly and weekly checks (ex. Smoke detectors, fire extinguishers, AEDs etc.). Ideal candidate is in a nursing or health-related program.

- **Special Program Manager:** During camp, we host a number of campwide programs - the special programs manager will work with teams of staff members to ensure that the special programs are organized, fun and safe. They are also responsible for ensuring that the programs are cleaned up after. This position is responsible for the following programs (this list is subject to change based on the candidate and the other people within the management team): Cooch Games, Opening Campfire, Camp Wide programs, Choice Evening, Cooch Follies (Talent Show), Resort Day, Kangaroo Court, Moment of Truth. This is an ideal role for someone who is not an early bird as this position is likely going to be working from 12:00pm to midnight.
- **Support Director:** Because of the nature of camp, there is always things that need to happen and a need for an extra set of responsible hands. This role is a catch-all for supporting camp and campers needs. One day, you might be doing 48 hour phone calls with camper parents and the next, you might be hosting talent show or chatting with a cabin group regarding bullying. This position will be a combination of program and camper support, as well as supporting other managers and directors. The ideal candidate has previous experience within camp management, has a diverse range of experience and skills, and is willing to do anything that will help support our campers and ensure the success of camp. This position is best filled with someone who is a night owl, as this will likely be a position from 12pm-midnight during summer operations, and has a passion for all things camp.

**Assistant Director:** This role is a March until November contract. This position will work closely with the camp director to oversee daily operations, ensuring a safe and positive experience for campers and staff. The assistant director will provide on site supervision, including on-call and being the main point of contact in the absence of the director. The assistant director will be responsible for ensuring that all program areas are following the Standards of Practice, and that Camp Couchiching continues to develop creative, fun, safe and inclusive programs. Problem solving, collaboration and staff development will be key to success in this role. The ideal candidate will have experience with program development and overnight camp staff supervision. This role will have a separate application process. Ideal candidates have significant ropes and water qualifications in addition to outdoor education experience.

## Roles at Camp during the Spring and Fall

### Facilitators

- In the Spring and Fall, OELC (an external group) operates their programming at Camp Couchiching during the weekdays. OELC provides leadership programs for their participants, and we facilitate their camp programming (including high ropes, low ropes, climbing wall, geocaching, archery,

paddling, swimming, and outdoor living skills). Staff will be provided training on facilitating these programs before they are to facilitate these programs for guests (no experience required).

- Spring and fall staff can expect some facilities and kitchen work (including dishes) because we are setting up and taking down things during these seasons. Most work will be done between the hours of 8a.m.- 6 p.m on weekdays. with evening work being more common during the weekend rental groups. The Spring and Fall staff live in staff accommodations, and do not live with the participants.

## Support Roles during Spring, Summer & Fall

- Food Service Staff
  - We are holding off on hiring this position as our Camp may move to working with a catering company. We should know this by mid-January.
- Housekeeping
  - This position helps with keeping Camp hygienic and clean. This work is very physical and involves routine cleaning of showers and bathrooms in addition to rotational cleaning of the other buildings in Camp. The program team lends a hand to help with big cleanings or when there is a small amount of time in-between groups. Ideally, this person does not live at Camp.
- Facility
  - We have 1 full-time and 1 part-time role for our facility team. Proactively you check to ensure everything is in working order plus you react to things when they aren't working. There is also work related to having groups of program staff do maintenance/landscaping. This work is very physically demanding. Ideally, these people do not live at Camp.

If you need this information in a different format, please let us know.