

D-CAMPS

2024 D-CAMPS ONTARIO EMPLOYEE OPPORTUNITY HANDBOOK



**DIABETES
CANADA**

APPLICANTS TO ONTARIO 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

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

OUR CAMP PROGRAM HISTORY

Inspiring Independence Together – since 1953

The Diabetes Canada camping tradition began in 1953 with the opening of the first D-Camp in Eastern Ontario. Since then, our camping program has grown extensively, and the Organization now operates 9 overnight camps across Canada with a variety of family camp programs as well. 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.

PROGRAM STAFF AND DIABETES

Ontario 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 make 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 ONTARIO CAMPS

CAMP HURONDA, HUNTSVILLE ON

June 30th – August 24th, 2024

Camp Huronda was founded in 1964. For seven years, Camp Huronda rented space at Camp Beausoleil and Camp Couchiching before finding a permanent home on Lake Waseosa in 1971. Camp Huronda is the only camp facility owned by Diabetes Canada and the only camp that runs a full summer program. Camp Huronda is located on the shores of Lake Waseosa in Ontario's beautiful Muskoka area, approximately 15 minutes from downtown Huntsville. It occupies 100 acres of land and includes gorgeous waterfront areas, a cool forest, and rugged hiking and mountain bike trails. Camp Huronda runs four two-week sessions for ages 7-15 and a two-year Leadership Development Program for youth ages 16-17.

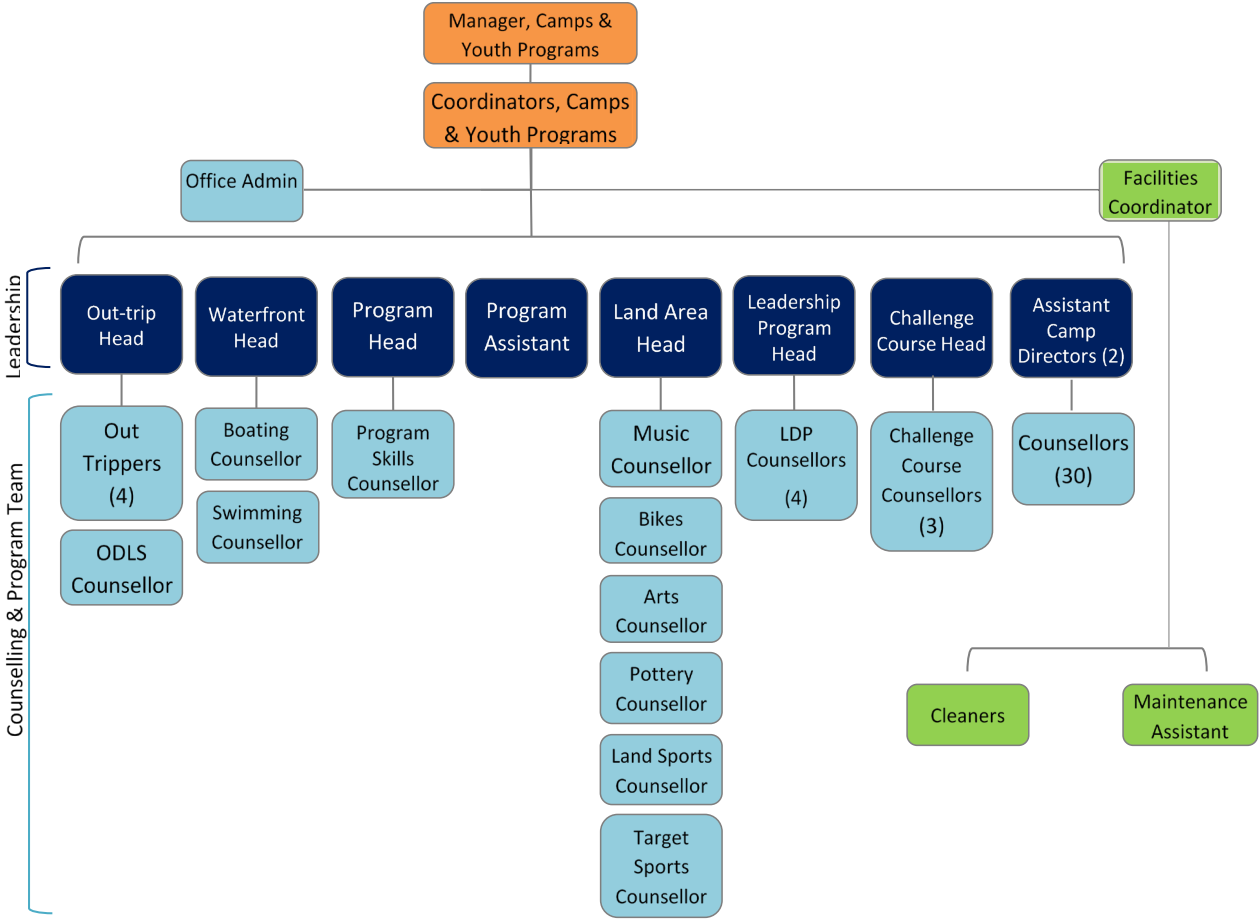
Camp Discovery (dates are TBC)

Camp Discovery was founded in 2004 and has since become an integral part of the D-Camps program. After almost a decade at its original site, Camp Discovery moved to Easter Seals Camp Woodeden. Since its inception, Camp Discovery has been strongly supported by medical staff in southwestern Ontario, especially from the Children's Hospital at London Health Sciences Centre. Camp Discovery runs a one-week program services campers age 7-12.

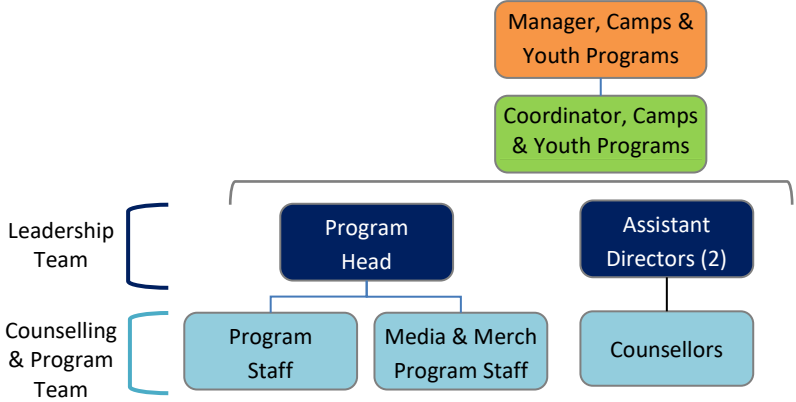
We are proud to work within the guidelines of the following organizations:



CAMP HURONDA ORGANIZATION CHART – PROGRAM AND FACILITIES



CAMP DISCOVERY ORGANIZATION CHART – PROGRAM



ONTARIO STAFF COMPENSATION STRUCTURE (ALL CAMPS)

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 that certifications that are considered relevant to your role and the final salary offers are at the discretion of the Camp Director/Manager. Returning pay increase is applicable to staff returning in the same program role.

Job Category		Starting Pay/week	Additional \$/week			Examples of Additional Compensated Certifications
			Returning Staff (max 5 years)	NL	Relevant Certs to your specific role	
All Camps	Assistant Camp Director	\$550	\$15/year	\$15	\$10	CUI2, Advanced Waterfront Certifications, Wilderness First Aid, OCC Teaching Levels, ORCKA Instructor)
	Senior Staff Team	\$500	\$15/year	\$15	\$10	
	Counselling & Program Team	\$365	\$10/year	\$30	\$10	WFA, ORCKA
Huronda	Skills Counsellors	\$400	\$10/year	\$15*	\$10	Certs specific to your skill area
	Maintenance Team	\$400	Can be compensated up to \$550/week dependent on experience and skills			

ONTARIO PROGRAM POSITIONS REQUIREMENTS

Minimum Requirements for ALL Positions: Standard First Aid and CPR 'C'. Additional certifications are an asset and are considered when evaluating pay. 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 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 at time of hire	Requirements
17 years old	You will be required to sign a voluntary non-disclosure document as part of your onboarding package as you are unable to complete a criminal record check, as outlined by the Police Record Check Reform Act (November 2018).
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; <ol 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

ONTARIO PROGRAM TEAM JOB DESCRIPTIONS

In this handbook you can find brief job descriptions for the open positions with Ontario D-Camps for the summer of 2024. If you have any questions about any of the positions, please do not hesitate to reach out to the D-Camps hiring committee. We are happy to answer any questions to ensure all applicants understand the positions and expectations.

CAMP HURONDA EMPLOYMENT OPPORTUNITIES

ASSISTANT CAMP DIRECTOR (2 POSITIONS) – HURONDA

The Assistant Camp Directors are responsible for planning and implementing all aspects of the Camp Huronda program as it relates to the counselling team and camper care by building and maintaining an inclusive, anti-oppressive, camper-focused culture. Specific duties include, but are not limited to, supporting and managing all counselling staff, ensuring programs are camper-focused and meeting our high risk-management standards, and supporting the Facilities team to ensure all facilities are in excellent condition. The ACDs will work together with the Leadership Team to oversee the counselling team and take a lead of staff and camper wellness. The ACDs will help with parent/guardian communication and focus on ensuring the smooth delivery of program alongside the skill heads/program director. The ACDs will report to the Camp Coordinator and work to ensure the on the ground high quality counselling of Camp Huronda campers. Additionally, the ACDs are responsible for Camp Huronda social media, merchandise management, daily camper wellness, staff focus groups and from time to time will be asked to facilitate staff life during change over periods. Additionally, the ACDs play a key role in pre-camp staff training.

Note: For 2024, this position is available as either a 6-month contract (from April – September) or for the standard Senior Staff summer length.

PROGRAM HEAD (1 POSITION)

The Program Head is responsible for all aspects of camp-wide programming 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 an experiential, camper-focused experience. In conjunction with the Leadership Team the program head will be responsible for the general management of Camp Huronda, in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Climbing, Waterfront and Land Area Heads to coordinate all camp programming. The Program Head will directly oversee the camp-wide programming operations as well as creating a program schedule that involves skill counsellors as leads in all evening programs. This role requires great organization, attention to detail, and innovation to create engaging, unique, camper-focused programming.

PROGRAM ASSISTANT (1 POSITION)

The Program Assistant is responsible for providing support to all program areas as well as supporting evening and special, camp wide programming. In conjunction with the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits, and providing instruction before and during events. Program staff are considered the “go-to” staff at Camp Huronda and have the ability to participate in supporting all areas of camp and must be dynamic and flexible to succeed in this position. The program assistant must be organized, attune to the schedule of camp, and ready to step into a leadership role in front of camp often, and in the absence of the Program Head. This is a senior staff position by which this individual will have key responsibilities in facilitating staff training as well as overseeing the Huronda program skills counsellor.

WATERFRONT HEAD (1 POSITION)

The Waterfront Head is responsible for all aspects of the waterfront program, including supporting the Waterfront staff, maintaining waterfront equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. The Waterfront Head will be a consistent presence on the docks throughout the summer. In conjunction with the Leadership Team the Waterfront Head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Climbing, Program and Land Area Heads to coordinate all camp programming. The Waterfront Head will also work closely with the LDP instructors to manage the execution of the LDP swimming program and qualifications.

LAND AREA HEAD (1 POSITION)

The Land Area Head is responsible for all aspects of the land-based program, including supporting the bikes, arts, pottery, music, target sports, and land sports skills counsellors, while maintaining all program equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. The Land Area Head will be a consistent presence at all of the areas they supervise throughout the summer. In conjunction with the Leadership Team the Land Area Head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Out-Trip, Climbing, Program, and Waterfront Heads to coordinate all camp programming.

OUT-TRIP HEAD (1 POSITION)

The Out-Trip Head is responsible for all aspects of the Huronda out-trip program, including supporting the out-trip staff, food packing, maintaining out-trip equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In addition, the Out-Trip Head will ensure a high-quality outdoor living skills program is delivered by the ODLS skills counsellor. The Out-trip Head will be a consistent presence at camp throughout the summer managing medical, food service and the Camp Director on all out-trips. The Out-Trip Head is responsible for planning and booking all in conjunction with the Leadership Team the out-trip head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Waterfront, Program and Land Area Heads to coordinate all camp programming.

LEADERSHIP PROGRAM HEAD (1 POSITION)

The LDP Head is responsible for the execution of the two, one-month Huronda LDP Programs and four, two weeklong LD Programs (LDP2 & LDP1) and corresponding staff supervision. The LDP Head will ensure LDP curriculum improvement, design, planning and scheduling which includes a 5-6 day wilderness canoeing trip as well as a 4 day white water trip. In conjunction with the entire leadership team the LDP Head will ensure a proper execution of D-Camps core leadership development program values and goals. The LDP Head will work closely with the LDP counsellors, supporting and facilitating sessions when appropriate. The LDP Head will also play a key role in parent/guardian communication for LDP participants.

CLIMBING HEAD (1 POSITION)

The Climbing Head is responsible for all aspects of the challenge course program (dynamic team elements, static course, swing shot, four-sided climbing tower and low ropes elements). Including supporting the Climbing Instructors, maintaining all challenge course equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. In conjunction with the Leadership Team the challenge course head will be responsible for the general management of Camp Huronda in addition they will play a leading role in planning and facilitating staff training week. They will work closely with the Waterfront, Out-Trip, Program and Land Area Heads to coordinate all camp programming.

SKILL COUNSELLORS – HURONDA

LEADERSHIP PROGRAM INSTRUCTORS (4 POSITIONS)

The Leadership Instructors are responsible for the designing, planning, and 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. The Leadership Development Program is in its fifth year and Instructors will have a fantastic opportunity to influence future generations of D-Camps staff. This position involves a role in both Camp Huronda Leadership Participant Programs (LDP1 and LDP2). Instructors can expect to lead one, 1-month LDP2 program for one month of their contract and two, 2-week LDP1 programs for the other part of their contract, although, this is subject to change depending on participant and program support required. This division creates a dynamic role with a variety of responsibilities for both programs.

CLIMBING SKILLS COUNSELLOR (3 POSITIONS)

The Climbing Skills Counsellors are responsible for executing all aspects of the challenge course program in conjunction with the Climbing Head (dynamic team elements, static course, swing shot, four-sided climbing tower and low ropes elements), including maintaining all challenge course equipment, ensuring that all programs are meeting risk management standards and delivering an experiential, camper-focused experience. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team. **Requires: CUI Level 1**

SWIMMING SKILLS COUNSELLOR (1 POSITION)

The Swimming Skills Counsellor is responsible for the safety and positive experience of all campers and staff on the waterfront and ensures the program meets the CDA National Camping and Ontario Camps Association Standards. The Swimming Skills Counsellor is responsible for facilitating all aspects of the Camp Huronda swimming program, including pre-session swim tests for all participants. The waterfront is one of the focal points of Camp Huronda and the Swimming Skills Counsellor is expected to infuse creative programming into free time and structured activities while working closely with the Boating Skills Counsellor and Waterfront Head to ensure that the waterfront delivers exceptional camper focused programs. All skill counsellors will be providing additional

in cabin support to our counselling team, as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team. **Requires: NL Certification**

BOATING SKILLS COUNSELLOR (1 POSITION)

The Boating Skills Counsellor is responsible for designing and facilitating engaging and camper-focused boating lessons, including but not limited to canoes and kayaks. The waterfront is one of the focal points of Camp Huronda and the Boating Skills Counsellor is expected to infuse creative programming into free time and structured activities and to ensure the program meets the Diabetes Canada National Camping and Ontario Camps Association Standards while working closely with the Swimming counsellor to ensure that the waterfront delivers exceptional camper focused programs. Additionally, the boating counsellor will support the Leadership Development Program in instruction and certification of ORCKA levels for participants. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team. **Requires: NL Certification**

TARGET SKILLS COUNSELLOR (1 POSITION)

The Target Sports counsellor is responsible for designing and facilitating an exceptional, exciting, and safe target sports program to include both archery and axe throwing. The Target Sports counsellor is responsible for ensuring that the range and equipment is properly maintained and in safe working order and that the program is meeting the Diabetes Canada National Camping and Ontario Camps Association Standards. The target sports program was revamped in the summer of 2018, which provides a lot of dynamic opportunities for the skills counsellor. All skills counsellors will be providing additional in cabin support to our counselling team, as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate, providing leadership to evening programs alongside the program head.

ART SKILLS COUNSELLOR (1 POSITION)

The Art Skills Counsellor works closely with the Pottery Skills Counsellor and is responsible for designing and facilitating a high-quality arts program using a variety of mediums while taking advantage of the spectacular natural setting of Camp Huronda. The Art Skills Counsellor will engage campers to expand their knowledge of art technique and history and will focus on integrating exciting and novel art projects into the Camp Huronda program while ensuring that the program meets the Diabetes Canada National Camping and Ontario Camps Association Standards. The Creative Centre is a hub of activity at Camp Huronda, which is where the arts & crafts program is based out of. All skill counsellors will be providing additional cabin support to our counselling team, as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

POTTERY SKILLS COUNSELLOR (1 POSITION)

The Pottery Skills Counsellor works closely with the Arts Skills Counsellor and is responsible for designing and facilitating a high-quality pottery program using a variety of techniques while taking advantage of the spectacular natural setting of Camp Huronda. The Pottery Skills Counsellor will engage campers to expand their knowledge of pottery technique and will focus on integrating exciting and novel pottery projects into the Camp Huronda

program while ensuring that the program meets the Diabetes Canada National Camping and Ontario Camps Association Standards. The Pottery Skills Counsellor will be working primarily with bisque firing in Camp Huronda's two kilns. All skill counsellors will be providing additional in cabin support to our counselling team, as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

LAND SPORTS SKILLS COUNSELLOR (1 POSITION)

The Land Sports Skills Counsellor is responsible for designing and facilitating an exceptional, exciting and engaging land sports program. The Land Sports Skills Counsellor is responsible for ensuring that the sporting equipment is properly maintained and in safe working order and that the Land Sports programs are meeting the Diabetes Canada National Camping and Ontario Camps Association Standards. The land sports program may include, but is not limited to, basketball, soccer, baseball, tennis, volleyball, road hockey, and more. All skill counsellors will be providing additional in cabin support to our counselling team as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

BIKING SKILLS COUNSELLOR (1 POSITION)

The Biking Skills Counsellor is responsible for facilitating a high-quality mountain bike program, maintaining the fleet of mountain bikes, ensuring Camp Huronda trails and tracks/courses are cleared, repaired, and maintained and ensure the program meets the Diabetes Canada National Camping and Ontario Camps Association Standards. The Camp Huronda mountain bike program includes a small pump track as well as 5 additional marked rugged trails, all various skill levels. All skill counsellors will be providing additional in cabin support to our counselling team, as they will be living in caper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program team.

MUSIC SKILLS COUNSELLOR (1 POSITION)

The Music Skills Counsellor is responsible for facilitating a creative and engaging music program. The Music Skills Counsellor is responsible for ensuring all area facilities and equipment are properly maintained and in safe working order and that the Music program is meeting the Diabetes Canada National Camping and Ontario Camps Association standards. The Music Skills Counsellor will lay the foundation of music education and facilitate a variety of music and performance-based lessons including string, wind, and/or percussion instruments based on participant interest and ability. The Music Skills Counsellor will assist with the overall planning and execution of performance-based programs, such as Camp Show and Camp Chronicles, with the assistance of the Program Head. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participants and, where appropriate, providing leadership to evening programs alongside the Program Head.

OUTDOOR LIVING SKILLS COUNSELLOR (1 POSITION)

The Outdoor Living Skills (ODLS) Counsellor is responsible for facilitating an engaging, skill-based ODLS program. The ODLS Skills counsellor is responsible for ensuring all area facilities and equipment are properly maintained and in safe working order and that the ODLS program is meeting the Diabetes Canada National Camping and Ontario Camps Association standards. The ODLS Skills counsellor will facilitate a variety of outdoor and out-tripping skill-based lessons including fire-building, shelter-building, bear hangs, nature and ecology, and wilderness survival and safety. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and, where appropriate, providing leadership to evening programs alongside the program team.

CANOE TRIPPER (4 POSITIONS)

Canoe Trippers are responsible for executing the exceptional out-tripping program that meets the Diabetes Canada National Camping and Ontario Camps Association Standards designed by the Out-trip Head. Canoe Trippers will work with the Out-trip Head to ensure that all tripping equipment is properly maintained and in safe working order. The Canoe Trippers will be leading 3-6 day canoe trips to Algonquin Park ensuring that Leave No Trace principles are followed and taught on-trip, and are responsible for the overall safety and experience of both campers and staff. The Canoe Trippers are responsible for providing guidance, support in cooking, camp site prep, and general wilderness out-trip operations for all their trips. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head. Canoe Trippers, in collaboration with the ODLS skills counsellor, will also be responsible for delivering Huronda's ODLS program, with a large focus on pre-trip lesson plans and preparations. **Requires: NL Certification, Wilderness First Aid (minimum)**

PROGRAM SKILLS COUNSELLOR (1 POSITION)

The Program Skills Counsellor is responsible for providing support to all Program Areas as well as supporting evening and special programming. Under the direction of the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits and providing instruction before and during events. Program Staff are the 'go-to' staff at Camp Huronda and could participate in all areas of camp and must be dynamic and flexible to succeed in this position. The Program Skills Counsellor also has the opportunity to create and facilitate their own free choice time activities for campers to participate in. Additionally, the Program Skills Counsellor will take a lead in the Camp Huronda social media presence, through capturing photos and supporting the overall operations with the program team. All skill counsellors will be providing additional in-cabin support to our counselling team as they will be living in camper cabins (where appropriate and possible). Skill counsellors will also be involved in participating and where appropriate providing leadership to evening programs alongside the program head.

COUNSELLORS (30 POSITIONS)

Positions are available for full and half summer contracts.

Counsellors work in pairs (co-counsellors) with a primary focus of working directly with campers, providing support, supervision and ensuring that campers receive a high-quality camping experience. Counsellors will support Skills Counsellors in all program areas and actively participate in all activities along with their campers. Counsellors can choose to take on essential roles in evening and special programs (being team leaders, helping with props, etc.) but ultimately will place a priority on the health, safety and experience of the campers under their care. All counsellors will participate in overnight and extended canoe trips with participants and can anticipate working with a variety of ages of participants throughout the summer. Counsellors also play a fundamental role in the support of participant diabetes management.

OFFICE ADMINISTRATOR (1 POSITION)

The Office Administrator is responsible for answering phone calls, general filing, report creation, expense requisitions, and other office duties. Though this is an office-focused position, there will be opportunities for the OA to participate in camp activities, including in-cabin camper support, when appropriate.

FACILITIES STAFF – CAMP HURONDA

MAINTENANCE ASSISTANT (2 POSITIONS)

Early spring contract start available.

The Maintenance Staff is responsible for assisting the Facilities Coordinator to ensure facilities and grounds are maintained and are kept in good repair. The Maintenance Staff works alongside the Facilities Coordinator to support the daily operations of the camp, including; food waste and garbage removal, special maintenance projects, and other tasks as assigned.

CAMP DISCOVERY EMPLOYMENT OPPORTUNITIES

ASSISTANT CAMPS DIRECTORS (2 POSITIONS)

The Assistant Camp Directors are responsible for planning and implementing all aspects of the Camp Discovery program by building and maintaining an inclusive, anti-oppressive, camper-focused culture. Specific duties include, but are not limited to, supporting and managing all counselling staff, ensuring programs are camper-focused and meeting our high-risk management standards. The ACDs will take a leading role in planning and facilitating staff training week, with a focus on supporting and setting up the Camp Discovery staff for success. Additionally, the ACDs will act as the Camp Director's designate in the Camp Director's absence. Additionally, the ACDs will play a key role in facilitating pre-camp staff training and pre-camp operational prep, along with the Camp Director.

The Assistant Camp Directors work to support the Counselling team to ensure that campers are receiving individualized and exceptional care. The ACDs also act as the primary contact point for parents and guardians of campers while camp is in-session.

PROGRAM HEAD (1 POSITION)

The Program Head is responsible for 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 an experiential, camper-focused experience. In addition, the Program Head will support the leadership team and Camp Coordinator in the day to day operations of Camp Discovery.

Program Assistant (1 Position)

The Program Assistant is responsible for providing support to all program areas as well as supporting evening and special, camp wide programming. In conjunction with the Program Head, they will support and facilitate exciting and fun evening and special programs, including, but not limited to, organizing props, costumes, skits, and providing instruction before and during evens. Program staff are considered the “go-to” staff at D-Camps and have the ability to participate in support in all areas of camp and must be dynamic and flexible to succeed in this position. The program assistant must be organized, attune to the schedule of camp, and ready to step into a leadership role in front of camp often, and in the absence of the Program Head. This is a senior staff position by which this individual will have key responsibilities in supporting the day to day operations of Camp Discovery.

COUNSELLING AND PROGRAM TEAM

PROGRAM STAFF (1 POSITION)

The Program Staff are responsible for providing support to all Program Areas, as well as taking the lead in evening and special programming. Under the direction of the Program Head, they will design and facilitate exciting and fun evening and special programs, including, but not limited to: organizing props, costumes, skits and providing instruction before and during events. Program Staff are the ‘go-to’ staff at D-Camps and have the ability to participate in all areas of camp and must be dynamic and flexible in order to succeed in this position.

COUNSELLORS (10 POSITIONS)

Counsellors work with a partner (co-counsellor) with a primary focus of working directly with campers, providing support and supervision, and ensuring that campers are receiving a high-quality camping experience. Counsellors will support Area Instructors in all program areas and actively participate in all activities along with their campers. Counsellors can choose to take on essential roles in evening and special programs (being team leaders, helping with props, etc.) but ultimately will place a priority on the health, safety and experience of the campers under their care.

CAMP HURONDA PRE-CAMP STAFF TRAINING

TRAINING WILL BE HELD ON-SITE, AT CAMP HURONDA:

1252 South Waseosa Lake Road

Huntsville, Ontario

Training is paid; Room and meals will be provided.

**Please bring your own diabetes supplies, insulin, and testing kits.

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
Leadership Team	May 27, 2024 1:00 pm	June 29th, 2024 3:00 pm
Skills Counsellors, Trippers, Ropes Staff, Program Skills Counsellor, LDP Counsellors	June 11, 2024 1:00 pm	June 29th, 2024 3:00 pm
All Other Program Staff and Counsellors	June 24, 2023 12:00 pm	June 29th, 2023 3:00 pm
Maintenance & Support	Contract Dependent	Contract Dependent

CAMP DISCOVERY PRE-CAMP STAFF TRAINING

All new and returning employees will be required to participate in pre-camp training as well as pre-training online learning modules. This training is mandatory and failure to complete pre-camp training could result in contract modification. Pre-camp training will be held on-site at Camp Huronda, located in Huntsville, Ontario. Training length will be contract and position dependent. Details regarding dates, times, and more will be announced at a later time.

HOW TO APPLY

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

If you require a paper application, please contact **David Dellio** at david.dellio@diabetes.ca or dcamps.hiring@diabetes.ca

APPLY HERE

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

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

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. 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

The final deadline for ALL applications is **Thursday, December 14th, 11:59pm est.** 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 13-14, 2024. We are asking applicants to confirm availability as part of the application process.**

A group interview is the preferred method of interview for all candidates applying for a counsellor or skills counsellor position (including Canoe Trippers and LDP instructors). 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. Please note that group interviews are about a 3-hour time commitment.

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 leadership positions (senior staff team) and will be scheduled in on a rolling basis based on application date. Interviews will be conducted by Zoom. Individual interviews will typically be 45 minutes to 1 hour in length.

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, Ontario D-Camps will only communicate directly with applicants. Guardians are encouraged to empower their young applicants to contact Ontario D-Camps directly should they have any questions or concerns.

Questions regarding the application process can be directed to:

David Dellio

David.dellio@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.