

SASKATCHEWAN COUNCIL GIRL GUIDES OF CANADA

JOB OPPORTUNITIES

Several positions are available for the 2009 season at Camp Can-ta-ka-ye, a camp run by the Saskatchewan Council of Girl Guides of Canada. Can-ta-ka-ye is located on a rise above the shores of Lake Diefenbaker, nine miles southeast of Birsay, Saskatchewan. We operate camps for Guiding and non-Guiding members from across Saskatchewan throughout the summer months. Our campers range in age from five to fourteen, with fifteen to eighteen year olds being welcomed at camp as part of our Can-ta-ka-ye Junior Leader (CJL) team. We rely on our camp staff, as well as adult volunteers, to ensure that all of our programming throughout the summer runs smoothly and that everyone enjoys their time at camp. Activities offered at camp vary depending on the program and on the expertise of our staff, but can include swimming, canoeing, campfires, hiking, archery and wide games. Applications are currently being accepted by our Saskatchewan Council and will be accepted until **all positions have been filled.**

For further information and application forms, contact:

Saskatchewan Council, Girl Guides of Canada

200 – 1530 Broadway Ave., Regina, SK S4P 1E2.

Telephone: (306) 757-4102

Toll Free: 1-877-694-0383

Fax: (306) 347-0995

E-mail: gguides@sasktel.net

Can-ta-ka-ye Website: www.girlguides.sk.ca/Camping/Cantakaye

CONDITIONS OF EMPLOYMENT:

- All staff member **MUST** obtain a Police Record Check from their local Police or RCMP detachment.
- All staff must be available for the full duration of employment as stated in job description.
(Some exceptions may be negotiated based on individual circumstances.)

GENERAL QUALIFICATIONS

- 1) Enthusiasm
- 2) Strong work ethic
- 3) Good communication skills
- 4) Dependability
- 5) Leadership
- 6) Conflict resolution skills
- 7) Outdoor and camping skills
- 8) Ability to work independently and as part of a team
- 9) Experience within Girl Guides is an asset
- 10) Previous experience in a summer camp setting is an asset

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION(S) HAVE BEEN FILLED.

Applicants can expect to be contacted regarding the status of their application within one week of receipt of their application.

CAMP DIRECTOR: Salary for the period of employment - \$6400.00 (includes room and board while at camp, as well as all holiday pay for the duration of employment)

PERIOD OF EMPLOYMENT: May 11, 2009 (or as soon as an acceptable candidate is selected) to June 11, 2009 (in provincial office, Regina), June 12 to August 23, 2009 (at camp), August 24 to 28, 2009 (in provincial office)

JOB SUMMARY: The Camp Director is expected to be on top of all aspects of the camp program and operation of the camp. She should be well-informed of what is happening throughout camp at all times. She is responsible for overseeing the staff, camper applications, summer camp programs, and the Can-ta-ka-ye Junior Leader (CJL) Program. She must have experience working with people and with conflict resolution. Managerial experience is an asset, as she is required to schedule staff days off, arrange training and work with petty cash. She is to ensure that all staff duties are completed. Active participation in daily camp activities is expected. She is responsible for evaluations, with the assistance of the Camp Operating Committee, of other camp staff. Promoting the camp and maintaining good public relations are also important parts of the job.

QUALIFICATIONS:

- 1) Must be at least 21 years of age
- 2) Proven administrative and leadership skills
- 3) Experience working with others, preferably in a leadership or supervisory role
- 4) Maturity
- 5) Ability to work well with all age groups
- 6) Knowledge and experience with a variety of camp activities
- 7) Valid driver's licence
- 8) Ability to work with minimal supervision
- 9) Familiarity with the Girl Guide Organization and philosophy is preferred. The successful applicant MUST be willing to learn and demonstrate these principles.

HEALTH SERVICES DIRECTOR: Salary for the summer – \$3800 (includes room and board, as well as all holiday pay for the duration of employment)

PERIOD OF EMPLOYMENT: June 12 to August 23, 2009, plus initial orientation and spring camp

JOB SUMMARY: The Health Services Director is responsible for the health and safety of staff and campers. Implementation of Safe Guide procedures for administering medications and tracking all medications and injuries is essential (Safe Guide training will be provided). She supervises sanitation and assists with program areas relating to First Aid. She assists other staff with their duties to ensure smooth camp operations.

QUALIFICATIONS:

- 1) Must be at least 18 years of age
- 2) Minimum Standard First Aid and CPR-C certification
- 3) Ability to function at all hours of day and night is essential
- 4) Nursing/medical experience or training is preferred
- 5) National Lifeguard Service is an asset
- 6) Maturity and leadership skills
- 7) Experience working with youth and adults
- 8) Knowledge and experience with a variety of camp activities
- 9) Familiarity with the Girl Guide Organization and philosophy is preferred. The successful applicant MUST be willing to learn and demonstrate these principles.

WATERFRONT DIRECTOR: Salary for the period of employment – \$3800 (includes room and board, as well as all holiday pay for the duration of employment)

PERIOD OF EMPLOYMENT: June 12 to August 23, 2009, plus initial orientation and spring camp

JOB SUMMARY: The Waterfront Director is responsible for the waterfront area of camp including set up and maintenance of a safe waterfront environment. She must implement Safe Guide policies for waterfront activities (Safe Guide training will be provided). She supervises all swimming and water activities. She must be prepared to provide alternate activities, during swimming times, in the event of inclement weather. She assists other staff to ensure smooth camp operations.

QUALIFICATIONS:

- 1) Must be at least 18 years of age
- 2) Current National Lifeguard Service, waterfront option preferred

- 3) Experience lifeguarding and instructing aquatic activities
- 4) Canoeing knowledge and experience is an asset
- 5) Maturity and leadership skills
- 6) Experience working with youth and adults
- 7) Ability to lead a group with minimal supervision
- 8) Commitment to delivering a multi-faceted program within an outdoor environment
- 9) Knowledge and experience with a variety of camp activities
- 10) Ability to work well with Program Leaders to implement a solid program
- 11) Familiarity with the Girl Guide Organization and philosophy is preferred. The successful applicant MUST be willing to learn and demonstrate these principles.

PROGRAM LEADER (3 Positions Available): Salary for the period of employment – \$3200 (includes room and board, as well as all holiday pay for the duration of employment)

PERIOD OF EMPLOYMENT: June 12 to August 23, 2009, plus initial orientation and spring camp

JOB SUMMARY: The Program Leader carries out prepared programs for each camp period. This includes youth supervision, preparing and facilitating activities, directing adult volunteers, and assisting other staff to ensure smooth camp operations.

- QUALIFICATIONS:**
- 1) Must be at least 18 years of age
 - 2) Maturity and leadership skills
 - 3) Experience working with youth and adults
 - 4) Ability to lead a group with minimal supervision
 - 5) Commitment to delivering a multi-faceted program within an outdoor environment
 - 6) Knowledge and experience with a variety of camp activities
 - 7) Ability to work well with other Program Leaders to implement a solid program
 - 8) Familiarity with the Girl Guide Organization and philosophy is preferred. The successful applicant MUST be willing to learn and demonstrate these principles.

FOOD SERVICES (2 Positions Available): Salary for the summer – \$3200 (includes room and board, as well as all holiday pay for the duration of employment)

PERIOD OF EMPLOYMENT: June 12 to August 23, 2009, plus initial orientation and spring camp

JOB SUMMARY: The Food Services Director personnel are responsible for all food services at camp. They order food, plan all summer meals (with assistance from the Camp Operating Committee and the Camp Director) and prepare meals with the assistance of adult volunteers. They must maintain a sanitary and efficient kitchen, following Health and Safety Guidelines. They also assist other staff to ensure smooth camp operations.

- QUALIFICATIONS:**
- 1) Must be at least 18 years of age
 - 2) Certification in Safe Food Handling
 - 3) Knowledge and experience in cooking and preparing food for large groups and children
 - 4) Knowledge and experience in food ordering and menu planning according to the Canada Food Guide
 - 5) Knowledge of sanitation procedures
 - 6) Ability to delegate tasks and to work cooperatively with others
 - 7) Knowledge and experience in outdoor cooking methods and fire building is an asset
 - 8) Knowledge and experience with a variety of camp activities is an asset
 - 9) Familiarity with the Girl Guide Organization and philosophy is preferred. The successful applicant MUST be willing to learn and demonstrate these principles.