



2023 Hiring Manual





Who We Are:

Camp Misquah is an Ottawa based non-profit summer camp that provides a special residential camping experience for adults and children with special needs in a beautiful setting on Lac Bitobi near Gracefield, Quebec, about an hour north of Ottawa. With energetic staff and high staff to camper ratios, Camp Misquah has been providing amazing summer experiences for over 50 years. The Misquah Recreational Group is dedicated to providing a memorable experience to people with developmental disabilities of all ages, and to ensuring that the experience is financially accessible for all. **It truly is a place where memories are made.**

What We Offer:

Camp Misquah spans the shoreline of Lac Bitobi, and is lucky to have a large acreage with a long shoreline, large grassy fields, and lush woods. Campers experience the best of all worlds during their nightly walks, during activity time and especially during beach afternoon! All campers and staff live in cabins that have electricity and comfortable bunk beds. Each cabin houses 4-8 campers, and the shared space makes learning how to live, share and cooperate with others part of the day-to-day experience. Counsellors share the cabin spaces, ensuring constant supervision. Non-counselling staff stay in the same style cabins. Even though getting dirty is part of the fun at camp, Misquah is fully equipped with modern and wheelchair-accessible showers and laundry facilities, all thanks to recent fundraising efforts. Paths connect all cabins to the other camps buildings. There is also lots of room for fun and games - there is a sports pad for basketball, a soccer field for soccer and indoor and outdoor space for crafts and games. For chill moments, there are swing sets throughout the site. The dining hall seats 100 people comfortably and is also a great space for dance parties and other large group events!

Staff who work at camp will experience a summer like no other, working closely with fellow camp staff and making connections with the wonderful campers. Staff will receive training regarding camp procedures, delivery of camp programming, emergency response procedures, camper care, camper supervision and camper engagement. While working at camp, staff will gain hands-on experience in programming, inclusion and accommodations, personal care, behavior management, team-work, working outdoors, and so much more!

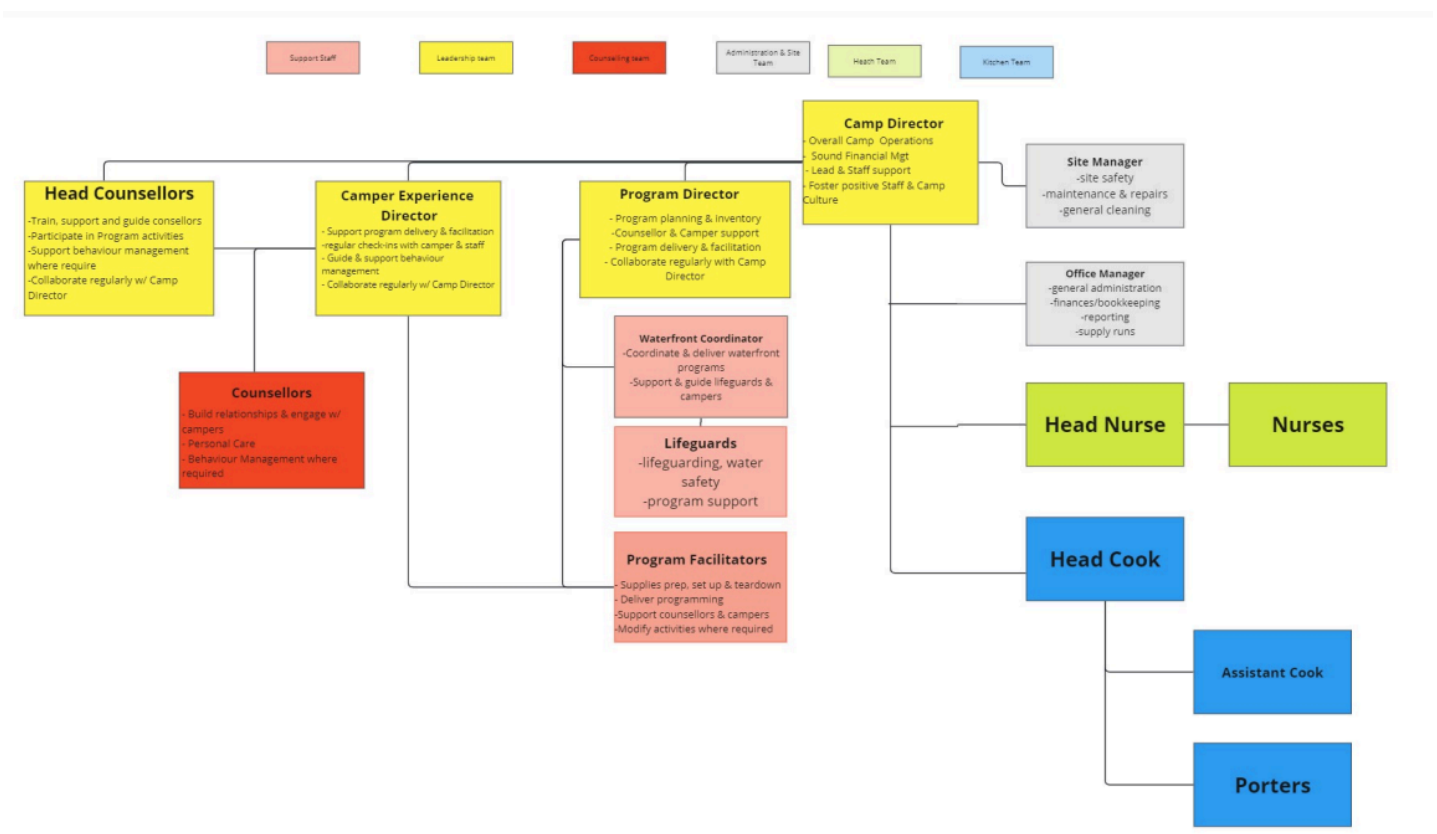
Who We are Looking For:

Camp Misquah is currently hiring for our 2022 summer sessions. We run summer programming through July and August. We are looking for passionate, energetic and engaging individuals to join our camp team! We have a wide range of opportunities that may appeal to those of various talents and passions. We offer work for leadership team members, program team members, counsellors, nurses, lifeguards and kitchen staff. If you are excited by the idea of working in an outdoor environment, creating close connections with co-workers and campers and are looking to make a difference this summer then Misquah is the place for you!

Contract Dates

Contracts start part time in early to mid June (mid may for leadership staff) for training provided on weekends in Ottawa and shift to full time, for onsite training and work from July 3rd to August 23rd. All staff must be available for training dates. Hiring priority is given to staff who can work the entire duration of the summer, however partial contracts may also be offered.

Staffing Structure:



See brief descriptions of each position on the following pages, and detailed job descriptions for all roles in the final section of this document.

Position Overviews:

Position	Brief Summary of Role
Camper Experience Director	Responsible for overseeing the general camper experience ensuring positive camper experiences, effective camper care, and providing guidance to the counselling team on how to best provide support to campers. Active member of the leadership team.
Head Counsellor	Leaders of the counselling team. Provide direct, hands-on guidance, support, feedback and evaluation to the counsellors. Active member of the leadership team.
Counsellor	Responsible for the care and well being of campers. Responsible for personal care, supervision, behavior management and engagement in programming.
Returning Counsellor	Counsellor who has worked at Camp Misquah as a counsellor before. Responsible for the care and well being of campers. Responsible for personal care, supervision, behavior management and engagement in programming. Able to provide role-modeling to new counselling staff.
Program Director	Responsible for the direction and oversight programming at camp such as daily themes, special guests and camp wide programming. Leads and co-ordinates the programming team (Program & Waterfront co-ordinators, program facilitators, and Lifeguards) to ensure comprehensive and quality programming for all campers. Active member of the leadership team.
Program Facilitator	Leading and facilitating programming activities such as arts and crafts, music, sports and games to engage campers as assigned by Program Director & Program Coordinator.
Waterfront Coordinator	Overseeing the safe operation of the waterfront and leading the lifeguarding team in waterfront supervision and programming. Support the facilitation of non-waterfront programming when the waterfront is closed. Active member of the leadership team.
Lifeguard	Lifeguard the waterfront and facilitate waterfront programming such as swimming, boating, and beach games. Support the facilitation of non-waterfront programming when the waterfront is closed.
Head Nurse	Leads the nursing team in ensuring safe and effective medical care to staff and campers. Provides daily medical support such as medical administration and minor first aid to staff and campers throughout the summer. Promotes and encourages personal and outdoor health in the camp environment. Provide guidance and feedback to the nursing team. Active member of the leadership team
Nurse	Provides daily medical support such as medical administration and minor first aid to staff and campers throughout the summer. Promotes and encourages

	personal and outdoor health in the camp environment. Active member of the leadership team
Head Cook	Oversees the safe and effective operation of the camp kitchen. Plans a food menu for the summer and completes food orders. Accommodate for a variety of allergies and dietary restrictions. Coordinates the kitchen team to prepare 3 meals a day for 100 people. Provides guidance and feedback to kitchen staff. Active member of the leadership team.
Assistant Cook	Support the head cook in planning and preparation of camp meals. Contributes to the safe and effective operation of the camp kitchen.
Porter	Complete basic meal prep tasks and washing kitchen and meal dishes. Contributes to the safe and effective operation of the camp kitchen.
Site Manager	Oversees and attends to the general safety and maintenance of the site. Performing regular cleaning of washrooms, emptying of garbage, basic repairs and other maintenance tasks. Active Member of the Leadership Team
Office Manager	Oversees and attends to the administrative tasks of camp such as financial tracking and staff payroll management. Drives the camp vehicle.

Salary Information:

All positions have a set salary range. Individual salaries are awarded within that range based on qualifications, skills and experience. Salary range for each position can be found in the job descriptions.

Salaries listed include training days and a full summer contract - staff looking to work partial contracts would have an adjusted salary.

How To Apply:

1. Thoroughly read and consider the following job descriptions for any positions you are interested in.
2. Visit our application site and select the appropriate category of application for the position(s) you are interested in. You may apply for more than 1 position if there are multiple that interest you.
Application site link: <https://campmisquah.campbrainstaff.com/>
3. When filling out the application, ensure that all your information is filled out correctly - you can pause and come back to the application to gather the information if needed.
*please note applications for most leadership positions are due by February 16th, all other applications are open until April 26th
4. Submit your application and you should hear back from us regarding interviews. Interviews will be held continuously throughout the hiring period.

If you have any questions regarding applications please do not hesitate to reach out to the camp director at campdirector@campmisquah.com



Camp Counselor - 30 Positions

June 15th – August 23rd, 2024

Camp Misquah is a non-profit summer residential camp experience for adults and youth with developmental disabilities in the Ottawa region. We are a residential camp where campers and staff are on site 24/7 during their 5-day stay.

The term of employment starts **June 15th to August 25th, 2024**. You must be available for camp closing as well as mandatory training which runs on **June 15 -16/June 22-23 as well as July 3 - 7 on site and Aug 22-23**.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities. The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

Our summer staff can earn a letter of **volunteerism** for up to 200 hours!

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Personal care (bathing, toileting, feeding)
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day you and a team will be responsible for assisting 6-8 individuals with disabilities from morning wake-up to tucking in at night. You will play games, do activities such as arts and crafts, swimming, canoeing, basketball, boating, dancing, singing, and anything else that your creativity can bring to the camp experience!

This may be the most **challenging** and **rewarding** job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Qualifications

- o Minimum of 16 years of age
- o Clear Criminal Clearance and Vulnerable Sector Check
- o Available June 8th-14th, 2024 to participate in mandatory summer staff orientation some of which is on location at Camp Misquah
- o Available to work all dates as shown in "Summer Camp Employment Schedule" (Exceptions must be discussed at time of interview, emergency exemptions apply)

ASSETS:

- Experience with people with disabilities
- Providing personal care, behaviour management, or leading activities
- Sign language
- Current standard first-aid and Level C CPR (that will not expire during the work term)

Salary: \$2500-3000 commensurate with experience for the term of employment

o Accommodations are provided for the term of employment o Meals will be provided during workdays

JOB DESCRIPTION

- Abide by the Camp Philosophy that "Campers Come First".
- Work at being a strong cooperative team player in your cabin and with the entire camp staff.
- Respect and support all members of your team.
- Keep the cabin clean and tidy and ensure that campers play an active role in cabin clean up
- Help generate ENTHUSIASM and IDEAS for all camp activities and encourage all members of staff to do the same.
- Aide and/or supervise the personal care tasks of each camper (feeding, dressing, bathing, and toileting) in the cabin while encouraging and insisting that the campers do all they can for themselves.
- Spend quality time with the campers at all working times.
- Share the responsibilities for advanced planning of activities, special events, and evening programs.
- Take your turn on Dorm Duty and back up Night Duty (overnight assistance)
- Be responsible for leading and initiating camp activities throughout the day.
- Work with other staff members to complete administrative tasks on time.
- Take responsibility for the smooth operation of your cabin, including a daily cabin meeting to communicate any information and/or issues.
- Understand each camper's specific needs to ensure that each camper is provided with the best possible physical and emotional care.
- Demonstrate patience, understanding, and care towards campers and staff and to treat everyone with dignity and respect.
- Bring any unresolvable difficulties to the Head Counsellors.
- Aide in behaviour management of campers when applicable.
- Evaluate your Head Counsellors with formal and informal feedback.
- Other duties as requested by the Head Counsellors/Program Director/Camp Director.
- Report to the Head Counsellor.
- Attend meetings called by the senior staff.

For any questions, please contact director@campmisquah.com
Thank you for your interest and we can't wait to hear from you!

Applications open: January 21, 2024

Applications close: April 26, 2024 or once all positions are filled

Interviews will be held on a rolling basis as applications are received and we will work to fill all positions by or before April 21 2024.



Title: Program Facilitator (3 positions)

Location: Gracefield, Quebec

Work Term: June 15th - August 23rd 2024

Salary: \$2,700 - 2,800, room and board included

Description: Camp Misquah is looking for a creative, organized and enthusiastic Program Facilitator for our summer camp. The Program Facilitator is expected to maintain open lines of communication and work in a cooperative manner with other camp staff in fulfilling roles and duties. You will be responsible for the facilitation of all camp-wide programming with direction from the Program Director. Program includes but is not limited to: music, dance, archery, yoga, and sports. You will be an active member of the Programming Team. Reports directly to the Program Director. You will receive basic ASL, basic NVCI & consent training and will be trained on camp procedures.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Personal care (bathing, toileting, feeding)
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day you and a team will be responsible for assisting individuals with disabilities from morning wake-up to tucking in at night. You will play games, do activities such as arts and crafts, swimming, canoeing, basketball, boating, dancing, singing, and anything else that your creativity can bring to the camp experience!

This may be the most **challenging** and **rewarding** job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Qualifications:

- Must be 16 years old
- Must be able to provide a Criminal Record Check

- Standard first aid + CPR are assets

Responsibilities:

- Responsible for the safety, health, and well-being of campers especially when involved in programming
- Adhere to all Covid-19 related policies and procedures
- As an active member of the Programming Team you help run safe, accessible and fun camp-wide programs
- Engage campers in all activities, modify activities as required
- Prepare daily activities, set up and tear down
- Support counsellors as needed including cover cabins and breaks as necessary
- Attend pre-camp training (in-city and on site) and attend daily meetings while at camp
- Other duties as assigned

Skills and Knowledge:

- Proven work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Strong creativity and problem solving skills, flexible and able to adapt activities to meet specific camper needs
- Strong communication and team working skills
- Outgoing personality, high energy and enthusiasm and readiness to actively participate in camp
- Experience participating in sports and activities (such as basketball, soccer, yoga, etc.)
- Able to work in an outdoor environment for long periods of time
- Experience working with individuals with developmental disabilities or in a summer camp environment is an asset
- Ability to play an instrument is an asset
- Experience leading activities in a group setting is an asset



Title: Lifeguard (3 positions)

Location: Gracefield, Quebec

Work Term: June 15th- August 25th 2024

Salary: \$3000 - 3,220, room and board included

Description: Camp Misquah is looking for qualified, experienced and safety oriented lifeguards for our summer camp. Lifeguards are a part of our larger programming team that help facilitate all camper programming, with a primary focus on waterfront safety and programming while the waterfront is open. Lifeguards are responsible for the facilitation of the swimming and boating programs and will assist with facilitation of other programming and operations including hike and camp wide evening programs. Reports directly to the Waterfront Coordinator.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Personal care (bathing, toileting, feeding)
- o Waterfront and outdoor safety
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day you and the programming team will be responsible for engaging individuals with disabilities from morning wake-up to tucking in at night. You will supervise the waterfront area and lead waterfront programming such as swimming, beach games, canoeing, and more. When not at the waterfront you will facilitate other kinds of programming that may include playing games, doing activities such as arts and crafts, hiking, basketball, boating, dancing, singing, and anything else that your creativity can bring to the camp experience!

This may be the most **challenging** and **rewarding** job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Qualifications:

- Must be 16 years old
- Must be able to provide a Criminal Record Check

- Standard first aid + CPR
- Current NLS
- **Will receive basic ASL, basic NVCI & consent training. Will be trained on camp procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers especially when involved in programming
- Responsible for the safety, health, and well-being of campers and staff when at the waterfront
- Providing waterfront supervision & maintaining a safe waterfront environment
- Responding to aquatic incidents and emergencies
- Adhere to all Covid-19 related policies and procedures
- As an active member of the Programming Team you help run safe, accessible and fun camp-wide programs
- Engage campers in all activities, modify activities as required
- Prepare daily activities, set up and tear down
- Support counsellors as needed including cover cabins and breaks as necessary
- Attend pre-camp training (in-city and on site) and attend daily meetings while at camp
- Other duties as assigned

Skills and Knowledge:

- Proven work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Strong creativity and problem solving skills, flexible and able to adapt activities to meet specific camper needs
- Strong communication and team working skills
- Outgoing personality, high energy and enthusiasm and readiness to actively participate in camp
- Experience lifeguarding aquatic environments
- Experience participating in sports and activities (such as basketball, soccer, yoga, etc.)
- Able to work in an outdoor environment for long periods of time
- Experience working with individuals with developmental disabilities or in a summer camp environment is an asset
- Ability to play an instrument is an asset
- Experience working on a waterfront is an asset
- Experience leading activities in a group setting is an asset
- Experience boating is an asset



Title: Waterfront Coordinator

Location: Gracefield, Quebec

Work Term: June 15th - August 25th

Salary: \$4,200-4,500, including Room & Board

Camp Misquah is a non-profit summer residential camp experience for adults and youth with developmental disabilities in the Ottawa region. We are a residential camp where campers and staff are on site 24/7 during their 5-day stay.

The term of employment is from DATE to August 25th, 2024. You must be available for camp opening and closing as well as mandatory training which run on weekends in June as well as July 3 - 6 on site and Aug 22-25.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

Our summer staff can earn a letter of volunteerism for up to 200 hours!

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Personal care (bathing, toileting, feeding)
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day you will work closely with the Camp Director, Program Director and Camp Experience Director to support the smooth operation of waterfront programming - including providing staff leadership, communicating with lifeguards and counsellors, as well as perform some administration. You will participate in daily Program to ensure the lifeguards and counsellors have the resources, training and guidance to effectively and safely guide campers in a variety of waterfront activities to encourage social interaction, physical well being, skills development and most of all FUN!

At Misquah we believe in leading by example so you can expect to be working alongside lifeguards and counsellors to ensure campers are engaged in each activity and that lifeguards and counsellors have support and guidance as well as respite when needed. You will participate in Program, helping to engage campers through additional support, modification and encouragement. You will build and maintain relationships with staff and with campers to foster a rewarding camp experience!

This may be the most challenging and rewarding job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

The Waterfront Coordinator is a qualified, experienced and safety oriented Head Lifeguard for our summer camp. Maintaining open lines of communication and working in a cooperative manner with other camp staff in fulfilling roles and duties. You will be responsible for overseeing all lifeguards, and for the safe and effective facilitation and supervision of the waterfront area including all waterfront based programming (boating, swimming and outtrip). You will run all emergency waterfront procedures as they arise. Reports directly to the Program Director.

Qualifications:

- Must be 19 years old
- Must be able to provide a Criminal Record Check
- Standard First Aid + CPR + NLS
- Lifeguarding experience
- Lifesaving instructor/examiner, Standard first aid instructor/examiner, ORCA instructor, swim instructor, boating instructor qualifications are all considered assets
- **Will receive basic ASL, CPI & consent training. Will be trained on camp procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers especially when involved in waterfront programming (swim, boating and outtrip) and improving waterfront accessibility for campers
- Adhere to all health and safety protocols including Covid-19 related policies and procedures
- Assist in the evaluation and supervision of the lifeguards
- Facilitate and directly supervise the waterfront programming while the waterfront is open
- Perform daily opening and closing safety checks of all waterfront equipment and the environment
- Provide maintenance on the beach, clearing the beach of any obstructions, and ensure cleanliness of the beach and beach supplies/equipment
- Respond to waterfront emergencies and facilitate emergency responses effectively, as needed
- Be an active member of the Leadership Team and complete "Manager on Duty" jobs on a rotating schedule
- Attend pre-camp training (in-city and on site) and attend daily meetings while at camp
- Support non-waterfront programming as required
- Other duties as assigned

Skills and Knowledge:

- Strong work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Previous experience in a supervisory role (preferably in the camp setting)
- Experience working as a lifeguard in a swimming pool and/or lake setting
- Experience teaching beginner swimming and canoeing is an asset
- Experience working with individuals with developmental disabilities or in a summer camp environment is an asset
- Strong communication and teamwork abilities and ability to problem solve effectively
- High energy - candidates should be prepared for physical labor of lifting, moving and lots of walking
- Able to work in an outdoor environment for long periods of time
- Outgoing personality and willing to actively participate in camp

Tasks and Duties:

General

Abide by the Camp Philosophy that "Campers Come First".

Respect and support all members of your team.

Help generate ENTHUSIASM and IDEAS for all camp activities and encourage all members of staff to do the same.

Aide and/or supervise the personal care tasks of each camper (feeding, dressing, bathing, and toileting) in the cabin while encouraging and insisting that the campers do all they can for themselves.

Spend quality time with the campers at all working times.

Waterfront Planning & Preparation

Assessing and maintaining necessary supplies for waterfront programming and activities (remaining within provided budget and receiving approval for large purchases)

Participate in the preparation and facilitation of waterfront and non-waterfront programming activities

Leadership

Regular meeting with leadership Team and with lifeguards
Engage campers in a variety of waterfront programming activities
Participate in the hiring process of lifeguarding staff
Training and coordinating staff
Having regular check-ins and completing staff evaluations
Provide support for head counts & camper supervision

Operational

Duties such as RATT, coffee club and roving on a rotational schedule
Overseeing and ensuring safe and effective camp operations with a focus on the camper experience
Responding to urgent situations on site (ie. extreme behavioral response, emergency management, etc.)
Camp opening and closing



Title: Dishwasher/Porter - 2 positions available

Location: Gracefield, Quebec

Work Term: June 15th - August 24th

Salary: \$2,700 - 2,800, including Room & Board

Description: Camp Misquah is looking for dedicated and responsible porters for our summer camp. Porters are expected to maintain open lines of communication and work in a cooperative manner with other camp staff in fulfilling roles and duties. Responsibilities include: maintaining cleanliness of the kitchen, kitchen equipment and supplies along with the other kitchen staff. Reports directly to the Head Cook and Assistant Cook.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The kitchen is an essential part of camp, ensuring that campers and staff are fed and kept strong, healthy, and energized. By working in the camp kitchen staff will learn and apply a variety of skills and contribute to building a positive and adaptive workplace that facilitates summer camp experience to people of all abilities

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Dietary accommodation
- o Your core values
- o What you are truly capable of

How will I learn it?

As a porter you will work as a part of a team in the camp kitchen to prepare meals on all working days for all staff and campers (about 100 people total). You will work under the guidance and direction of the Head Cook to do tasks such as cutting, mixing, etc. to prepare meals and to plate and serve meals. Porters will learn camp dishwashing procedures to clean dishes and learn to operate sanitizing equipment. You will contribute to the maintenance and operation of a safe and efficient kitchen and dining area.

Qualifications:

- Must be able to provide a clear Vulnerable sector police record check
- Standard First Aid + CPR are assets
- Food Safety Certificate must be obtained
- **Will be trained on camp and kitchen procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers

- Adhere to all Covid-19 related policies and procedures
- Assist in preparing, plating and serving food
- Assist in unpacking and storing food and supplies
- Wash dishes, put dishes through sanitization machine
- Arranging and organizing dishes/cutlery in cupboard and drawers
- Achieve and maintain kitchen area and equipment cleanliness at all times
- Take out and replace garbage
- Sweep and mop dining hall floors and clean tables
- Other duties as assigned

Skills and Knowledge:

- Proven work ethic - able to consistently apply Misquah’s core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Strong creativity and problem solving skills, flexible and able to adapt activities to meet specific camper needs
- Strong communication and team working skills
- Experience working in a commercial or large scale kitchen is an asset
- Experience working in a summer camp environment is an asset
- Experience working with individuals with developmental disabilities is an asset
- Outgoing personality and willing to actively participate in camp

Job Duties

Kitchen Operations

Work with the kitchen team to assist with the meal preparation for 100 people, 3 meals a day

Assist in receiving food shipments and the safe storage of food items in the camp kitchen

Clean all food service and preparation dishes

Complete kitchen operations according to all health and safety standards

Contribute to the maintenance and cleaning of the kitchen & dining area



Title: Assistant Cook

Location: Gracefield Quebec

Work Term: June 15th to August 25th 2024

Salary: \$3,300 - 3,500, including Room & Board

Description: Camp Misquah is looking for a dedicated and responsible Assistant Cook for our summer camp. The Assistant Cook is expected to maintain open lines of communication and work in a cooperative manner with other camp staff in fulfilling roles and duties. Their key responsibilities include working in the camp kitchen and preparing meals for all campers and staff. They will need to pay special attention to health and safety, dietary restrictions, and the clean preparation of meals. Reports Directly to the Head Cook.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The kitchen is an essential part of camp, ensuring that campers and staff are fed and kept strong, healthy, and energized. By working in the camp kitchen staff will learn and apply a variety of skills and contribute to building a positive and adaptive workplace that facilitates summer camp experience to people of all abilities

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Dietary accommodation
- o Your core values
- o What you are truly capable of

How will I learn it?

As the assistant cook you will work as a part of a team in the camp kitchen to prepare meals on all working days for all staff and campers (about 100 people total). You will work under the guidance and direction of the Head Cook to prepare meals including quality alternatives for individuals with dietary restrictions such as vegan, vegetarian, gluten-free, dairy-free or food allergies. You will prepare a variety of different meals and contribute to the maintenance and operation of a safe and efficient kitchen.

Qualifications:

- Must be able to provide a clear Vulnerable sector police record check
- Standard First Aid + CPR are assets
- Food Safety Certificate must be obtained
- **Will be trained on camp procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers
- Adhere to all Covid-19 related policies and procedures
- Prepare all camp food as directed by the head cook
- Unpacking, storage of food and supplies
- Maintaining kitchen area and equipment cleanliness at all times
- Prepare food for a variety of dietary restrictions including but not limited to: vegetarian, vegan, lactose free, gluten free and potential combinations of those
- Attend pre-camp training (on-site) and attend daily meetings while at camp
- Other duties as assigned

Skills and Knowledge:

- Proven work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Strong creativity and problem solving skills, flexible and able to adapt activities to meet specific camper needs
- Strong communication and team working skills
- Experience working in a commercial or large scale kitchen is an asset
- Experience working in a summer camp environment is an asset
- Graduation or current attendee of culinary school is an asset
- Prior completion of a Food Handling certification is an asset
- Experience working with individuals with developmental disabilities is an asset
- Strong communication and teamwork abilities and ability to problem solve effectively
- Outgoing personality and willing to actively participate in camp

Job Duties**Kitchen Operations**

Work with the kitchen team to provide 3 meals a day, plus dessert, for 100 people

Assist the Head Cook in planning and preparing quality alternatives for individuals with dietary restrictions (including but not limited to vegan, vegetarian, dairy-free, gluten-free, and nut allergy)

Assist in receiving food shipments and the safe storage of food items in the camp kitchen

Complete kitchen operations according to all health and safety standards

Contribute to the maintenance and cleaning of the kitchen



Title: Head Cook

Location: Gracefield Quebec

Work Term: May 1st to August 25th 2024

Salary: \$5,600 - 6,000, including Room & Board

Description: Camp Misquah is looking for a dedicated, organized and responsible Head Cook for our summer camp. The Head Cook is expected to maintain open lines of communication and work in a cooperative manner with other camp staff in fulfilling roles and duties. Their key responsibilities include running the camp kitchen, ordering supplies and preparing meals for all of camp. They will need to pay special attention to health and safety, cleanliness and preparation of meals in accordance with camper and staff allergies & dietary needs. Reports to the Camp Director.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The kitchen is an essential part of camp, ensuring that campers and staff are fed and kept strong, healthy, and energized. By working in the camp kitchen staff will learn and apply a variety of skills and contribute to building a positive and adaptive workplace that facilitates summer camp experience to people of all abilities

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Dietary accommodation
- o Your core values
- o What you are truly capable of

How will I learn it?

As the Head Cook you will be responsible for running the camp kitchen and ensuring that meals are prepared on all working days for all staff and campers. Ahead of the start of camp sessions you will receive information about the camp schedule, dietary accommodations, and our food suppliers in order to plan and prepare successfully for the summer. During the session you will work with the kitchen team of an assistant cook and 2-3 porters to prepare all camp meals for staff and campers (about 100 people total). You will place food orders and manage kitchen supplies, plan menu and dietary accommodations, and lead the kitchen staff to prepare and serve 3 meals each day. By communicating with the director and the camp programming leaders you will coordinate meals within the daily camp schedule, and by communicating with counseling staff you will be able to ensure that all campers dietary needs are being adequately accommodated for.

Qualifications:

- Must be able to provide a clear Vulnerable sector police record check
- Standard First Aid + CPR are assets

- Food Safety Certificate must be obtained
- **Will be trained on camp procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers
- Adhere to all Covid-19 related policies and procedures
- Prepare camp menu and submit food orders
- Prepare all camp food with the help of the kitchen staff
- Supervise all kitchen staff
- Unpacking, storage of food and supplies
- Achieve and maintain kitchen area and equipment cleanliness at all times
- Prepare food for a variety of dietary restrictions including but not limited to: vegetarian, vegan, lactose free, gluten free and potential combinations of those
- Attend pre-camp training (on-site) and attend daily meetings while at camp
- Other duties as assigned

Skills and Knowledge:

- Proven work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Strong creativity and problem solving skills, flexible and able to adapt activities to meet specific camper needs
- Strong communication and team working skills
- Experience working in a commercial or large scale kitchen
- Experience working in a summer camp environment is an asset
- Graduation or current attendee of culinary school is an asset
- Prior completion of a Food Handling certification is an asset
- Experience working with individuals with developmental disabilities is an asset
- Strong communication and teamwork abilities and ability to problem solve effectively
- Outgoing personality and willing to actively participate in camp

Job Duties

Leadership

Promote and ensure overall staff and camper well-being

Support and collaborate with leadership team

Oversee and lead kitchen staff team in running a safe and efficient kitchen

Complete feedback and evaluations of kitchen staff

Kitchen Operations

Plan menu of meals for all working days on site (including on-site staff training and all camp sessions)

Work with the kitchen team to provide 3 meals a day, plus dessert, for 100 people

Plan and prepare quality alternatives for individuals with dietary restrictions (including but not limited to vegan, vegetarian, dairy-free, gluten-free, and nut allergy)

Place food orders with suppliers in appropriate amounts and on time

Coordinate with leadership team to place orders for general supplies from shared supplier

Receive food shipments and co-ordinate the safe storage of food items in the camp kitchen

Ensure the kitchen is operated according to all health and safety standards

Oversee and contribute to the maintenance and cleaning of the kitchen

Title: Site Manager

Location: Gracefield, Quebec

Compensation: \$3,500

Work Term: Spring/ Summer position (Temporary)

Description: Camp Misquah is looking for a qualified, organized and supportive Site Manager for our summer camp. The Site Manager maintains open lines of communication and works in cooperation with the leadership team in order to best support all aspects of camp. Responsible for all facility needs and working actively to preserve the summer camp environment, buildings and site supplies. Working closely with the Camp Director to ensure high quality, safe facilities are provided for everyone on site.

Qualifications:

- Previous camp experience an asset
- Energetic and physically fit
- Must be able to provide a Criminal Record Check
- Valid Driver's license

Responsibilities:

- Ongoing monitoring of the site facilities and addressing problems as arise
- Performing water quality testing over the summer months
- Assisting in camp opening and closing
- Regular reporting of site status, supplies inventory and facilities cleanliness
- Ensure facilities are maintained at Camp Misquah standards. Ensuring a safe, clean and sanitary environment.
- Basic landscaping duties including raking and trimming of branches, etc.
- Maintain trails and paths which includes raking, removing obstacles, etc.
- Maintaining waste bins and picking up litter around all of grounds
- Removal and transport of garbage and food waste to a designated bin alongside Porters
- Removal of refundable recycling (beverage bottles and cans) and transporting to a city/provincial/private facility.
- Maintenance of washroom facilities which includes sweeping and cleaning, and minor repairs as required.
- Minor Maintenance (replace signs and picnic table boards, painting, etc.).
- Assist campers and staff with basic questions and requests.
- Adhere to all covid-19 related policies and procedures, self monitor for signs and symptoms of Covid-19
- Communicate clearly with entire staff team
- Attend pre-camp training and attend daily meetings while at camp
- Other duties as assigned



Title: Office Manager

Location: Gracefield Quebec

Work Term: May 1st - August 25th

Salary: \$3,400-3,500, including Room & Board

Camp Misquah is a non-profit summer residential camp experience for adults and youth with developmental disabilities in the Ottawa region. We are a residential camp where campers and staff are on site 24/7 during their 5-day stay.

The term of employment is from May 1st to August 25th. You must be available for camp opening and closing as well as mandatory training which runs on weekends in June as well as July 3 - 6 on site and Aug 22-25.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to charitable organizations, general administration, and some booking keeping. Additionally you will be in an environment where other skills can be gleaned by observing nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day you will work closely with the Camp Director to support the smooth operation of camp - including providing regular updates & reports, book keeping, budget updates, filing and general administration.

At Misquah we believe in leading by example so you can expect to be working alongside counsellors to ensure campers are engaged in each activity and that counsellors have support and guidance as well as respite when needed. You will build and maintain relationships with staff and with campers to foster a rewarding camp experience!

This may be the most challenging and rewarding job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Description: Camp Misquah is looking for an organized, enthusiastic and responsible Office Manager to join our team. The Office Manager is responsible for the administration of all of Camp Misquah's finances including data entry, record keeping, reporting, and may be required to drive the camp van for specific errands. The Office Manager will communicate and work in a cooperative manner with all camp staff in fulfilling roles and duties. Reports directly to the Camp Director.

Qualification:

- Must be atleast 19 years old
- Must have a G-Class Driver's license
- Standard First Aid + CPR are assets
- Must be able to provide a Criminal Record Check
- **Will receive basic ASL, CPI & consent training. Will be trained on camp procedures.**

Responsibilities:

- Book keeping, filing and reporting
- Manage finances within the assigned budget
- Administration of payroll, issuing pay cheques/e-transfers
- Driving the Camp van for various reasons (e.g picking up supplies, driving staff members back to the city)
- Attend pre-camp training (in-city and on site) and attend daily meetings while at camp
- Be an active member of the Senior Staff team and complete "Manager on Duty" jobs on a rotating schedule
- Responsible for the safety, health, and well-being of campers
- Adhere to all Covid-19 related policies and procedures
- Other duties as assigned

Skills and Knowledge:

- Strong organizational skills, detail oriented
- Understanding of bookkeeping practices including spreadsheets & reporting
- Administrative experience
- Experience working with individuals with developmental disabilities and/or in a summer camp environment is an asset



Title: Camp Nurse (2 positions)

Location: Gracefield, Quebec

Work Term: June 15th - August 25th 2024

Salary: \$5,000.00 , room and board included

Description: Camp Misquah is looking for qualified, organized and supportive nurses/nursing students for our summer camp. The Camp Nurses are expected to maintain open lines of communication and work in a cooperative manner with the Camp Director in order to best support the medical needs of all campers and staff. They are responsible for the review of all necessary medical documents, basic first aid treatment of campers and staff, medication administration & management, nursing procedures as required (e.g catheter insertion, enema), and routine health check-ins as needed. Nurses report directly to the Head Nurse and the Camp Director.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Communication and care adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day as a part of the nursing team you will be responsible for overseeing the health and medical care of 55 campers with developmental disabilities. You will prepare, administer, and record daily medical care such as daily medication administration and first aid as well as perform specific procedures which may include tasks such as enemas, intermittent catheterization, G-tube feeding as needed. You will also contribute to monitoring and ensuring health and safety in an outdoor and communal living environment promoting hygiene, hydration and sun safety.

This may be the most **challenging** and **rewarding** job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Qualifications:

- Must be 20 years old by August 24, 2024
- RN, RPN, 3rd or 4th Year Nursing Student
- Standard First Aid + CPR-C or BLS
- Must be able to provide a Criminal Record Check

- **Will receive basic ASL, CPI & consent training. Will be trained on camp procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers
- Adhere to all Covid-19 related policies and procedures and enforce these among all staff & campers
- Communicate clearly with the entire staff team in order to provide appropriate medical care for all
- Medication administration and management, first-aid, nursing procedures, documentation
- Monitor for signs and symptoms of Covid-19 and implement response plans when needed
- Attend pre-camp training (in-city and on site) and attend daily meetings while at camp on a rotating schedule with the other nurses
- Consult with the Nursing/Medical on-call team when necessary
- Other duties as assigned

Skills and Knowledge:

- Proven work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Strong creativity and problem solving skills, flexible and able to adapt activities to meet specific camper needs
- Experience working with individuals with developmental disabilities or in a summer camp environment is an asset
- Strong communication and teamwork abilities and ability to problem solve effectively
- Able to work in an outdoor environment for long periods of time
- Experience working within the medical field

Job Duties

Leadership

Promote and ensure overall staff and camper well-being

Support and collaborate with leadership team

Respond to emergency situations to ensure camper and staff safety & well-being

Assist & guide staff with camper support regarding medical needs

Support counselor maintenance of cleanliness and hygiene standards for camper personal care

Medical Care

Prepare, administer and document all regular camper medication

Screen camper and staff symptoms to determine necessary care & course of action

Providing care and treatment for small ailments such as headaches, sore throat, constipation, etc.

Treat common camp injuries such as small cuts, bug bites, sunburns, heat related illness, etc.

Providing care for individuals with specific medical conditions, including but not limited to diabetes and epilepsy

Completing specific medical procedures as required by certain individual care plans, including but not limited to intermittent catheterization, G-tube feeds, and changing colostomy bags

Consulting with nurse/medical on-call team when situations extend beyond scope-of-practice

Operational

Keeping detailed clinic notes of all care provided

Attending meeting with leadership staff

Active member of the Leadership team

Oversee and ensure safe and effective camp operations with a focus on camper and staff health and well-being

Provide direction, guidance and support to other staff members



Title: Head Nurse

Location: Gracefield, Quebec

Work Term: June 1st - August 25th 2024

Salary: \$5,250.00 , room and board included

Description: Camp Misquah is looking for qualified, organized and supportive nurses/nursing students for our summer camp. The Camp Nurses are expected to maintain open lines of communication and work in a cooperative manner with the Camp Director in order to best support the medical needs of all campers and staff. They are responsible for the review of all necessary medical documents, basic first aid treatment of campers and staff, medication administration & management, nursing procedures as required (e.g catheter insertion, enema), and routine health check-ins as needed. Nurses report directly to the Head Nurse and the Camp Director.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Communication and care adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day as lead in the nursing team you will be responsible for overseeing the health and medical care of 55 campers with developmental disabilities. You will coordinate the nursing team to prepare, administer, and record daily medical care such as daily medication administration and first aid as well as performing specific procedures which may include tasks such as enemas, intermittent catheterization, G-tube feeding as needed. You will also contribute to monitoring and ensuring health and safety in an outdoor and communal living environment promoting hygiene, hydration and sun safety. This may be the most **challenging** and **rewarding** job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Qualifications:

- Must be 20 years old
- RN, RPN, 3rd or 4th Year Nursing Student
- Standard First Aid + CPR-C or BLS
- Must be able to provide a Criminal Record Check

- **Will receive basic ASL, CPI & consent training. Will be trained on camp procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers
- Adhere to all Covid-19 related policies and procedures and enforce these among all staff & campers
- Communicate clearly with the entire staff team in order to provide appropriate medical care for all
- Medication administration and management, first-aid, nursing procedures, documentation
- Monitor for signs and symptoms of Covid-19 and implement response plans when needed
- Attend pre-camp training (in-city and on site) and attend daily meetings while at camp on a rotating schedule with the other nurses
- Consult with the Nursing/Medical on-call team when necessary
- Other duties as assigned

Skills and Knowledge:

- Proven work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Strong creativity and problem solving skills, flexible and able to adapt activities to meet specific camper needs
- Experience working with individuals with developmental disabilities or in a summer camp environment is an asset
- Strong communication and teamwork abilities and ability to problem solve effectively
- Able to work in an outdoor environment for long periods of time
- Experience working within the medical field

Job Duties

Leadership

Promote and ensure overall staff and camper well-being

Support and collaborate with leadership team

Respond to emergency situations to ensure camper and staff safety & well-being

Assist & guide staff with camper support regarding medical needs

Support counselor maintenance of cleanliness and hygiene standards for camper personal care

Oversee and lead nursing staff team in providing appropriate care to staff and campers

Complete feedback and evaluations of nursing team

Medical Care

Prepare, administer and document all regular camper medication

Screen camper and staff symptoms to determine necessary care & course of action

Providing care and treatment for small ailments such as headaches, sore throat, constipation, etc.

Treat common camp injuries such as small cuts, bug bites, sunburns, heat related illness, etc.

Providing care for individuals with specific medical conditions, including but not limited to diabetes and epilepsy

Completing specific medical procedures as required by certain individual care plans, including but not limited to intermittent catheterization, G-tube feeds, and changing colostomy bags

Consulting with nurse/medical on-call team when situations extend beyond scope-of-practice

Applying camp policy and medical knowledge to contribute to decisions about camper and staff fitness to be on site as relating to acquired illness or injury

Operational

Ensuring nursing tasks and administrative work are completed properly and in a timely manner

Keeping detailed clinic notes of all care provided

Attending meetings with leadership staff

Active member of the Leadership team

Oversee and ensure safe and effective camp operations with a focus on camper and staff health and well-being

Provide direction, guidance and support to other staff members



Title: Head Counsellor (2 positions)

Location: Gracefield, Quebec

Work Term: May 1st - August 24th 2024

Salary: \$4,500.00 - \$5,000 including Room & Board

Description: Camp Misquah is looking for a dedicated, energetic, responsible and enthusiastic individual to fill our Head Counsellor positions. The Head Counsellor maintains open lines of communication and works in a cooperative manner with other camp staff in fulfilling roles and duties. They are responsible for overseeing the camp counsellors and completing staff evaluations with guidance from the Camp Director and Assistant Director Leadership Team. Camp Misquah values a positive staff culture, all staff have a role in ensuring a memorable summer experience for all involved. Reports directly to the Camp Director .

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

Our summer staff can earn a letter of **volunteerism** for up to 200 hours!

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Personal care (bathing, toileting, feeding)
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

As an essential member of the leadership team you will provide training, feedback, support, guidance and performance management of 30 counsellors. You will model best practices, be ready to problem solve and operate with a calm, kind demeanor in a very dynamic environment.

Each day you will oversee a team of counsellors responsible for assisting 55 individuals with disabilities from morning wake-up to tucking in at night. You will play games, do activities such as arts and crafts, swimming, canoeing, basketball, boating, dancing, singing, and anything else that your creativity can bring to the camp experience!

This may be the most **challenging** and **rewarding** job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Qualifications:

- Must be at least 19 years old
- Must be able to provide a Criminal Record Check
- CPR certification
- Standard First Aid is an asset
- **Will receive basic ASL, CPI & consent training. Will be trained on camp procedures.**

Responsibilities:

- Responsible for the safety, health, and well-being of campers
- Adhere to all Covid-19 related policies and procedures
- Supervision of the camp counsellors (e.g verifying head counts, staff evaluations, addressing issues related to staff performance)
- Attend/facilitate pre-camp training (in-city and on site)
- Attend daily meetings while at camp
- Foster positive staff culture
- Create cabin assignments in coordination with the Leadership Team
- Review camper profiles with the assigned counsellors
- Be an active member of the Leadership team and complete "Manager on Duty" jobs on a rotating schedule
- Other duties as assigned

Skills and Knowledge:

- Strong work ethic - able to consistently apply Misquah's core values (respect, inclusiveness, safety and caring) to their day-to-day responsibilities
- Previous experience in a supervisory role (preferably in the camp setting)
- Experience working with individuals with developmental disabilities and/or in a summer camp environment is an asset
- Strong communication and teamwork abilities and ability to problem solve effectively
- Outgoing personality, high energy and enthusiasm and willing to actively participate in camp
- Able to work in an outdoor environment for long periods of time

Leadership

Promote and ensure overall positive camper experiences

Support and collaborate with leadership team

Meet with Camp Director and Program Director regularly

Assist with the hiring of the counselling staff

Respond to emergency situations to ensure camper and staff safety & well-being

Ensure campers take home a memory/award

Responsible for camp t-shirts

Staff Supervision

Assist & guide staff with camper support

Model positive interactions & behavior management

Provide role modelling and leadership to counselling staff

Perform regular check-ins and complete formal evaluations of counsellors

Verify headcounts & campers supervision

Support counsellor maintenance of cleanliness and hygiene standards

Meet with new campers & caregivers to help with a successful first intergration in the Camp Misquah environment

Making the cabin organizations for each session

Coordinate counselling teams each session

Sharing camper knowledge & support strategies with counselling staff

Operational

Participate in duties such as RATT, coffee club and roving on a rotational schedule

Active member of the Leadership team

Oversee and ensure safe and effective camp operations with a focus on camper well-being and counselling staff

Provide direction, guidance and support to other staff members

Take photos of the camp activities and campers

Plan, participate and facilitate staff training in conjunction with Leadership team



Title: Program Director

Location: Gracefield, Quebec

Work Term: March 01 - August 25th 2024

Salary: \$4,500.00 - \$5,000 including Room & Board

Camp Misquah is a non-profit summer residential camp experience for adults and youth with developmental disabilities in the Ottawa region. We are a residential camp where campers and staff are on site 24/7 during their 5-day stay.

The term of employment is from May 1st to August 25th, 2024. You must be available for camp opening and closing as well as mandatory training which run on weekends in June as well as July 3 - 6 on site and Aug 22-25.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

Our summer staff can earn a letter of volunteerism for up to 200 hours!

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Personal care (bathing, toileting, feeding)
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day you will work closely with the Camp Director and Head Counsellors to support the smooth operation of camp. Following the Program Schedule you will ensure the team has the resources to effectively and safely guide campers in a variety of activities to encourage social interaction, physical well being, skills development and most of all FUN!

At Misquah we believe in leading by example so you can expect to be working alongside counsellors to ensure campers are engaged in each activity, counsellors have support and guidance as well as respite when needed. You will play games, do activities such as arts and crafts, swimming, canoeing, basketball, boating, dancing, singing, and anything else that your creativity can bring to the camp experience!

This may be the most challenging and rewarding job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Responsibilities:

- Supports overall camp operation, alongside Camp Director and Head Counsellors
- Organization, direction and administration of Adapted (Specialized) camp programs.

- Provides, facilitates and implements internal and specialized external training for staff and volunteers.
- Ensures appropriate and adequate supplies for program
- Evaluates programs in order to support and assist staff with professional and skill development.
- Performs administrative tasks necessary to support the program.
- Advocates on behalf of camp participants.
- Trains, and supports staff in appropriate behaviour management techniques
- Ensures health and safety procedures are adhered to when assisting participants with personal hygiene, lifts, transfers and life skills.
- Maintains an inventory of all program equipment and ensures that it is kept in a state of good repair.
- Reports any damage to equipment and orders supplies.
- Interacts with staff, and participants to provide program information.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies and comply with Misquah policies and procedures.
- Provides support to ensure the programs are modified, if necessary to promote an inclusive environment.
- Ensures staff follow the principles and procedures in the set up and delivery of programs.

Qualifications:

- Must be at least 18 years of age.
- Extensive experience working with individuals with special needs/disabilities in the context of the program/camp.
- Experience directing, planning and administering recreational programs/camps and staff.
- Experience with health and safety and public health issues specific to the disability field.
- Relevant education is an asset.
- Must produce original current Standard First Aid and Cardio-Pulmonary Resuscitation certifications as recognized by the WSIB.

We thank all applicants for their submission. Only candidates who are selected for next steps will be contacted. Be sure to check your email regularly, including junk/spam mail folders, and log in to your profile to see the status of your application under Jobs Applied.

Vulnerable Sector Check: One of the requirements for working with children and vulnerable adults is applicants providing the results of a Vulnerable Sector Check (VSC) . Applicants will need to obtain a Vulnerable Sector Check from their local Police Service at their own cost. For further information on the vulnerable sector screening, please contact your local Police Service

Tasks and Duties:

General

Abide by the Camp Philosophy that “Campers Come First”.

Respect and support all members of your team.

Help generate ENTHUSIASM and IDEAS for all camp activities and encourage all members of staff to do the same.

Aide and/or supervise the personal care tasks of each camper (feeding, dressing, bathing, and toileting) in the cabin while encouraging and insisting that the campers do all they can for themselves.

Spend quality time with the campers at all working times.

Program Planning & Preparation

Review program schedule for the summer (themes, special activities, camp wide evening programming)

Appropriately allocate provided programming budget to different program areas (as approved by camp director)

Acquiring necessary supplies for camp wide programming and activities (remaining within provided budget and receiving approval for large purchases)

Coordinating with special guests

Responsible for preparation of all camp programming

Participate in the facilitation of programming activities

Leadership

Regular meeting with leadership Team (Director, Camp Experience Director & Head Counsellors)

Engage campers in a variety of camp programming activities

Participate in the hiring process of camp programming staff

Training and coordinating programming staff

Lead regular check-ins and complete staff evaluations

Operational

Administration including CampBrain, Budget & Final Report

Duties such as RATT, coffee club and roving on a rotational schedule

Ensuring safe and effective camp operations with a focus on programming

Responding to urgent situations on site (ie. extreme behavioral response, emergency management, etc.)

Camp opening and closing



Title: Camper Experience Director

Location: Gracefield, Quebec

Work Term: March 01 - August 25th 2024

Salary: \$4,500.00 - \$5,000 including Room & Board

Camp Misquah is a non-profit summer residential camp experience for adults and youth with developmental disabilities in the Ottawa region. We are a residential camp where campers and staff are on site 24/7 during their 5-day stay.

The term of employment is from May 1st to August 25th, 2024. You must be available for camp opening and closing as well as mandatory training which run on weekends in June as well as July 3 - 6 on site and Aug 22-25.

Why work here?

Camp Misquah hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp Misquah directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more areas of study.

Our summer staff can earn a letter of volunteerism for up to 200 hours!

What will I learn?

- o Self-confidence
- o Communication skills
- o Leadership
- o Interpersonal skills
- o Resilience
- o Personal care (bathing, toileting, feeding)
- o Behaviour management
- o Environment & activity adaptation
- o Your core values
- o What you are truly capable of

How will I learn that?

Each day you will work closely with the Camp Director, Program Director and Head Counsellors to support the smooth operation of camp - including providing staff leadership, communicating with care givers and parents, and some administration. You will participate in daily Program to ensure the counsellors have the resources, training and guidance to effectively and safely guide campers in a variety of activities to encourage social interaction, physical well being, skills development and most of all FUN!

At Misquah we believe in leading by example so you can expect to be working alongside counsellors to ensure campers are engaged in each activity and that counsellors have support and guidance as well as respite when needed. You will participate in Program, helping to engage campers through additional support, modification and encouragement. You will build and maintain relationships with staff and with campers to foster a rewarding camp experience!

This may be the most challenging and rewarding job that you experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Responsibilities:

- Supports overall camp operation, alongside Camp Director, Program Director and Head Counsellors
- Facilitates overall positive camper experiences, Advocates on behalf of camp participants
- Provides, facilitates and implements internal and specialized external training for staff and volunteers.
- Evaluates programs in order to support staff's professional and skill development.
- Performs administrative tasks including CampBrain updates, .
- In conjunction
- Supports appropriate behaviour management techniques.
- Ensures health and safety procedures are adhered to especially when assisting participants with personal hygiene, lifts, transfers and life skills.
- Reviews participant files and communicates information with appropriate staff.
- Orders supplies.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies and comply with Misquah policies and procedures.
- Provides support to ensure the programs are modified, if necessary to promote an inclusive environment.

Qualifications:

- Must be at least 18 years of age.
- Extensive experience working with individuals with special needs/disabilities in the context of the program/camp.
- Experience directing, planning and administering recreational programs/camps and staff.
- Experience with health and safety and public health issues specific to the disability field.
- Relevant education is an asset.
- Must produce original current Standard First Aid and Cardio-Pulmonary Resuscitation certifications as recognized by the WSIB.

We thank all applicants for their submission. Only candidates who are selected for next steps will be contacted. Be sure to check your email regularly, including junk/spam mail folders, and log in to your profile to see the status of your application under Jobs Applied.

Vulnerable Sector Check: One of the requirements for working with children and vulnerable adults is applicants providing the results of a Vulnerable Sector Check (VSC) . Applicants will need to obtain a Vulnerable Sector Check from their local Police Service at their own cost. For further information on the vulnerable sector screening, please contact your local Police Service

Tasks and Duties:

General

Abide by the Camp Philosophy that "Campers Come First".

Respect and support all members of your team.

Help generate ENTHUSIASM and IDEAS for all camp activities and encourage all members of staff to do the same.

Aide and/or supervise the personal care tasks of each camper (feeding, dressing, bathing, and toileting) in the cabin while encouraging and insisting that the campers do all they can for themselves.

Spend quality time with the campers at all working times.

Camper Experience Planning & Preparation

Acquiring necessary supplies for camp wide programming and activities (remaining within provided budget and receiving approval for large purchases)

Coordinating with special guests

Review camper registration, sharing camper profile & support strategies with counselling staff

Meeting with new campers & caregivers to help with a successful first intergration in the Camp Misquah environment

Participate in the preparation and facilitation of programming activities

Taking camper photos

Preparing Camper awards/memory souvenir

With head counsellors, coordinate cabins & counselling teams

Leadership

Regular meeting with leadership Team (Director, Program Director & Head Counsellors)

Engage campers in a variety of camp programming activities

Participate in the hiring process of camp staff

Training and coordinating staff

Having regular check-ins and completing staff evaluations

Provide support for head counts & camper supervision

Operational

Duties such as RATT, coffee club and roving on a rotational schedule

Overseeing and ensuring safe and effective camp operations with a focus on the camper experience

Responding to urgent situations on site (ie. extreme behavioral response, emergency management, etc.)

Camp opening and closing

T-Shirt inventory & Distribution