

D-CAMPS

2024 D-CAMPS ATLANTIC EMPLOYEE OPPORTUNITY HANDBOOK



Applicants to Atlantic D Camps

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

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 type 1 diabetes education. Camp also helps youth to gain independence and self-discipline in managing their type 1 diabetes. The goals of Diabetes Canada camps are:

- Nurture lasting friendships
- Teach independent, self-management of type 1 diabetes
- Build self-esteem
- Provide a safe, fun and educational camp experience

The Goals of the Leadership Development One 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 Program History

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 Diabetes Canada now operates 9 overnight camps across Canada as well as a variety of Family Camps and Leadership Development programs nationally. 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 of their diabetes needs monitored by a dedicated team of trained medical professionals.

Program Staff and Diabetes

Atlantic D-Camps prides itself on hiring top-quality staff who can provide the best possible experience for our campers regardless of their diabetes status. We recognize that staff living with type 1 diabetes have the potential to be excellent role models and can play a vital role in encouraging campers to take positive steps towards managing their diabetes. As such, staff living with type 1 diabetes must be aware that campers will be watching how they are managing their disease. While not expected to have perfect blood sugars, staff living with diabetes are expected to check and record their blood glucose at the same time as their campers, take insulin in front of the campers and work with the health team to manage highs and lows in the same safe manner as campers, just as staff who do not have diabetes are expected to manage their health so that they are able to ensure high quality experiences of the campers.

Individuals that are not living with diabetes are encouraged to apply and staff that are best suited will be offered positions regardless of their diabetes status.

OUR ATLANTIC CAMPS

Camp Morton, Kejimikujik National Park, NS (July 6th-12th, 2024)

Diabetes Canada has operated Camp Morton continuously since 1990, founded by Lorne Abramson and Dr. Bruce Morton as part of the "Diabetes without Borders" program. Both campers & staff at Camp Morton sleep in tents at the Group Campground, in the beautiful Kejimikujik National Park, Nova Scotia. Camp Morton offers a one-week session for youth age 13-15 living with type 1 diabetes from Nova Scotia, Prince Edward Island and New Brunswick; as well as a Leadership Development program for youth ages 16-17 paired with our Camp Lion Maxwell program.

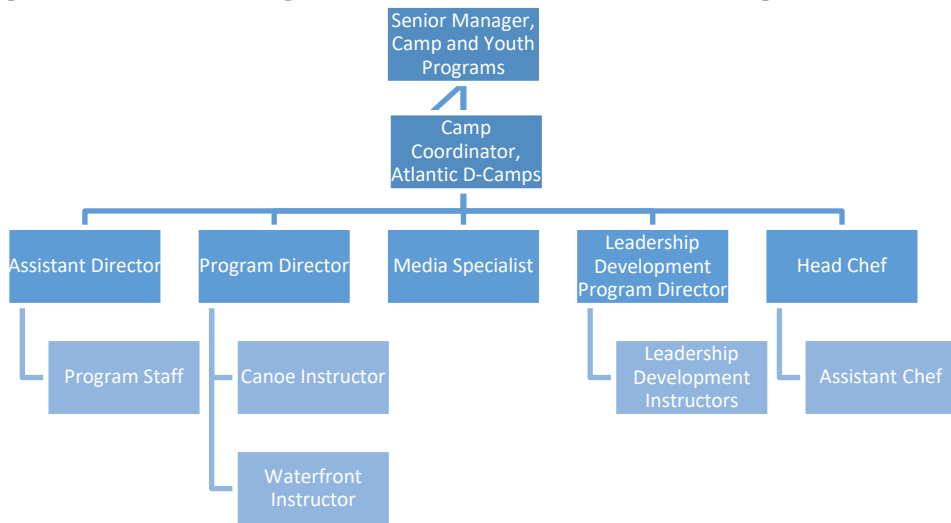
Camp Douwanna, NL (July 20th- 26th, 2024)

Diabetes Canada has operated Camp Douwanna continuously since 1964. Camp Douwanna is held at Max Simms Camp and Conference Centre in Bishop Falls. Camp Douwanna offers a one-week session for children and youth ages 7-15; as well as a Leadership Development program for youth ages 16-17.

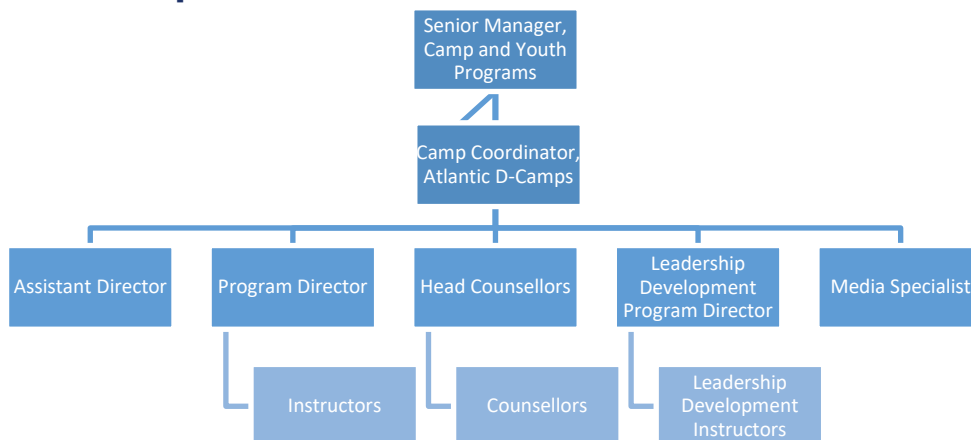
Camp Lion Maxwell, Barss Corner, NS (August 19th- 25th, 2024)

Diabetes Canada has operated Camp Lion Maxwell continuously since 1964, sponsored by the Lions Clubs of Nova Scotia and named in honour of Lion Peter Maxwell from the Truro Club. Camp Lion Maxwell is located on the beautiful shore of Lake William in Lunenburg County, Nova Scotia. Camp Lion Maxwell offers a one-week session for children ages 7-12 living with type 1 diabetes from Nova Scotia, Prince Edward Island and New Brunswick; as well as a Leadership Development program for youth ages 16-17 paired with our Camp Morton program.

D-Camps Atlantic Organizational Chart (Camp Morton)



Camps Atlantic Organizational Chart (Camp Douwanna and Lion Maxwell)



Atlantic D-Camps Program Team Staff Compensation Structure

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 are also required for all positions.

Please note Resource Team positions begin in June. Staff will work from home. When not on-site during July-August staff will work from home. Applicants will be required to attend work from home training and track hours during this time. Staff will be provided with the equipment necessary to successfully complete their role.

A valid Class 5 driver's license will be considered an asset for any Resource Team position.

Job Category/ Position	Pay	Notes
Assistant Camp Director	\$575/week	Contract is 6 months, March-August
Resource Team	\$530/week	Contract is 4 months, May-August
Leadership Instructor	\$400/week	Must be available for all 3 weeks of D-Camps Atlantic
Media Specialist	\$450/week	Must be available for all 3 weeks of D-Camps Atlantic
Program Staff (Camp Morton)	\$400/week	
Instructors (Camp Morton)	\$425	Includes Waterfront and Canoeing
Instructor (Camp Lion Maxwell, Douwanna)	\$400/week	
Camp Morton Head Chef	\$700	
Camp Morton Assistant Chef	\$675/week	
Counsellors	\$370/week	

D-Camps Position 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 are also required for all positions.

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 Diabetes Canada staff for authenticity and a copy will be taken for our files.

Age	Requirements
17-18	No Criminal Record Check Required; Voluntary Non-Disclosure form completed as part of onboarding process.
18-25 years of age	You will need to provide a Criminal Record Check dated within 12 months of the date of hire. This check can be completed through Back Check, a service provided through Diabetes Canada.
26 and over	You will need a Criminal Record Check and Vulnerable Sector Search. The Criminal Record Check can be completed through Back Check or a local police service. You will need to provide either; <ul style="list-style-type: none"> 1. VSS dated within 12 months of the date of hire <u>OR</u> 2. VSS dated within 37 months of the date of hire <u>AND</u> a Criminal Record Check dated within 12 months of hire

PRE-CAMP STAFF TRAINING

All Atlantic D-Camps employees are required to participate in a minimum weekend-long training program that serves as the foundation for ensuring that our employees are set up to provide an exceptional camp experience. Permission from the Camp Director is required to miss any part of the staff training. Priority will be given to those employees that can commit to the full training period.

Pre- summer training will be held on-site, at Camp Kadimah, the host site for CampLion Maxwell

Training is paid; Room and meals will be provided.

Staff are required to provide diabetes supplies and insulin for the duration of their contracts. Low treatment and testing supplies will be provided by D-Camps.

Job Category	Training Start Date	Training End Date
Resource Team Training - TBD	TBD	TBD
Program Team Training – Barss Corner, NS	June 7 th	June 9 th

Resource Team Positions

For a brief description of the below listed positions, please read below. More information is available upon request

Assistant Director (1 Position)

Working closely with the Camp Director, the Assistant Camp Director supports in the implementation of the D-Camps programs in Atlantic Canada (NS, NL). The Assistant Camp Director provides significant leadership to the summer camp and year-round program operations to ensure that program delivery is in alignment with the guiding principles of the D-Camps National Camp Guidelines and relevant provincial camping association standards. This position is responsible for all program areas of camp and directly assists the Camp Director in supporting the seasonal Resource Team and Program Team during the summer. This role will assist in developing and supervising quality programs, staff coaching, onboarding of seasonal summer staff, operations planning and support, and more. This is a six-month position.

Program Director (1 Position)

Working closely with the Camp Director the Program Director will be responsible for the development and implementation of Atlantic D-Camps individual programs. Working with a program team the Program Director will be responsible to provide leadership and mentorship to each member of the program team. The Program Director will also play a critical role in developing and leading staff training. The Program Director will act as a positive role model for all campers, LDPs, instructors and counselling staff and will develop and maintain a professional working relationship with campers, parents, staff, health professionals, alumni, volunteers, supporters, visitors and any other stakeholder.

Head Counsellors (2 Positions)

Working with the Camp Director, the Head Counsellor will provide leadership, guidance and supervision to counseling staff and campers contributing towards the provision of a positive camp experience for both campers and staff at all of our Atlantic D-Camps program. The Head Counsellor will also play a critical role in developing and leading staff training. The Head Counsellor will act as a positive role model for all campers, LDP, program and counselling staff and will develop and maintain a professional working relationship with campers, parents, staff, health professionals, alumni, volunteers, supporters, visitors and any other stakeholder.

Leadership Development Program Director (1 Position)

Working closely with the Camp Director and with a Co-Director, the LDP Director 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 in a summer camping environment or an environment working with children and youth at all of our Atlantic D-Camps Programs. The LDP director will be responsible for the interview, selection and communication for all program participants. The LDP director will also play a critical role in developing and leading staff training. The LDP Director will act as a positive role model for all campers, LDP, program and counselling staff and will develop and maintain a professional working relationship with campers, parents, staff, health professionals, alumni, volunteers, supporters, visitors and any other stakeholder.

Camp Morton

Program Staff (6 Positions)

Reporting to the Assistant Camp Director in collaboration with the Program Director the program staff primary focus is working directly with campers, providing support, supervision and ensuring that campers are receiving a high-quality camping experience. Program Staff at Camp Morton are responsible for all program area and instructing in all program areas and actively participate in all activities along with their campers. Counsellors will also work in instruction roles and give leadership to specific program areas throughout camp.

Leadership Development Program Instructors (2 Positions)

The Leadership Instructors are responsible for facilitating 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 certification courses and cabin placements. Leadership Development Program Instructors are expected to attend Camp Morton, Douwana and Lion Maxwell. This division creates a dynamic role with a variety of responsibilities for both programs.

Canoe Instructor (1 Position)

Reporting to the Camp Director, the Canoe Instructor's primary focus is to deliver a quality canoeing experience to all campers and staff. Canoe Instructors will communicate with staff and campers about program plans, and the specific session rules and regulations. Canoe Instructors will also instruct and lead canoe sessions to assigned group of campers.

Waterfront Instructor (1 Position)

Reporting to the Camp Director, the Waterfront Instructors' primary focus is to enforce the safety of all camp and staff while on or around the water by implementing a set of rules and regulations for campers and staff. While also working directly with campers, providing support, supervision and ensuring that campers receive a high-quality camping experience. Waterfront Instructors will actively and enthusiastically assist in leading all camp programs and participate actively in all aspects of camp life. Waterfront Instructors will instruct and lead waterfront sessions to assigned groups of campers and supervise all waterfront activities including swimming lessons, and general swim.

Head Chef (1 Position)

Reporting to the Dietetic Coordinator, the Head Chef's primary focus is the preparation of meals for campers and staff while also preparing meals for participants on special diets. The Head Chef is also responsible for maintaining safe and sanitary conditions in work areas and equipment.

Camp Douwanna and Lion Maxwell

Counsellor (12-16 Positions)

Reporting to the Head Counsellors, the counsellors primary focus is working directly with campers, providing support, supervision and ensuring that campers are receiving a high-quality camping experience. Counsellors with support area instructors in all program areas and actively participate in all activities along with their campers. Counsellors will also work in instruction roles and give leadership to specific program areas throughout camp.

Instructor (6 Positions)

Reporting to the Program Director, the Instructor's primary focus is to design a program plan that accommodates the different skill levels and abilities of campers, and working directly with campers, instructing and leading sessions. Instructors will communicate with staff and campers about program plans, and the specific session rules and regulations. Instructors will also act as support counselling staff member, taking initiative to assist wherever needed outside regular program and planning time.

Program Areas may include: Archery, Arts, Canoeing, Outdoor Education, Sports & Games, Waterfront / Swimming

HOW TO APPLY

To apply, please complete the online application through the Online Form.

If you require a paper application, please contact **Morgan Tobin** at morgan.tobin@diabetes.ca

APPLY HERE

All applicants (new and returning staff) must submit the following documents online

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

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.

Have all documents ready when applying!

You will not be able to log in to alter your application or attach new documents.

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. Please only fill out one application. 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 for the application process.

Application Deadlines

Application deadline for returning applicants is **Thursday, December 14th 2023, at 11:59pm.**

Application deadline for new applicants (including 2023 Leadership Development Program Graduates) is **Friday, January 5th 2024, at 11:59pm.**

Interviews will be scheduled as applications are received, if you apply prior to the deadline and your application is successful, you will be contacted earlier to schedule an interview. Applications received after this deadline will be considered for subsequent rounds of hiring if positions are still vacant.

INTERVIEW INFORMATION

As part of the hiring process, candidates are required to participate in an interview; ideally, one of our Virtual group interviews. A group interview is a great opportunity to best demonstrate an applicant's ability to work collaboratively as a team and problem solve, as well as showcase their leadership styles and personality in a way that is not possible in a traditional individual interview. A 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 take place virtually the weekend of January 27-28, 2024. We are asking applicants to confirm availability as part of the application process. Note this is about a 3 hour time commitment.

A group interview is the preferred method of interview for all candidates applying for a counsellor or Instructor position. 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 in order to ensure your audio and video are working correctly. Individual interviews will be conducted during the day and will be in Atlantic Standard Time (AST). Individual interviews will typically be 45 minutes to 1 hour in length.

Dates and times of interviews will be communicated later in the application process. If you are unable to attend a virtual group interview another interview will be scheduled with two members of the Senior Leadership Team.

Individual interviews will be required for Resource Team positions and will be scheduled in January. Interviews will be conducted over zoom.

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

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

Questions regarding the application process can be directed to:

Morgan Tobin, Camp Director, D-Camps Atlantic

morgan.tobin@diabetes.ca

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

Or if you have questions about other employment opportunities with D-Camps, please contact us at 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

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.