

# D-CAMPS

## 2024 D-CAMPS WEST – PROGRAM TEAM EMPLOYEE OPPORTUNITY HANDBOOK



**DIABETES  
CANADA**

## Land Acknowledgements

We recognize that our work takes place on traditional Indigenous territories across Canada. Diabetes Canada knows that land acknowledgement is only a first step in the essential act of reconciliation and relationship building with Indigenous peoples.

### Camp Kakhamela

Camp Kakhamela, hosted at Camp Elphinstone, is located on the traditional Indigenous territory of Coast Salish, territory of the Squamish Nation. Today, Gibsons, British Columbia, is still home to many Indigenous people, and we are grateful to have the opportunity to meet and work on this territory. We wish to express gratitude for the resources on this land we are using, and honour all the First Nation, Métis, and Inuit people who have been living on the land since time immemorial.

### Camp Jean Nelson

Camp Jean Nelson, hosted at Camp Kindle, is located on the traditional Indigenous territory of the Cree people. Today, Water Valley, Alberta, is still home to many Indigenous people, and we are grateful to have the opportunity to meet and work on this territory. We wish to express gratitude for the resources on this land we are using, and honour all the First Nation, Métis, and Inuit people who have been living on the land since time immemorial.

### Camp Kornder

Camp Kornder, hosted at Quest Camp, is located on the traditional Indigenous territory of the Cree people. Today, Christopher Lake, Saskatchewan, is still home to many Indigenous people, and we are grateful to have the opportunity to meet and work on this territory. We wish to express gratitude for the resources on this land we are using, and honour all the First Nation, Métis, and Inuit people who have been living on the land since time immemorial.

### Camp Briardale

Camp Briardale, hosted at Camp B'nai Brith, is located on the traditional Indigenous territory of the Anishinaabe people. Today, Lake of the Woods, Ontario, is still home to many Indigenous people, and we are grateful to have the opportunity to meet and work on this territory. We wish to express gratitude for the resources on this land we are using, and honour all the First Nation, Métis, and Inuit people who have been living on the land since time immemorial.

## D-Camps West Overview

Staff members will be positive role models that are committed to ensuring safe and enjoyable experiences that reflect the mission and core values of the Diabetes Canada National Camping Program.

### Diabetes Canada Vision

A world free of the effects of diabetes.

### Diabetes Canada Mission Statement

To lead the fight against diabetes by:

- Helping those affected by diabetes to live healthy lives.
- Preventing onset and consequences of diabetes.
- Discovering a cure.

### The Goals of D-Camps

The Diabetes Canada camps, and youth programs are aimed at children and youth affected by type 1 diabetes. These overnight programs emphasize participation in camp activities and provide an opportunity for diabetes education. Camp also helps youth to gain independence and self-discipline in managing their diabetes. The goals of Diabetes Canada camps are:

- Teach independent, self-management of diabetes
- Nurture lasting friendships
- Improve self-esteem
- Provide a safe, fun and educational camp experience

### The Goals of the Leadership Development 1 Program

The goals of LDP1 program are:

- To understand fundamental leadership skills integrated into typical camp life
- Concentrated hard skill development in the core elements of camp programming
- To gain confidence in self-advocacy for living with diabetes
- To have a fun, safe, and educational camp experience with a heightened accountability for respecting others

### The Goals of the Leadership Development 2 Program

The goals of LDP2 program are:

- To gain confidence in leadership abilities, such as problem solving, facilitating activities, collaborating with diverse learning styles, and more
- To develop essential skills and abilities for future employment and volunteer opportunities
- To develop healthy, positive diabetes self-management techniques
- To recognize and engage in learning opportunities present in many aspects of camp life

# OUR CAMP PROGRAM HISTORY

*Inspiring Independence Together – since 1953*

Diabetes Canada's camping tradition began in 1953 with the opening of our first camp in Eastern Ontario. Since then, our camping program has grown extensively, and the organization now operates 9 overnight camps across Canada. Since the beginning, the focus of our camps has been to provide children living with type 1 diabetes with opportunities to enjoy an authentic camp experience while having all their diabetes needs monitored by a dedicated team of trained medical professionals.

## D-CAMPS WEST PROGRAMS

Grab your gear; you're in for a ride! As a member of the D-Camps West Team, you will be given an opportunity to develop your skills within four unique and amazing camp environments. Staff members will get the opportunity to travel and see Western Canada and experience the traditions of our four west coast camps. All accommodation and transportation during your contract will be provided by the Association. However, staff members must provide their own transportation to the start of staff training in BC. Included in your flight home at the end of your contract is one checked bag.

### **Camp Kakhamela - Gibsons, BC**

Camp Kakhamela offers two six-day sessions running from June 30<sup>th</sup> – July 5<sup>th</sup> and July 7<sup>th</sup> - July 12<sup>th</sup>, 2024. Camp Kakhamela is hosted by YMCA Camp Elphinstone outside of Gibsons, BC on the Sunshine Coast.

### **Camp Jean Nelson – Water Valley, AB**

Camp Jean Nelson offers two six-day sessions running from July 22<sup>th</sup> – July 27<sup>th</sup>, and July 29<sup>st</sup> – August 3<sup>rd</sup>, 2024. Camp Jean Nelson is hosted by Camp Kindle in Water Valley, AB in the foothills of the Rocky Mountains.

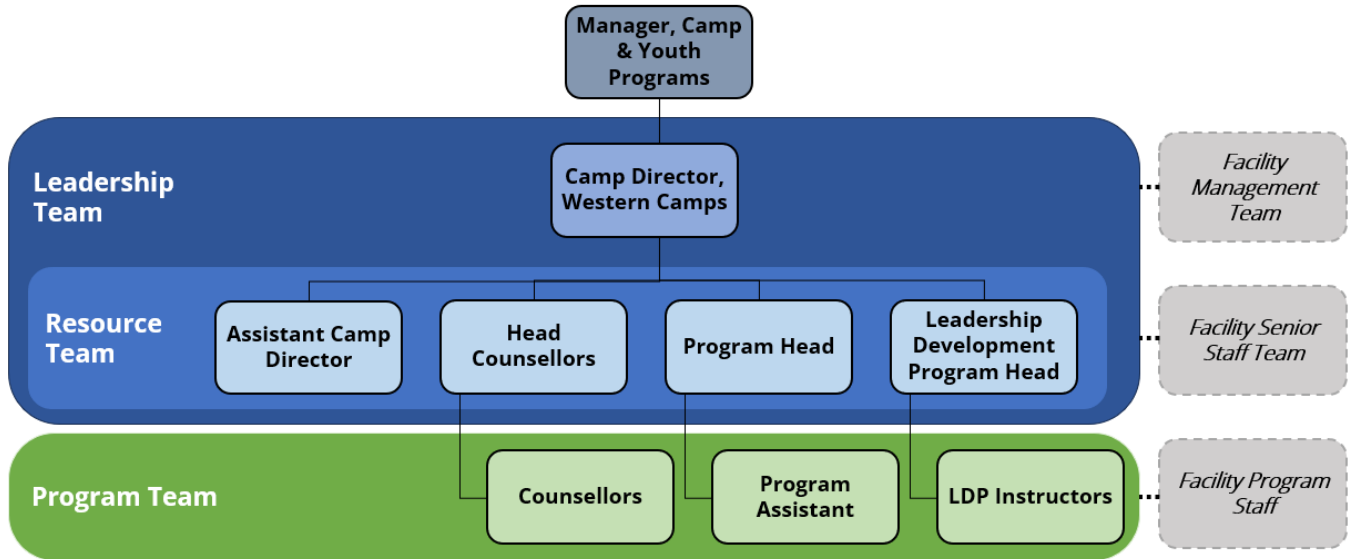
### **Camp Kornder – Christopher Lake, SK**

Camp Kornder offers a six-day session running from August 11<sup>th</sup>– August 16<sup>th</sup>, 2024, for youth living with type 1 diabetes between the ages of 7 and 15. Camp Kornder is hosted by Quest at Christopher Lake outside Prince Albert, SK in the heart of the prairies.

### **Camp Briardale – Kenora, ON**

Camp Briardale offers a five-day session running from August 19<sup>st</sup> – August 23<sup>rd</sup>, 2024, for youth living with Type 1 Diabetes between the ages of 7 and 15. Camp Briardale is hosted by BB Camp on a private island in beautiful Lake of Woods, ON.

## D-CAMPS WEST PROGRAM TEAM ORGANIZATIONAL CHART



## WEST STAFF COMPENSATION STRUCTURE

**Note:** Certifications that are considered relevant to your role and the final salary offers are at the discretion of the Camp Director/Manager.

Job Position	Starting Pay per Week	Starting Pay per Contract	Additional Notes
Assistant Camp Director	\$570/week		
Resource Team ( <i>Program Head, Head Counsellor, LDP Head</i> )	\$540/week		
Program Assistant		\$3450	Unpaid time off (July 13 <sup>th</sup> - July 18 <sup>th</sup> and from August 4 <sup>th</sup> -8 <sup>th</sup> )
LDP Instructor		\$3450	
Counsellor (full summer)		\$3250	
Counsellor (2 programs)		\$1900	

# PROGRAM POSITION QUALIFICATION REQUIREMENTS

## Minimum Requirements for ALL Positions:

- Standard First Aid and CPR 'C'
- Criminal Reference Check and Vulnerable Sector Screening in accordance with D-Camps CRC-VSS Policy.

Valid Driver's Licenses are an asset to Resource Team position applicants\*

## D-CAMPS CRC-VSS POLICY

All new and returning staff must provide either a CRC or CRC and VSS according to the policy below.

We will accept a criminal record check that has been completed within 12 months of hire and a vulnerable sector check within 3 years. We will also accept valid education service cards from Saskatchewan, Nova Scotia and Ontario. The original check(s) must be verified by Association staff for authenticity and a copy will be taken for our files.

Please note if you are 17 years of age upon hiring but will be 18 years of age prior to the start of your contract, you will be followed up with regarding this process.

Age	Requirements
18 to 25	You will need a Criminal Record Check only. Check can be completed through Back Check; a local police service the RCMP provides
26 and over <u>with</u> a Vulnerable Sector Search (VSS) within the last 3 years	You will need a Criminal Record Check only. Check can be completed through Back Check; a local police service the RCMP provides. Copy of valid VSS must be provided upon hire.
26 and over <u>without</u> a VSS within the last 3 years	You will need a Criminal Record Check <u>AND</u> Vulnerable Sector Search Staff/volunteer <u>must</u> visit local police service the RCMP

## D-CAMPS WEST JOB DESCRIPTIONS

This section includes job descriptions for the open positions with D-Camps West for the 2024 camp season. All staff members are expected to be positive role models that are committed to ensuring safe and enjoyable experiences that reflect the mission and core values of the Diabetes Canada National Camping Program.

If you have any questions about the positions, please do not hesitate to reach out to the Director, D-Camps West, Cale Allen (cale.allen@diabetes.ca).

## RESOURCE TEAM POSITIONS

### **ASSISSTANT DIRECTOR (1 Position)**

Reporting to the Director, The Assistant Director is responsible for the supervision and support of the Resource and Counseling team. They will be tasked with assisting the Director in organizing and executing the travel logistics, camper, and family communications, and assisting in the day-to-day operations of camp. They will support the Resource Team in creating and executing programming, providing camper support, and staff feedback.

### **PROGRAM HEAD (1 Position)**

Reporting to the Director, the Program Head is responsible for working with all aspects of camp-wide and special event programming, including the planning and implementation of special events and evening programming, creating, and posting all weekly and bi-weekly camp schedules, ensuring that all programs are meeting risk management standards and delivering a robust, camper-focused experience. There will be an opportunity to work collaboratively with facility Program Heads to ensure the successful, mission-oriented delivery of the organization's summer camp programs.

### **HEAD COUNSELOR (2 Positions)**

Reporting to the Director, the Head Counselors are responsible for planning and implementing the D-Camps program by building and maintaining an inclusive, camper-focused culture. This includes but is not limited to supporting and managing all counseling staff, campers care, group leader development and supervision and actively ensuring programs are camper focused.

### **LEADERSHIP DEVELOPMENT PROGRAM HEAD (1 Positions)**

Reporting to the Director, the Leadership Development Program Head will design and facilitate an exceptional leadership program that will provide youth living with type 1 diabetes the skills and certifications needed to become successful staff members in a summer camping environment. The Leadership Development Program Head position is responsible for overseeing the LDP Instructors and leadership participants during the camp season. The Leadership Development Program Head will be a liaison between the leadership program and the greater camp community to ensure the LDP Instructors can deliver a robust and skill-focused leadership program that will develop future staff who are well equipped to promote an inclusive, camper-focused culture.

## PROGRAM TEAM POSITIONS

### **LEADERSHIP DEVELOPMENT PROGRAM INSTRUCTOR (2 Positions)**

Reporting to the Leadership Head, the Leadership Development Program Instructors will contribute to designing and facilitating an exceptional leadership program that will provide youth living with type 1 diabetes the skills and certifications needed to become successful staff in a summer camping environment. The Leadership Instructors are responsible for the designing, planning, and facilitation of a high-caliber leadership program for youth living with type 1 diabetes focusing on the development of

communication, leadership and counselling skills as well as supporting program participants during cabin placements. The Leadership Development Program Instructor position includes a supervisory component which includes overseeing the participants directly during the camp season. The Leadership Development Program Instructors will work with the Leadership Head to ensure a robust and skill-focused leadership program that will develop future staff who create an inclusive, camper-focused culture.

### **PROGRAM ASSISTANT (1 Position)**

Reporting to the Program Head, the Program Assistant is responsible for supporting the Program Head in executing all camp-wide and special event programming and fulfilling D-Camps social media and clothing needs. This includes but is not limited to taking high-quality photographs of all campers/cabin groups and activities, executing the D-Camps onsite store at pick up and drop off, organizing costumes/props, skits, and providing instruction before and during events.

### **COUNSELLOR (20 Positions)**

Reporting to the Head Counsellors, D-Camps West Counsellors are responsible for the supervision, health, safety, and experience of campers under their care. Counsellors ensure their campers receive a high-quality camp program experience. Counsellors will work in partnership with facility program staff and counseling staff depending on the facility. Counsellors will provide a positive role model to their campers and participate in all programs and activities. Counsellors can take on essential roles in the evening and on special program days. Counsellors will provide front-line onsite support to Diabetes Canada and facility staff in the start-up, execution, and closing of camp programs. They will also have the opportunity to travel to four different camp programs.

## **D-CAMPS WEST PRE-CAMP STAFF TRAINING**

All D-Camps employees are **required** to participate in a minimum week-long training program that serves as the foundation for ensuring that our staff team is set up to provide an exceptional camp experience. Permission from the Camp Director is required to miss any part of the staff training. Staff that have exams during training week are asked to speak to their school about re-scheduling the exams for an earlier date or arranging to write the exam at Camp under supervision of a member of the leadership team. Priority will be given to those applicants that can commit to the full training period.

**Staff training will be held on-site, at YMCA Camp Elphinstone, the host site for Camp Kakhamela in Gibsons, BC.**

All new and returning D-Camps West employees will also be required to complete a series of online learning modules prior to in-person training. Failure to complete online learning modules could result in contract modification.



Job Category	Training Start Date	Training End Date
Resource Team Training - <i>TBD</i>	<i>TBD</i>	<i>TBD</i>
Program Team Training – Camp Kakhamela, Gibsons, BC	June 23 <sup>rd</sup>	June 27 <sup>th</sup>

Please note that Sunday, June 23, will serve as a travel and orientation day. Core training sessions will start on Monday, June 24. Further information will be provided during the onboarding process for all successful candidates.

Training is paid; Room and meals will be provided.

**Note:** Staff living with T1D are required to provide their own diabetes supplies and insulin for the duration of their contract. Low treatment and testing supplies will be provided by D-Camps.

## HOW TO APPLY

Please read all the information in this section prior to submitting your application.

Applications can be submitted online through the Smartsheet form that is linked at the end of this document.

If you require a paper application, please contact **Cale Allen** at [cale.allen@diabetes.ca](mailto:cale.allen@diabetes.ca)

## APPLICATION REQUIREMENTS

All applicants (new and returning staff) must submit the following documents through the Smartsheet Form:

- Personal Contact information
- Cover Letter (attached to application form)
- Resume (attached to application form)
- References (2 for new staff, 1 for returning staff)

**Tip: Have all documents ready when applying! You will not be able to log in to alter your application or attach new documents once submitted.**

If you are interested in multiple positions, please only apply for your first choice. There is space in the application for you to note other positions you are interested in, so please make use of that. Use your cover letter to outline specifics you would like to convey as it relates to the individual positions. Again,

applicants should have the contact information available for their references during the application process.

**Note:** Offers and interviews are conditional on anticipated certifications. Please provide an updated list of current certifications and dates of anticipated achievement of certifications at the time of employment.

## APPLICATION DEADLINES

The final deadline for ALL applications is **Thursday, December 14, 2023, at 11:59pm**. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant.

## INTERVIEW INFORMATION

All applications will be carefully reviewed by the hiring team, however, due to the volume of applicants only candidates selected for an interview will be contacted.

All interviews will be conducted via Zoom and will require a device that can access the meeting link. Please test the link, and video connection prior to the interview to ensure your audio and video are working correctly.

## RESOURCE TEAM POSITIONS, PROGRAM ASSISTANT & LDP INSTRUCTOR INTERVIEWS

Individual interviews will be required for all Resource Team positions, as well as for Program Assistants and LDP Instructors. Individual interviews will be scheduled starting in January 2024. The exact dates and times of interviews will be communicated after the application period has ended. These will be conducted by Zoom and typically run 45 minutes to 1 hour in length.

## COUNSELLOR INTERVIEWS

As part of the hiring process, applicants for the Counsellor positions are required to participate in a virtual group interview. Group interviews are a fantastic opportunity to demonstrate an applicant's ability to work collaboratively as a team and problem solve, as well as highlight leadership styles and personality in a way that is not possible in a traditional individual interview. The group interview typically includes a group discussion, a variety of group initiatives and team-building tasks, and a quick individual interview with a member of the D-Camps senior team.

Group interviews will be conducted virtually and are tentatively scheduled for January 20<sup>th</sup> & 21<sup>st</sup>, 2024. If you are unable to attend a virtual group interview another interview will be scheduled with two members of the Leadership Team.

**Note:** In the spirit of leadership, personal development, and professionalism during and after this hiring process, D-Camps West will only communicate directly with applicants. Guardians are encouraged to empower their young applicants to contact D-Camps West directly should they have any questions or concerns.

**Questions about the application process? Please contact:  
Cale Allen, Camp Director, D-Camps West: [cale.allen@diabetes.ca](mailto:cale.allen@diabetes.ca)**

**APPLY HERE**

We thank you for your application however, only candidates selected for interview will be contacted.

If you have any further questions about what the camps are like, we encourage you to check out the website at [www.diabetes.ca/d-camps](http://www.diabetes.ca/d-camps)

Or if you have questions about other employment opportunities with D-Camps, please contact us at [dcamps.hiring@diabetes.ca](mailto:dcamps.hiring@diabetes.ca)

At Diabetes Canada, we are an equal opportunity employer that does not discriminate on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, age, or other legally protected status. We are dedicated to a high-performance, diverse, and inclusive workplace. We strongly believe that having a diverse organization with various skills and abilities will inspire creativity, drive innovation, and promote belonging. We are committed to building a team representative of different backgrounds and perspectives, and we encourage applications from all qualified candidates who represent the full diversity of communities across Canada.

For individuals with disabilities who would like to request an accommodation, please contact us at [dcamps.hiring@diabetes.ca](mailto:dcamps.hiring@diabetes.ca)

Applicants must be legally eligible to work in Canada and, where applicable, must have a valid work permit or study permit that allows the candidate to fulfill the requirements of the role.