

2015



# CAMP SUMMIT

## STAFF INFORMATION PACKAGE

leadership

explore

adventure

For Information call (604) 898-3700 or visit [www.campsummit.ca](http://www.campsummit.ca)  
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# Welcome to Camp Summit



**THANK YOU** for your interest in Camp Summit. We think that working at Camp is an amazing opportunity, and we are happy that you are considering Camp Summit. If you are looking for a challenge with rewards that will last the rest of your life, if you have a passion for working with children and in the outdoors and if you're used to committing 100% of your energy to any tasks that you undertake, then Camp Summit might just be the place for you!



Our enthusiastic staff range in age from approximately 18 to 30 years old, which includes our Senior Staff Team, Program Instructors, Counsellors and Jr. Resource Staff. All of our staff have a strong interest in children and their Development and demonstrate this through their dedicated care of campers and students. Camp Summit runs for Three seasons Spring, Summer & Fall and is always looking for staff to commit to all three seasons, or a season of their choice. We are looking for a few new, skilled and devoted staff members to join our team. Our approach to staffing is to provide a safe and motivating environment to each staff member which provides them with the tools to make a significant and lasting contribution to the experience of each of our campers & students.



*Please take a look at the following information. It will help you decide if Camp Summit is the Camp for you. Remember, picking a Camp that meets your needs and values is very important. Working at Camp should not just be a job, it's a lifestyle choice.*

## Staffing Numbers:

Camp Summit is a smaller Camp, we are large in spirit however our total maximum capacity is 150 beds. This is important when it comes to hiring, because during each season at Camp we hire according to our numbers.

**Spring: 17**  
**Summer: 35**  
**Fall: 14**



## Staff Hiring Timeline:

Staff hiring starts, for returning staff, as early as December 1st. All new applications will be looked at **after January 5, 2014**. At Camp Summit we need to hear back from all of our returning staff before we know what positions are available for all new applicants. We try to have all positions filled by the end of February.



## What You MUST Have:

**To work at Camp Summit you must have the following:**

- A minimum of 16 hours of First Aid training and a current certificate. Certifications must remain valid through the entire contract period.
- Must be able to work in Canada. If you are an International staff you must have the appropriate Working Visa when applying to Camp Summit as we will not be able to look at any potential applicants who do not have this Visa already or a Visa that is in process.
- You need to be over the age of 18
- Police Check or Criminal Record Check done prior to your employment at camp.



# Typical Days At Camp

## CAMP SUMMIT OUTDOOR EDUCATION CENTRE (SOEC)

The Outdoor Education Centre operates during the Spring and Fall months . We see school aged children from all over Vancouver, the Lower Mainland and across Canada. This schedule is for a Monday to Friday work week with occasional weekend bookings. All staff that work SOEC are expected to live at camp for the duration of the season.

7:30am	Morning Bell
8:00am	Dinning hall set up for breakfast
8:15am	Breakfast
9:15 - 12:25pm	Morning Rotation Activities
12:30pm	Lunch, Summit Staff eat with students
1:45 - 4:30pm	Afternoon Rotation Activities
4:45 - 5:15pm	Supervised Free Time by Summit Staff and Teachers
5:30pm	Dinner
6:45 - 7:45pm	All Camp Wide Game
7:45 - 8:00pm	Evening Snack
8:00 - 8:45pm	Campfire
8:45 - 9:15pm	End of Day Meeting
9:15 - 11:00pm	Staff downtime (on-site)

*The Summit Outdoor Education Centre is a fully instructed program, meaning that the Summit staff run and facilitate the full program! It will be a 7:30am to 9:30pm work day.*

## CAMP SUMMIT SUMMER CAMP

Each session at Summit has its own identity and different programs and options are unique to each of our Camp sessions. However, the structure of the overall program is the same.

7:30am	Wake Up by our morning camp bell
7:45am	Early Morning Risers: A fun morning activity
8:15am	Breakfast: Yummy Yummy!
9:00 - 9:20am	Cabin Clean Up: Cleanest cabin wins the Golden Broom
9:30 - 12:15pm	Cabin Rotation Activities: Fun Activities with your cabin mates
12:30pm	Lunch
1:20 - 2:20pm	Rest Hour
2:30 - 3:30pm	Levels and Choice Activities: Campers choose activities that you would like to do, or work towards levels in certain activities.
3:30pm	High Tea: Afternoon Snack!
3:45 - 5:00pm	Levels & Choice
5:00 - 5:30pm	Happy Hour: Structured free time
5:30pm	Dinner
6:30 - 7:30pm	All Camp Wide Game
7:30 - 8:30pm	"Campfire we Love Campfire"
8:30pm	Younger Campers Bedtime: Sleep tight
8:30 - 9:30pm	Sr. Program: Special evening program for older campers
9:30pm	Older Cabins Bedtime: Good night!

*As you can see, days at Camp Summit are busy! Add to this schedule theme afternoons, off-site hikes, canoeing, swimming at Lynn Pond, 3 to 4 day hiking trips and much, much more!!*

# Camp Summit Positions

OUTDOOR EDUCATION CENTRE	
Owner:	Geoff Park
SOEC Director:	Emily Kalil
SOEC Assistant Director:	<i>Available 2014</i>
Associate Summer Director:	Vanessa Marcotte
Head Chef:	Marty Marquette
Assistant Cook:	Noni Marquette
Kitchen Assistant:	<i>Available 2014</i>
Site & Facility Manager:	Gary Stamper
Biking Instructor:	<i>Available 2014</i>
Ropes Director/ General Instructor	<i>Available 2014</i>
General Instructor	<i>11 positions Available 2013</i>



SUMMER CAMP	
Owner:	Geoff Park
Associate Summer Director:	Vanessa Marcotte
Associate Director:	Emily Kalil
Program Director:	<i>Available 2014</i>
Activities Director:	<i>Available 2014</i>
Head Chef:	Marty Marquette
Assistant Cook:	Noni Marquette
Kitchen Assistant:	<i>Available 2014</i>
Site & Facility Manager:	Gary Stamper
Office & Health Assistant:	<i>Available 2014</i>
Biking Instructor:	<i>Available 2014</i>
Ropes Director/ General Instructor	<i>Available 2014</i>
Arts & Crafts Director	<i>Available 2014</i>
Water Front & Day Hikes Guide	<i>Available 2014</i>
2 General Instructors	<i>Available 2014</i>
LIT Director	<i>Available 2014</i>
SLC Manager	<i>Available 2014</i>
2 SLC Directors	<i>1 male 1 female Available 2014</i>
Super Sr. Counsellors	<i>1 male 1 female Available 2014</i>
5 Girls Counsellors, 5 Boys Counsellors	<i>Available 2014</i>

# Camp Summit Job Descriptions

## Outdoor Education Centre Assistant Director:

### Desired Qualifications:

- Minimum 21 years old
- 80 hour Wilderness First Aid, NLS or OFA equivalent
- Experience in camp related Outdoor Education
- Proven ability to organize the planning and delivery of recreational and leadership programs and activities
- British Columbia Class 4 Drivers License by start date of contract (*bus license*)
- Post-secondary degree/diploma, or enrolled in, a recreation or education related field
- Experience in supervising staff

### Specific Responsibilities:

- Assisting in facilitation of the OE Camp program
- Assist with teacher and parent meetings
- Assist with group schedules
- Help plan and deliver OE staff training
- Monitor general and individual staff well-being and concerns
- Maintain teacher communication
- Be involved in program feedback
- Run camp when the director is away
- Act as a resource and provide ongoing daily support to instructors and faculty
- Assist the Director with any daily tasks



## Summer Program Director: *This is a Summer Only Position, could be paired with SOEC Assistant Director position*

### Desired Qualifications:

- Minimum 21 years old
- 80 hour Wilderness First Aid, NLS or OFA equivalent
- Experience at a residential Summer Camp or Outdoor Education Centre
- Proven ability to organize the planning and delivery of recreational and leadership programs and activities
- British Columbia Class 4 Drivers License by start date of contract (*bus license*)
- Post-secondary Degree/Diploma, or enrolled in, a recreation or education related field
- Experience in supervising staff
- Experience in scheduling and organizing activities

### Specific Responsibilities:

- Lead and supervise the team of Instructors, including the planning and delivery of staff training
- Act as a resource and provide ongoing daily support to instructors
- Work with all staff and act as a mentor to manage and monitor the state of camp equipment and facilities
- Monitor the implementation of safety procedures by staff and ensure that they are being followed by campers
- Meet daily with the management team and keep them informed of the general state of Camp
- Aid in staff recognition and appreciation
- Create the Camp schedules, booking activities, daily camper schedules, staff activity schedules and more
- Assist with driving needs for offsite activities
- Monitor general and individual staff well-being and concerns
- Communicate any issues to directors
- Responsible for the ordering of all program equipment & inventory
- Keep ongoing evaluation notes of staff they are responsible for to be shared with the Directors

## Activities Director: *This is a Summer Only Position, could be paired with SOEC Assistant Director position*

### Desired Qualifications:

- Minimum 19 years old
- 80 hour Wilderness First Aid, NLS or OFA equivalent
- Experience at a residential Summer Camp or Outdoor Education Centre
- Working towards a Post-secondary Degree/Diploma, or enrolled in, a recreation or education related field
- Experience instructing program activities at Summer Camp or Outdoor Education Centre
- Proven ability to organize the delivery of recreational and leadership programs and activities

### Specific Responsibilities:

- Work with all staff and act as a mentor to manage and monitor the state of camp equipment and facilities
- Meet daily with camp instructors to add them in daily camp activities
- Plan and deliver afternoon choice activities
- Be hands on with cabin clean up
- Act as a resource and provide ongoing daily support to instructors
- Responsible for the delivery of the camp program
- Meet daily with the management team and keep them informed of the general state of camp
- Run all evening Camp wide games & sr. program
- Monitor general and individual staff well-being and concerns
- Aid in staff recognition and appreciation

**Office & Health Director:** *This is a summer only position, could be paired with SOEC General Instructor*

**Desired Qualifications:**

- Minimum 21 years old
- 80 hour Wilderness First Aid or Nursing, medical student, NLS or OFA 3
- Administrative experience
- British Columbia Class 5 Drivers License by start date of contract
- Windows operating system efficient
- Experience working in health care
- Camp or child care experience

**Specific Responsibilities:**

- Secretary duties in the office
- Checking mail
- Running the Camp Tuck Shop (Camp store)
- Processing and depositing payments
- Dispensing daily camper medications
- Managing any first aid situations
- Keeping Health Centre stocked and clean
- Printing out daily camper emails
- Dealing with camp registrations
- Camper transportation
- Hospital runs
- Daily camper health and safety
- Parent contract around first aid situations
- The lead on all medical decisions at Camp



**Site & Facility Manager:** *This is a 6 month position*

**Desired Qualifications:**

- Minimum 21 years old
- British Columbia Class 4 Drivers License by start date of contract (*bus license*)
- Any vehicle mechanics
- Post-secondary Degree/Diploma, or enrolled in school for a related field
- Basic knowledge of carpentry, electrical & plumbing
- Grounds keeping experience

**Specific Responsibilities:**

- Daily water testing
- Maintaining water system and fixing any issues
- Camp vehicle checks
- Construction of new building or structures
- Maintain the Camp site
- Maintaining all Camp buildings
- Fixing Camp repairs & upgrades to the site and facility
- Ground care, grass, gardens, trails & pathways



**SLC Directors: 1 male, 1 female:** *This is a Spring & Summer position with Spring position as a General Instructor*

**Desired Qualifications:**

- Minimum 19 years old
- 80 hour Wilderness First Aid, NLS or OFA equivalent
- Experience as a sr. counselor at a residential Summer Camp or Outdoor Education Centre
- Ability to lead youth on a backcountry trip
- Experience packing-out food for backcountry trips
- Working towards a Post-secondary Degree/Diploma, or enrolled in, a recreation or education related field
- Experience instructing leadership program activities at Summer Camp or Outdoor Education Centre
- Proven ability to organize the delivery of recreational and leadership programs and activities
- Experience with teenage youth in leadership settings

**Specific Responsibilities:**

- Assist in the planning of the SLC schedule prior to, and during pre-camp training
- Responsible for leading all SLC leadership workshops
- Participate in camp-life, including all Camp activities, cabin electives, etc.
- Ensure all programs and activities are being delivered in accordance with Summit protocol
- Help lead both hiking and canoe backcountry trips
- Help in the delivery of SLC feedback and evaluations
- Responsible for the care, safety and supervision of SLC campers during all activities
- Assist in transportation of campers if Class 4 licensed
- Demonstrate leadership, initiative, enthusiasm, and a positive attitude in all SLC and Camp activities
- Participate actively in day-to-day camp activities and act as role model to campers continuously
- Assist other staff in duties whenever needed and help create a team that best serves the needs of campers
- Create new and exciting workshops and activities to add to the SLC program

## **General Instructor:** *This is a Spring & Summer position*

*Spring & Fall 12 to 14 positions will be available, Summer 2 positions are available*

### **Desired Qualifications:**

- Minimum 19 years old
- 80 hour Wilderness First Aid, NLS or OFA equivalent or Standard First Aid.
- Experience in camp program instructing
- .Proven ability to deliver recreational, leadership programs and activities
- British Columbia Class 4 Drivers License by start date of contract (*bus license*) or British Columbia Class 5 drivers license
- Post-secondary degree/diploma, or enrolled in, a recreation or education related field
- Has a wide variety of camping skills with the ability to teach in all different program areas

### **Specific Responsibilities:**

- You be responsible for teaching in all program areas around camp
- Helping out with cabin groups and other programs around camp
- Have a desire to learn and teach in all aspects of camp
- Assist in program planning and delivery with the Program Director and other instructors
- Assist other staff in duties whenever needed and help create a team that best serves the needs of campers
- Assist with site projects and general maintenance when needed
- Thinking of creative and new program options
- Being flexible with program schedule
- Ensure all programs and activities are being delivered in accordance with Summit protocol
- Implement the emergency procedures according to camp policy
- Participate actively in day-to-day Camp activities and act as role model to campers continuously
- Demonstrate leadership, initiative, enthusiasm and a positive attitude



## **Biking Instructor:** *This is a Spring & Summer position can also be a 6 month contract*

**Desired Qualifications:** The same as General Instructor

### **Specific Responsibilities:**

- Run all aspects of the biking program
- Experience guiding and instructing recreational off-road cycling
- Loves teaching biking to all levels of campers and students
- Capable of confidently riding the most difficult of trails any camper do
- Has some knowledge in bike tuning
- Must be organized and able to keep this program area running efficient

## **Ropes Instructor:** *This is a 6 month contract*

**Desired Qualifications:** The same as General Instructor

### **Specific Responsibilities:**

- Must have Level 2 in ropes or has other certifications that would apply
- Lead instruction and set-up of all Climbing, High Ropes and related programs
- Able to offer creating programming in the ropes area
- Ability to train staff and instruct campers on proper Summit belaying and climbing techniques
- Must have a desire to be teaching in ropes everyday and have the ability to stay fresh and excited about ropes.
- Will be responsible for Climbing Wall, High Ropes, Low Ropes and Team Initiative courses.

## **Arts & Crafts:** *This is a summer only position, can be paired with SOEC General Instructor*

**Desired Qualifications:** The same as General Instructor

### **Specific Responsibilities:**

- Running the creative area at Camp
- Creating creative programs for all campers and age groups
- Keeping good inventory of supplies
- Helping in other program areas around camp when needed.
- Keeping craft room clean and organized
- Ordering all craft supplies and keeping to a budget
- Making camp beautiful by making signs and adding special creative touches to camp



## **Waterfront & Day Hike Guide:** *This is a Summer Position, can be paired with SOEC general Instructor*

**Desired Qualifications:** The same as General Instructor

### **Specific Responsibilities:**

- Lead all day hikes that have a waterfront attached
- Set all Camp Summit's protocol on waterfront activities
- Participate actively in day-to-day Camp activities and act as role model to campers continuously
- Assist other staff in duties whenever needed and help create a team that best serves the needs of campers
- Guard all trips to Lynn Pond and Alice lake
- Train all staff that will be lifeguards
- Ensure all waterfront programs and activities are being delivered in accordance with Summit protocol
- Implement the emergency procedures according to Camp policy & waterfront activities



## **Super Senior Counsellors: 1male,1female:** *This is a summer only position, can be paired with SOEC General Instructor*

**Desired Qualifications:**

- Minimum age 19+
- Proven ability to care for and supervise teenage youth
- Current Standard First Aid/CPR
- Experience as a Summer Camp Cabin Counselor or working with youth in a recreational or educational setting

### **Specific Responsibilities:**

- Recognize and respond to the needs of campers within the group and within the broader Camp community
- Act as a role model and mentor to campers at all times
- Plan, lead and evaluate all group-based activities onsite and offsite
- Eat with campers, stress table manners, independence and communicate with your campers throughout the meal
- Ensure all programs and activities are being delivered in accordance with Summit protocol
- Exercise strict risk management skills during all onsite and off-site activities
- Set the example for campers and others including cleanliness, punctuality, sharing clean up chores, sportsmanship and co-operation
- Ensure that your campers are supervised at all times
- Accompany your campers to all activities and assist the activity instructor staff
- Provide opportunities within the group experience that allows for the success of individual campers and the group
- Plan & participate actively in all activities with your campers
- Participate in the night-watch rotation with other Instructors and Counselors
- Be aware of any health issues or general concerns expressed by the Camp Director or Section Director or parent prior to the start of Camp
- Fill out and hand in paper work on time

## **Counselors: 5 male,5 female:** *This is a summer only position, can be paired with SOEC General Instructor*

**Desired Qualifications:**

- Minimum age 18+
- Proven ability to care for and supervise youth
- Current Standard First Aid/CPR
- Experience as a Summer Camp Cabin Counselor or working with youth in a recreational or educational setting

### **Specific Responsibilities:**

- Recognize and respond to the needs of campers within the group and within the broader Camp community
- Act as a role model and mentor to campers and the Assistant Counselor at all times
- Plan, lead and evaluate all group-based activities onsite and offsite
- Eat with campers, stress table manners, independence and communicate with your campers throughout the meal
- Ensure all programs and activities are being delivered in accordance with Summit protocol
- Fill out and hand in paper work on time
- Exercise strict risk management skills during all onsite and off-site activities
- Ensure that your campers are supervised at all times
- Accompany your campers to all activities and assist the activity instructor staff
- Provide opportunities within the group experience that allows for the success of individual campers and the group
- Participate actively in all activities with your campers
- Participate in the night-watch rotation with other Instructors and Counselors
- Be aware of any health issues or general concerns expressed by the Camp Director or Section Director or parent prior to the start of Camp
- Set the example for campers and others including cleanliness, punctuality, sharing clean up chores, sportsmanship and co-operation





# CAMP SUMMIT STAFF CODE OF CONDUCT 2014

PROBLEM AREA	DESCRIPTION	CLEAR WARNING	PROB. MEASURES IN-CAMP	PROB. MEASURES OUT OF CAMP	DISMISSAL FROM CAMP	POLICE CONTACTED
<b>Alcohol</b>	Consumption or possession of alcohol on Camp property or while participating in an off-site Camp activity or being under the Influence of alcohol upon return from camp time off. Alcohol can not be consumed or kept on property at anytime.					
<b>Assault</b>	Physical assault or aggression causing bodily harm, or the serious threat or physical aggression with the intent to cause harm.					
<b>Curfew</b>	Breaking curfew means being out of assigned staff cabins after the designated curfew, or keeping awake other staff by creating unnecessary noise or hangout in staff quarters during night time without express permission from the Director.					
<b>Drugs - Illegal</b>	Use or possession of illegal drugs on Camp property or while participating in an off-site Camp activity or being under the influence of drugs upon your return to camp after time off.					
<b>Equipment Use</b>	When damage is caused through the staff person's neglect, willful abuse or disregard for the care of equipment, supplies or personal belongings.					
<b>Harassment</b>	Repeated comments or conduct that is known or ought to be known as unwelcome, including racial discrimination and slurs.					
<b>Inappropriate Language</b>	The use of language that is offensive including degrading or inappropriate language including swearing, or the use of obscene or foul language.					
<b>Marijuana</b>	Use or possession of marijuana on Camp property or while participating in off-site Camp activities, or being under the influence of marijuana upon return to Camp after time off.					
<b>Sexual Abuse</b>	Engaging in sexual activity with a camper, SLC or LIT, including but not limited to kissing, oral sex, and penetration.					
<b>Smoking</b>	Smoking is not permitted on the Camp Summit site during camp or programs. Cigarettes must be secured and kept discretely out of sight of campers or students.					
<b>Theft</b>	Taking or possessing property without the permission of the owner.					
<b>Vandalism</b>	Acts of vandalism including graffiti and the willful destruction of property.					
<b>Weapons</b>	Possession, use of, or threat of use of weapons, including but not limited to firearms or knife.					

## CLEAR WARNING

A frank and clear discussion with the Camp Director indicating that the activity is known to have occurred, is not acceptable, and must not happen again. Also, a reminder will be made of the agreement entered into by the staff member in signing the Staff Contract and Code of Conduct.

## PROBATIONARY MEASURES IN-CAMP

Consequences will be administered in Camp and will not interfere with the responsibilities of the staff member. In-Camp Probationary Measures will be decided by the Camp Director and will be appropriate to the severity and type of indiscretion, and will be agreed upon by the staff member and Camp Director.

## PROBATIONARY MEASURES OUT OF CAMP

If a staff member is not out right dismissed, he or she may still be asked to leave Camp for a break. It may be that a day off is taken early or it may be that the staff leaves camp for a session and returns later on in the season. In any case of probationary measures out of camp, staff will not receive their daily amount salary for all missed days.

## DISMISSAL FROM CAMP

In the case of repeat offences, or a serious violation, a staff member may be terminated and asked to leave camp immediately. *Staff who have to leave* earlier than stipulated in the contract will be paid only for the amount of time already spent in camp. In the case where there is an apparent immediate hazard if the staff member were to stay at camp, they may be terminated without warning.

## POLICE CONTACTED

Where the laws of British Columbia or Canada have been violated and the Camp would be held liable for not reporting it to the police, the appropriate authorities will be contacted. In the case of sexual abuse by a staff member to a camper, the police will be contacted regardless of liability.



# COMMITMENT OF STAFF TO CAMP SUMMIT & CONDITIONS OF EMPLOYMENT 2014

Please read the following points carefully before signing the Summit Staff Contract, these are the expectations that Summit has for staff during their tenure with us. These expectations and guidelines are for the benefit of all who are part of Summit: parents, campers, teachers, students and staff and they are taken very seriously.

It is left to the discretion of the Directors to determine the appropriate discipline up to and including dismissal from camp should these expectations and the Code Of Conduct not be met. This contract can be terminated immediately by the Camp Director for misconduct, breach of Camp rules or any other just cause.

## TERMS AND CONDITIONS:

Camp Summit will deduct the appropriate income tax, CPP, EI deductions from pay cheque per the information provided on the TD1's, which is required by law. All staff in advance of receiving a pay cheque must fill out TD1 forms. The salary referred to shall be paid twice a month – on the 15<sup>th</sup> and end day of the month. Deductions for days missed may be made at the discretion of the Director on a pro rata basis.

## WORK AND SERVICES REQUIRED FROM CAMP SUMMIT:

- *The first priority for all staff are those in their care: the campers, students, and fellow staff members.* Their interests, happiness and welfare come first.
- *Staff members do not leave their group unattended while out of camp.* In the event of an emergency, at least one staff stays with the group.
- *Summit Staff are role models and as such, conduct; manners and personal hygiene and cleanliness are of the utmost importance.* Staff are expected to be neat, tidy and clean, and are asked to maintain a pleasing clean-cut appearance throughout the entire contract (this includes hair - please have a trim before camp). Staff members are expected to use appropriate language and behavior at all times while responsible for on or off site activities. As well, staff are expected to keep their living quarters clean!
- While out of camp, *EITHER ON BUSINESS OR TIME-OFF*, staff must act in a responsible, mature manner so that no discredit is brought to the camp, and the name Summit.
- *Staff must seek permission* from the Director to leave camp for personal business during contract/work time.
- *Summit is pleased when staff's parents and friends come to visit*, however, it must be assumed that unless a staff member is on "time off", their duties to the camp and the campers still come first. Visitors and friends are not permitted to stay overnight unless the Director has granted permission.
- *Camp Summit is not responsible for damage or loss of personal items* (i.e., ipods, computers, camera, bike, etc.); Summit suggests that staff get personal insurance for these items.
- *Staff who have to leave* earlier than stipulated in the contract for personal, scholastic or health reasons, will be paid only for the amount of time already spent in camp (this applies to any staff dismissed due to failure to maintain these expectations). Staff must be at camp until the final day of camp unless they talk the Director before June 1st.
- Salaries are paid as per the contract. *Pay cheques will not be issued until the fully completed contract is signed and all relevant employment documents (TD1's, Police Check, Consent forms, First Aid & CPR Certs. copies of Driver's License and certifications and medical form) are given to the Summit office.* All forms are due to the office prior to the start of contract.
- Each staff member must provide his or her own *medical insurance*.
- If, in the opinion of the Director, *damage is caused through the staff person's neglect*, willful abuse or disregard for the care of equipment, supplies or personal belongings, the staff member may be held financially responsible for the repair or replacement cost thereof.
- An odd thing to add, but ultimately the most important: we at Summit hope you're committed to having *FUN AND WORKING HARD - WE WILL NOT ACCEPT MEDIOCRACY!*

# Camp Summit Staff Questions & Answers

## **Q: WHAT KIND OF LIVING ACCOMMODATIONS WILL I HAVE WHILE I WORK AT CAMP?**

**A:** Summit is located in the Upper Squamish Valley – the site is approximately 20 mins from the town of Squamish and has a remote and quiet feel to it. All staff stay in rustic cabins during their tenure – these cabins have electricity and heat. In the Spring & Fall, staff stay 3 per room in our wooden staff cabins. In the Summer, some staff (counsellors) live in the tent-cabins with the campers and instructors stay in the wooden staff cabins. Most spaces at camp are shared – staff should be aware of and respectful of each other's privacy and personal space as much as possible. It is important to be clean and be understanding with your fellow staff and roommates!

## **Q: HOW MUCH DO STAFF GET PAID AT CAMP SUMMIT?**

**A:** At Summit staff get paid a daily amount. Your contracted daily amount is based on how many years you have been working at Summit, related qualifications, position and camping experience. The base daily is \$64 dollars a day and can increase by dollar amounts for the above criteria and position.

## **Q: WHEN DO I GET TIME OFF?**

**A:** NEVER!!!! Just kidding! In the Spring and Fall it is generally a Monday to Friday work week. Spring and Fall work days are long: 7:30am to 9:30pm, but there are breaks during the day. Staff have most weekends off, however, there are some opportunities to work with weekend rental groups if desired.

The Summer has a much busier and full work schedule for staff. All staff have days off together in the Summer after each session of camp. Work days are long, but there are rest hours and breaks during the day. Remember, you are coming to work at a camp – work schedules do not revolve around the typical 'office/banking hours' and campers may need you at any hour of the day (think homesick child at 2am and you have the idea).

## **Q: I HAVE SPECIAL DIETARY NEEDS – I HATE SPINACH AND ONLY EAT CHICKEN IF IT IS CUT UP INTO NICE LITTLE PIECES FOR ME – WHAT DO I GET TO EAT AT CAMP?**

**A:** If you have special dietary needs (eg: vegetarian, vegan or allergies) you should let us know so that we can make arrangements with the kitchen. Overly picky or fussy eaters cannot be catered to and will be fed to the wolves (seriously!). Remember, you are going to be the role models for the campers, it is important to make sure that you eat well and eat enough food to maintain your energy.

## **Q: I AM GOING TRAVELLING OR I'M AN INTERNATIONAL STAFF, HOW DO YOU CONDUCT YOUR INTERVIEWS?**

**A:** Most of our staff are hired from outside the Vancouver area, so we are committed to doing either online interviews or over the phone.

## **Q: DO YOU TAKE STAFF THAT ARE LOOKING TO FILL A PLACEMENT WITH THEIR SCHOOL?**

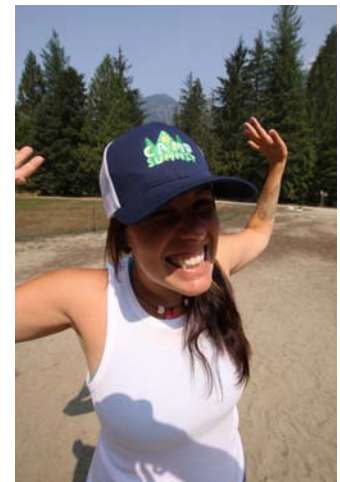
**A:** Yes! If the applicant fits the criteria that we are looking for in a staff member and if we have space.

## **Q: DOES CAMP SUMMIT TAKE VOLUNTEERS?**

**A:** We look at volunteer applicants case by case. We tend to not take volunteers since we run a three tier leadership program where we have lots of youth that are enrolled in a volunteer type program.

## **Q: WHEN ARE MOST POSITIONS FILLED BY?**

**A:** We try to complete our staff hiring by the end of February, we sometimes still have spaces after that however, jobs may be limited.



# How to Apply for a Position?

## APPLYING FOR A POSITION AT CAMP SUMMIT IS EASY!

We have created a check list to assist you in the application process

### Make sure you have checked off the following:

- I have read the full Staff Information Package and Camp Summit is a Camp that I know will fit my Camp values.
- I have read the Code of Conduct & Conditions of Employment for Camp Summit and I am able to follow the rules and regulations set out by the Camp Directors.
- Yes I'm over the age of 18, unless I'm applying for the Jr. Counselor position.
- I am Canadian or I have already obtained a Canadian working visa and I'm able to work in Canada.
- I have read all the Job Descriptions and have the qualifications needed to apply for the specific position of interest.
- Yes I am available for all the training dates and program dates in the season(s) of interest.
- I have filled out the attached New Staff Application Form.
- I have emailed Emily Kalil [emily@campsummit.ca](mailto:emily@campsummit.ca) my current résumé, cover letter and application form.
- I understand that hiring for new staff does not start till mid January 2015 and only applicants that Summit is interested in will be contacted for an interview.

Thank you for your interest in working at Camp Summit!!!