

Canterbury Hills Camp

PO Box 81089 Fiddler's Green
Ancaster, ON L9G 4X1
Phone: (905) 648-2712
Fax: (905) 648-3268
Email: canterburyhillscamp@gmail.com



Position: Resource Team Member
Type of Position: Summer Contract, Full Time
Start/Finish Date: May 1 – August 24 (with some hiring duties in March)
Salary: \$5000.00/summer
Positions Available: 1

Canterbury Hills Camp is located in the heart of the Dundas Conservation Authority. Over the course of 50 years of camping ministry, Canterbury Hills has provided a place for children and youth to explore nature, spirituality, and personal development through our unique program. Based on the philosophy of child-centered, unit based, and decentralization, campers at Canterbury Hills are able to tailor their own session with their unit based on their needs and interests as they learn cooperation and leadership.

The **responsibility** and trust placed in our staff is immense and requires individuals with the **energy**, skills & mature attitude to make the summer full of special memories. We are seeking individuals who are looking to explore their own **leadership** potential, to learn, to grow, and to be challenged.

Job Description

The Resource Team is made of a group of four (4) individuals who together share the responsibility of managing daily operations of camp. This team is lead by the Camp Coordinator, the fourth member of the team. The job is split into two components. The months of May and June are spent training and preparing for staff and camper arrival, while July and August are spent managing staff and completing administration duties for daily operations. A detailed list of daily duties is found below.

May and June

- Planning and implementing staff training events
- Reviewing policies, procedures, and staff manual
- Evaluating and designing the Leader-in-Training program
- Creating resources for camp staff
- Attending workshops and training to prepare for summer programming

July and August

- Train, manage, and act as a mentor to staff aged 14-22
- Supervising program areas such as High Ropes, Climbing wall, and pool (based on qualifications)
- Complete daily and weekly camp administration
- Facilitate leader-in-Training learning sessions
- Administer first aid, medication, and other wellness operations based on camper and staff needs
- Respond and assist in directing in staff questions, camper situations, and emergency procedures
- Act as a resource to camp leaders in assisting them with daily operations
- Liaise between many community members including, but not limited to parents, alumni, diocese members, partner representatives, and year round staff
- Daily camp operations such as registration nights, camper arrival/departure, camp opening/closure, answering and making phone calls, addressing site maintenance concerns, etc
- Other duties as needed by the camp community

Qualifications

- Hold current Standard First Aid & CPR C Certification, or willingness to obtain essential
- **National Lifeguard Service (NLS) essential**
- Provide a recent Police Reference Check upon hiring
- Previous experience working in a summer camp (residential or day camp)
- Previous experience in a supervisor role considered an asset
- Challenge Course Certifications – ACCT Level 1-2, or willingness to obtain an asset
- Ability to work in a team leadership environment
- Relevant soft skills in youth/adult interaction
- Be willing to live residentially at the camp from late June – August 24

If interested, please forward a resume and cover letter to canterburyhillscamp@gmail.com as soon as possible.