



YMCA Camp Queen Elizabeth Employment Opportunities
Spring/Summer/Fall 2025

www.ymcaswo.ca/camps/camp-queen-elizabeth

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Applicant information and requirements

Facility and work environment

YMCA Camp Queen Elizabeth (CQE) is our heritage property, beloved by generations of families and a leader in providing quality camp experiences for youth since 1953. Located on the rocky shores of Beausoleil Island in Georgian Bay Islands National Park, CQE staff will live onsite in communal and rustic cabin accommodations for the duration of their contracts to support and facilitate CQE programs. CQE has a variety of programs including overnight summer camps, extended canoe trips, leadership programs, school groups, adult weekends, and family camps from one to 27 nights in length. CQE provides programs that have a strong emphasis on waterfront activities, canoe tripping, and environmental education.

Age requirement

Applicants must be 17 by December 31, 2025, to be eligible for employment. There are some positions with age restrictions. Any age requirements will be listed in the required qualifications list in job descriptions.

Summer pre-camp training (June 21-28, 2025)

This is a paid training that all staff members are required to participate in. This training is designed to provide an overview of camp operations and cover extended topics, and to give all employees the information they need to be successful in their roles.

Camp Counsellor Tripping Weekend (May 23-25, 2025)

This is paid training, mandatory for all staff members who will be in camp counsellor roles. During this training staff will spend all their time on a canoe trip in the Georgian Bay Area. This training is designed to ensure staff learn the skills needed to plan, prepare and deliver safe, healthy and fun trip programs to our participants.

Qualifications & Certifications

Each CQE position description includes a list of required qualifications. Employees are required to cover the full cost of the following certifications if required for their job. National Lifeguard (NL), standard first aid with CPR (SFA), G class licence, pleasure craft operator card (PCOC).

Course fee exceptions: If water system operator training or food safety training is required for your job, CQE will pay for the full course fee. If wilderness first aid, Swiftwater rescue technician, or any ORCKA paddling levels are required for your job, CQE will pay half of the program fee. If the individual returns to a role at CQE where the certification is required a second consecutive year, CQE will pay the second half of the cost of certification.

Criminal reference check policy

All Y staff 18 years or older require a Vulnerable Sector Check as a condition of employment.

Vulnerable sector criminal record checks (CRCs) can be obtained through your local police service's records department. New staff and volunteers are responsible for the cost of criminal record checks. Employees who worked for YMCA of Southwestern Ontario in 2024 and still have a valid criminal record check will not be required to obtain a new one. All employees are required to sign an annual declaration indicating there has been no change to their record, or to disclose any changes that have occurred. Please note that CRCs expire every 36 months. If an employee is rehired and the CRC is older than 36 months at the time of rehire, the employee will be required to provide new CRC. Failure to provide a CRC or providing a record check that is unacceptable to the association, will result in termination of employment without notice or payment. An **acceptable CRC is required to be on file on or before the first day of work.**

How to apply

All applicants must submit an online application for employment – [CLICK HERE TO APPLY ONLINE](#)

If you are interested in more than one position, please indicate so on your application.

To be considered for first round of hiring, online applications are due **Sunday December 1, 2024, by the end of the day**. Once the deadline for the first round of hiring has passed, those selected for an interview will be contacted via email.

The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for members, participants, employees, job applicants, suppliers and visitors. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (AODA) (2005), and its associated standards and regulations.

If you are contacted to participate in the selection process, please notify us in advance if you require any accommodations. While we thank all applicants, only those selected for an interview will be contacted.

Please note: we can only discuss the application and hiring process directly with the applicant. We encourage parents/guardians/caregivers with questions about an applicant's status and hiring process to have the applicant email the director.

Questions regarding the application process can be directed to:

Isabel Kennedy
Camp Director
Phone: (519) 453-8858 x 1100
isabel.kennedy@swo.ymca.ca

Interview information

All interviews will be conducted in person at the Wortley YMCA in London or virtually (with video) on Microsoft Teams. Applicants will receive an email to schedule the time and format of their interview.

Camp counsellor interviews will be in a in person group or individual virtual format. All applicants invited for an interview will receive more details when their interview is scheduled.

If you would like to apply to be an inclusion counsellor or morning resource head, please specify this and which morning resource at the time you submit your application.

Operations, leadership, food service, office, program, counselling support team interviews will be individual with the CQE leadership team based on mutual availability and will be contacted via email to select a time.

Positions available and wage scale

Positions Available	Weekly Wage	Number of Positions*
Camp Counsellor Team		
Counsellor	\$440-\$460	37
Counsellor- resource activity head	Additional \$10 per week	10
Inclusion counsellor	Additional \$10 per week	2
Counsellor- DEL program	Additional \$10 per week	3
Operations Team		
Operation team members	\$440-\$460	2
Camp driver	\$500-\$560	1
Water systems operator	\$560	1
Operations manager	\$595-\$645	1
Food Service Team		
Prep cook/dishwasher	\$440-\$460	2
Dietary restrictions coordinator	\$560	1
Food service coordinator	\$560	1
Food service manager	\$595-\$645	1
Counselling Support Team		
Rovers	\$500-\$560	4
Wellness rover	\$500-\$560	1
Wellness coordinator	\$560	1
Counselling manager	\$595-\$645	1
Leadership Team		
DEL trainer	\$500-\$560	3
Island LIT trainer	\$500-\$560	3
Venture LIT trainer	\$740	2
Leadership manager	\$595-\$645	1
Outtripping Team		
Cabin trip coordinator	\$560	1
Jr. Tripper	\$500-\$560	2
Sr. Tripper	\$740	3
Outtrip manager	\$595-\$645	1
Program Team		
Waterfront coordinator	\$560	1
Paddling head	\$500-\$560	1
Windsurfing/sailing head	\$500-\$560	1

YMCA Camp Queen Elizabeth
Employment Opportunities

Land activities head	\$500-\$560	1
Program manager	\$595-\$645	1
Office Team		
Office and social media administrator	\$500-\$560	1
Office manager	\$595-\$645	1
Outdoor Centre Team		
Program facilitator	\$560	6
Fall program coordinator	\$615	5
Directing Team		
Seasonal assistant director	\$800	1

*The number of positions available may change at the discretion of the Camp Director

Camp Equitable Employment Fund

YMCA Camp Queen Elizabeth is excited to be offering the YMCA Camp Equitable Employment Fund (CEEF) to our staff applicants. CEEF is a grant implemented across all YMCA overnight camps in Canada to decrease barriers to employment at camps for people traditionally marginalized and underrepresented in the camping industry. The fund is open to BIPOC (Black, Indigenous, People of Colour) Canadians aged 17 to 25 with previous experience or a demonstrated interest in working with youth. No previous camp-specific experience is required.

Successful applicants receive financial assistance to offset the personal expenses of working in the outdoor industry, including certification courses, personal gear, equipment, and travel costs.

Funding will be awarded to successful applicants who have been offered a position at a YMCA overnight camp in Canada in the order applicants are received and based upon available funding. Interested candidates are encouraged to apply for funding as soon as possible.

To apply, click here [CLICK HERE](#).

Outdoor centre positions

Spring/fall outdoor centre program facilitators

Reports to: Full time assistant director

Salary: \$560 per week

Contract dates: Spring: May 8, 2025-June 20, 2025

Fall: Friday-Sunday from August 29, 2025-September 19, 2025

About this role:

Program facilitators instruct all water and land based programs and have a good working knowledge of all activities that take place at camp. Program facilitators may lead canoe trips and are responsible for the overall group management and leadership, safety and wellbeing of participants. Program facilitators host and facilitate all conference and school groups who visit the site and provide support services for the delivery of the group's programs. Outdoor centre staff play a variety of roles during the season. In addition to the active delivery of programs, outdoor centre staff may also take part in opening/closing each resource area for the season, site maintenance and upgrades, and general preparations for the summer season in each program area.

Required qualifications:

National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

Fall Outdoor center program coordinators

Reports to: CQE directing team

Salary: \$615 per week

Contract dates: August 29, 2025-September 19, 2025

About this role:

Program co-ordinators run programs and serve as group leads for all programs that run at CQE and outtrips (canoe trips) during the fall season. They offer coaching and day-to-day supervision for program facilitators and liaise with teachers to ensure programs meet the needs of the group and daily conditions. All outdoor centre staff play a variety of roles. In addition to

delivering programs, outdoor centre staff will also take part in closing each resource area for the season.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, prior experience working in outdoor education.

Summer positions

Camp counsellor team

Counsellor

Reports to: Counselling support team

Salary: New- \$440 per week, experienced \$460 per week

Contract dates: June 21, 2025-August 22, 2025

About this position:

Counsellors work directly with campers, providing support and supervision to the cabin group they are placed with. They are responsible for supporting the mental and physical health and wellbeing of campers in their care. New counsellors are expected to develop a broad understanding of CQE and a solid foundation of skills for working at camp. Experienced counsellors are responsible for offering guidance and mentorship to new counsellors. Counsellors also give support to leaders in training (LIT). Flexibility and a willingness to take on new challenges are essential qualities for all counsellors.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

Preferred applicants: Fun, responsible, looking to focus on the needs of campers, those who have completed CQE or equivalent leadership programs and/or one year of counselling experience.

Inclusion counsellor

Reports to: Counselling Support team

Salary: Additional \$10 per week to either the new or experienced camp counsellor wage

Contract dates: June 21, 2025-August 22, 2025

About this position:

Inclusion counsellors work as part of a counselling team, directly with inclusion campers that need different levels of support and supervision. They are responsible for supporting the mental

and physical health and wellbeing of the campers in their care. They may work one-on-one with campers or provide support at certain times of the day. **Other responsibilities include:** running programs and developing techniques to ensure campers feel included and comfortable in the camp environment and developing a professional and caring relationship with camper families to ensure effective communication. This position may be alternated with a traditional counselling position. Flexibility and a willingness to take on new challenges are essential qualities for all inclusion counsellors. *Please note that in this position inclusion counsellors may not have an inclusion camper due to registration numbers and may be required to fill a camp counsellor role.*

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

Preferred applicants: Fun, responsible, looking to focus on individual needs of campers, experience working with individuals who require different levels of support, at least one year of counselling experience or equivalent.

Counsellor- Resource head

Reports to: Counselling Support team/resource area head

Salary: Additional \$10 per week to either the new or experienced camp counsellor wage

Contract dates: June 21, 2025-August 22, 2025

About this position: Resource heads are camp counsellors who are in charge of leading the same morning resource activity each day. Morning resource heads include arts and crafts, aquatics, archery, canoeing, kayaking, musical theater, music, sailing, wilderness pursuits, windsurfing. Resource head counsellors will work with the program team member who oversees their activity to ensure that morning resource activities are being run at a high quality of safety and fun. Resource head counsellors will receive additional training ahead of pre camp training week for their activity. Please indicate which morning resource you would like to apply for at the time you submit your application.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, experience working with children, leadership, skill facilitation.

Preferred applicants: Fun, responsible, looking to focus on the needs of campers who have completed CQE or equivalent leadership programs and/or one year of counselling experienc

Counsellor- DEL program

Reports to: Counselling Support team/leadership manager

Salary: Additional \$10 per week to either the experienced camp counsellor wage

Contract dates: June 21, 2025-August 22, 2025

About this position: The Counsellor- DEL program are camp counsellors who will counsel the DEL (developing excellent leaders) participants during their time onsite at CQE. The DEL program is the first year of CQEs leadership program, providing an emphasis on tripping skills and focuses on the development of the leader within a small group environment. DEL counsellors will be paired with a DEL trainer with whom they will work with for the 2-week duration the DEL group is onsite at CQE. DEL counsellors will stay live in the cabin with their participants and the DEL Trainer. DEL counsellors are responsible for the mental health and wellbeing of the DEL participants in their care and the support of the DEL program facilitation, which is planned by the DEL trainer and leadership manager. *Please note that due to the DEL groups being on a remote canoe trip for up to 2 weeks, DEL counsellors will also be filling the role of camp counsellor and will counsel camper cabins throughout the summer.*

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, has experience in a camp counsellor role.

Preferred applicants: Strong leader, relates well to 15-year-olds, able to deliver consistent and positive feedback.

Counselling support team

Rover

Reports to: Counselling manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: Rovers work as part of the counselling team with a primary focus on providing support and supervision to the campers and counsellors. As a team, the rovers and counselling manager work to set a positive tone for the camp as a whole and create a safe and inclusive space for campers and staff.

Other responsibilities include: supervising **counsellors**, providing support and coaching in dealing with day-to-day camper situations, helping with ongoing development of counselling and camper-care skills, providing counsellors with constant feedback (both formal and informal), ensuring families are well informed with regards to behavioural incidents involving their camper and helping to develop behaviour management and integration plans for campers who need help living and playing in the camp environment. Roving team members will also support outtrips when needed.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling or equivalent experience.

Preferred applicants: Extremely positive attitude, patient, extensive and varied counselling experience, able to positively coach a large staff team.

Wellness rover

Reports to: Wellness coordinator

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The wellness rover works as part of the counselling/roving team with a primary focus on camper and staff health and wellness. As a team, the wellness rover, wellness

coordinator, and counselling manager work to set a positive tone for the camp as a whole and create a safe, healthy, and inclusive space for campers and staff. The wellness rover will maintain an effective professional relationship with the volunteer doctor/nurse, providing consistency to medical care throughout the summer.

Other responsibilities include: assisting with/co-ordinating wellness checks at the start and end of each session, before and after outtrips, and after meals. Handing out daily medications, overseeing campers that need medical attention in the wellness centre, connecting with families on matters related to camper health and wellness (and documenting these calls and sharing pertinent information with the rest of the counselling team and camp management). The wellness rover will be the wellness coordinator designate when the coordinator is on time off.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

Preferred applicants: Extremely positive attitude, patient, extensive and varied counselling experience, interest in health and wellbeing.

Wellness coordinator

Reports to: counselling manager

Salary: \$560 per week

Contract dates: May 8, 2025-August 28, 2025

About this position: The wellness co-ordinator works as part of the counselling/roving team with a primary focus on camper and staff health and wellness. As a team, the wellness rover, wellness coordinator, and counselling manager work to set a positive tone for the camp as a whole and create a safe, healthy, and inclusive space for campers and staff. They, in collaboration with the outtripping manager, are responsible for purchases and inventory of first aid supplies and training staff for proper procedures involving medical supplies. The wellness coordinator will maintain an effective professional relationship with the volunteer doctor/nurse, providing consistency to medical care throughout the summer.

Other responsibilities include: assisting with/co-ordinating wellness checks at the start and end of each session, before and after outtrips, and after meals. Handing out daily medications, overseeing campers that need medical attention in the wellness centre, connecting with families on matters related to camper health and wellness (and documenting these calls and sharing pertinent information with the rest of the counselling team and camp management). As a team, all roving support counsellors (including wellness) and counselling managers work to set

a positive tone for the camp and to create a safe and inclusive space for campers and staff and ensure that campers' life needs are being adequately met. The wellness co-ordinator provides support and coaching in dealing with day-to-day wellness camper situations as they arise and provide informal and formal feedback to counsellors.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling/similar experience and applicable skills with organization and leadership.

Preferred applicants: Extremely positive attitude, patient, extensive and varied counselling experience, able to positively coach a large staff, education in a program related to health and wellbeing is considered an asset.

Counselling manager

Reports to: CQE directing team

Salary: New- \$595 per week, experienced \$645 per week

Contract dates: May 1, 2025-August 28, 2025

About this position:

The counselling manager is a key leadership role, and will be responsible for establishing a camper-focused attitude among the counselling team. The counselling manager supervise and support the roving support counsellors, including the wellness co-ordinator and fulfills administrative requirements of the counselling area. The counselling manager will directly support the inclusion program at CQE. The counselling manager will oversee supervisory and administrative responsibilities of the camper care and counsellor area at CQE to ensure that a detailed level of camper care and staff support is provided.

Other responsibilities include: providing support for day-to-day camper and staff situations as they arise, co-ordinating ongoing training for the counselling team, providing ongoing feedback to roving support counsellors and counsellors, communicating with camp management and camper families and assisting in issues regarding camper wellness (emotional and physical) and working closely with other area managers at camp to ensure smooth co-ordination of service delivery to all campers.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling experience, minimum 1 season of staff supervision experience or equivalent experience.

Preferred applicants: High level of personal responsibility, patient, strong understanding of Y mission and values, extensive supervisory, organizational, and counselling experience, G class driver's license an asset.

Leadership team

DEL trainer

Reports to: leadership manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: DEL (developing excellent leaders) trainers are responsible for co-ordinating the first year of leadership at CQE. DEL trainers work co-operatively to develop and deliver the DEL program which provides an emphasis on tripping skills and focuses on the development of the leader within a small group environment. Trainers work in pairs with a DEL counsellor during their duration onsite at CQE, and with a Senior ripper for the duration of their outtrip. DEL Trainers will stay with a group of 8-10 participants throughout the month-long program, and live in the cabin with their participants. Trip leadership skills are developed while out on a 12-day canoe trip. DEL Trainers are responsible for facilitating personal growth opportunities for participants, skill instruction, support and evaluation of participants, and planning and delivering both the DEL base camp program and canoe trip. They will work closely with the leadership manager and assistant director to help facilitate the delivery of high school credit program.

Required qualifications: 18 years old at the time of contract dates, National Lifeguard certification, Standard First Aid, CPR C, Wilderness Advanced First Aid (40 Hours), Criminal Record Check including Vulnerable Sector Check.

Preferred applicants: ORCKA Canoe Tripping Level 3 is preferred, strong leader, extensive camp outtripping experience, relates well to 15-year-olds, able to deliver consistent and positive feedback.

Island LIT Trainer

Reports to: leadership manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The Leaders-In-Training (LIT) trainers are responsible for co-ordinating the second year of the two-year CQE leadership program. The LIT trainers will deliver a fun, safe, and challenging program to approximately 10-30 participants each month. They will work with counsellors, the leadership manager and program staff to co-ordinate opportunities for leadership development, including a two-week cabin placement and two weeklong program placements. The emphasis is on camp counselling and leadership skills and focuses on the development of the leader within the cabin group. LIT trainers will also lead a four-day canoe trip for the LITs to focus on group development, problem-solving and leadership skills, and will work closely with the leadership manager and assistant director to help facilitate the delivery of high school credit program. LIT trainers will deliver creative programs, facilitate sessions on leadership skills, foster personal growth opportunities, provide feedback on performance and evaluation of LITs.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, minimum two seasons counselling experience or equivalent experience.

Preferred applicants: Independently motivated, extensive camp experience and other relevant experiences, able to relate to 16-year-olds, able to deliver consistent and positive feedback.

Venture LIT Trainer

Reports to: leadership manager

Salary: \$740 per week

Contract dates: May 1, 2025-August 28, 2025

About this position: Venture trainers are responsible for the overall preparation, delivery and summation of the Leadership 2: Venture LIT program. The Venture trainers are responsible for reviewing paddling and tripping skills that include teaching participants white water paddling skills ahead of their trip. Venture trainers will play an integral role during this time, facilitating the skill development and creating a program to prepare Ventures for the trip. In both July and August, the groups will go out on a three-to-four week wilderness canoe trip. Prior to each program's start, the Venture LIT trainers are responsible for route planning, making travel arrangements, establishing a risk management plan, repairing and purchasing equipment, packing food, and delivering white water training to participants. During the program, they are responsible for delivery of the Venture LIT program and the overall safety of the group. After the program, they will prepare a final report and make recommendations. They will work with the leadership manager to help facilitate the delivery of high school credit program.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, Wilderness First Responder, Swiftwater Rescue Technician 1, ORCKA Canoe Tripping 3 and Moving Water Level II, at least 19 years of age at the time of their contract, experience guiding canoe trips, experience paddling white water.

Preferred applicants: High level of personal responsibility, extensive camping and outtripping experience, demonstrated proficiency in camper leadership and excellent wilderness and risk management skills.

Leadership manager

Reports to: CQE directing team

Salary: New- \$595 per week, experienced \$645 per week

Contract dates: May 1, 2025-August 28, 2025

About this position: The leadership manager is a key role, responsible for the overall success of the CQE leadership programs. The leadership manager supervises and supports leadership trainers and fulfills the administrative requirements of the leadership programs. They will also be integral in delivering the high school credit programs as part of DEL, Venture LIT and Island LIT. The leadership manager will work with the outtripping manager to plan and pack DEL and Island LIT trips.

Other responsibilities include: setting course timelines with leadership trainers, ensuring course materials are available for trainers and students. Co-ordinating training for the leadership staff team; providing feedback to leadership trainers, communicating with the wellness rover/coordinator, camp management and participant families to assist in issues regarding participant wellness. In addition, the leadership manager works closely with the assistant director to help facilitate the delivery of high school credit program and other area managers at camp to ensure smooth co-ordination of service delivery to all campers.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, G Class Driver's License, Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module (or the ability to obtain), Criminal Record Check including Vulnerable Sector Check, minimum two seasons of counselling experience, minimum two seasons of leadership training and/or staff supervision experience or equivalent experience.

Preferred applicants: High level of personal responsibility, patient, strong understanding of Y mission and values, extensive supervisory, organizational, canoe-trip guiding and leadership training experience. ORCKA canoe paddling and tripping levels

Outtripping team

Jr. Trip Leader

Reports to: Cabin trip coordinator

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The jr trip leader plans, packs, and leads outtrips up to 5 days in length and supports the outtripping area of camp on site. Actively contributes to the healthy development of campers in our care through intentional trip-based programming and building positive relationships with campers. The jr trip leader will support the counselling team with trip skill development both at camp and while on cabin trips.

Required qualifications: at least 18 years of age or older at the time of contract, National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check. Minimum two seasons of counselling/similar experience and applicable skills with organization and leadership

Preferred applicants: Wilderness Advanced First Aid (40 hours minimum) and ORCKA Canoe Tripping Level 3 is considered an asset, mature, strong understanding of Y mission and values who relates well to first and second-year staff members.

Cabin Trip Coordinator

Reports to: outtrip manager

Salary: \$560 per week

Contract dates: May 8, 2025-August 28, 2025

About this position The cabin trip co-ordinator (CTC) is responsible for all the cabin trips and for supporting the development of trip leadership skills and ethics amongst the counselling team. This person plans the cabin-trip schedule, books campsites when required, co-ordinates food and equipment packing for cabin trips, ensures cabin trips are properly cleaned up, and debriefs the trip with campers upon their return. The CTC must always be aware of the whereabouts of all cabin trips, and maintain accurate records of trip plans, routes, and participants.

The CTC will be responsible for the delivery of training and feedback to counsellors regarding trip leadership and safety and proactively establishing a positive and environmentally responsible trip culture among the counselling team and campers.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, experience leading canoe trips, Wilderness Advanced First Aid (40 hours minimum), ORCKA Canoe Tripping Level 3 or equivalent experience. Minimum two seasons of counselling/similar experience and applicable skills with organization and leadership

Preferred applicants: Mature, strong understanding of Y mission and values who relates well to first and second-year staff members, G class driver's license an asset.

Sr. trip leader

Reports to: Outtrip manager

Salary: \$740 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The sr trip leader plans, packs, and leads canoe trips up to 12 days in length for the DEL program. While on trip the sr trip leader will work with the DEL trainer to support the facilitation of any high school course credit work or leadership development. The sr trip leader is ultimately responsible for the DEL participants safety and wellbeing while on trip. When onsite at CQE the SR trip leaders will assist in packing, planning, and leading cabin trip programs.

Required qualifications: at least 19 years of age at the time of contract, National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, experience leading canoe trips, Wilderness Advanced First Aid (40 hours minimum), ORCKA Canoe Tripping Level 3. Minimum two seasons of counselling/similar experience and applicable skills with organization and leadership

Preferred applicants: Mature, strong understanding of Y mission and values who relates well to first and second-year staff members.

Outtrip manager

Reports to: CQE directing team

Salary: New- \$595 per week, experienced \$645 per week

Contract dates: May 1, 2025-August 28, 2025

About this position: The outtripping (OT) manager is responsible for the overall operation of all trip programs at camp, including leadership, one week or two week outtrips and cabin trips. It is essential that this person fosters a positive outtrip culture among staff, leadership participants, and campers. They must be able to respond to on-trip incidents and program trends in a timely and effective fashion. They are responsible for implementing risk management systems for all trips. The OT Manager must always be aware of the whereabouts of all trips, and maintain accurate records of trip plans, routes, and participants.

Other responsibilities include: managing the OT budget, overseeing equipment use, repairs, and purchasing, ordering food, maintaining adequate food supplies, planning and delivering training for CQE staff, including for the counsellor skills weekend, supervising and supporting the cabin trip co-ordinator and the outtrip leaders, working with leadership trainers to ensure the safe and smooth delivery of their trips, and working with with other managers at camp to ensure effective co-ordination of service delivery to all campers.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Wilderness Advanced First Aid (40 hours), Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module (or the ability to obtain), Criminal Record Check including Vulnerable Sector Check, ORCKA Canoe Tripping Level 3 or equivalent experience.

Preferred applicants: High level of personal responsibility, exceptional organisational skills, strong understanding of Y mission and values, significant outtripping experience, G class driver's license an asset.

Program team

Paddling head

Reports to: program manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The paddling head works as part of the program team to provide leadership to counsellors in all areas of program delivery, and to plan and deliver camp wide activities and special events. The paddling head will oversee the canoeing and kayaking morning resource and cabin activities and will be responsible for facilitating ORCKA levels for the DEL participants. The paddling head will create lesson plans for both morning resources and oversee the counselling resource head in running the morning resource program. The paddling head may support cabin trips or cabin groups.

Required certifications: National Lifeguard (NL) certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, ORCKA Basic Canoe and Flatwater Kayak Instructor.

Preferred applicants: Strong skill facilitation, coaching skills, creative programming experience, at least 2 seasons of camp experience or equivalent.

Windsurfing & sailing head

Reports to: program manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The windsurfing and sailing head works as part of the program team to provide leadership to counsellors in all areas of program delivery, and to plan and deliver camp wide activities and special events. The windsurfing and sailing head will oversee the windsurfing and sailing morning resource and cabin activities and will be responsible for supporting the DEL participants in their skill levels. The windsurfing and sailing head will create lesson plans for both morning resources and oversee the counselling resource heads in running the morning resource programs. The windsurfing and sailing head may support cabin trips or cabin groups.

Required certifications: National Lifeguard (NL) certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, sailing and windsurfing experience.

Preferred applicants: Strong skill facilitation, coaching skills, creative programming experience, at least 2 seasons of camp experience or equivalent. CanSail certifications.

Land activities head

Reports to: program manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The land activities head works as part of the program team to provide leadership to counsellors in all areas of program delivery, and to plan and deliver camp wide activities and special events. The land activities head will oversee the arts and crafts, archery, musical theater, music, and wilderness pursuits morning resource and cabin activities. The land activities head will be responsible for making lesson plans for the land morning resources and supporting the counselling resource heads in the running of skill-based morning resources. The land activities head may support cabin trips or cabin groups.

Required certifications: National Lifeguard (NL) certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, experience with relevant land activities.

Preferred applicants: Strong skill facilitation, coaching skills, creative programming experience, at least 2 seasons of camp experience or equivalent.

Waterfront coordinator

Reports to: program manager

Salary: \$560 per week

Contract dates: May 8, 2025-August 28, 2025

About this position: The waterfront co-ordinator is responsible for the safety and supervision of all activities on the waterfronts at CQE. This includes the co-ordination and support of waterfront program areas, aquatics morning resource, waterfront cabin programs, campers, and

staff. This staff member works closely with counsellors instructing waterfront program areas to co-ordinate the waterfront programs within the daily, weekly and session schedules at camp. Responsibilities include: overseeing safety and emergency procedures on the waterfronts and co-ordinating and supervising lifeguards schedules and ongoing in-service lifeguard training throughout the summer.

Required qualifications: National Lifeguard (NL) certification – Pool, NL – Waterfront (preferred), Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, Pleasure Craft Operator Card, minimum of two previous seasons working in a waterfront camp environment or equivalent experience and applicable skills with organization and leadership. Needs to be 18 years of age at the time of contract.

Preferred applicants: Red Cross instructors, YMCA swim instructors, Lifesaving society instructors, Lifesaving society examiners.

Program manager

Reports to: CQE directing team

Salary: New- \$595 per week, experienced \$645 per week

Contract dates: May 1, 2025-August 28, 2025

About this position: The program manager is a key leadership role, responsible for establishing a participant-focused attitude among the program team and in all program areas at camp. The program manager monitors the safety and quality of overall program at camp in both the spring and summer seasons and implements systems to ensure that outdoor centre participants and summer campers receive a consistently incredible experience that reflects YMCA values and goals. Responsibilities include: supervising all resource areas (land and water, all cabin programs, and camp wide programs); supervising the program team, waterfront co-ordinator, program facilitators and outdoor centre program instruction staff; overseeing all program equipment on site; helping manage a budget to ensure adequate supplies are available for campers throughout the summer, organizing morning activities, all camp activities, theme days, and much more; working closely with other area managers at camp to ensure smooth co-ordination of service delivery to all outdoor centre participants and campers; overseeing all staff life events organized by the program team; and continuing to develop written program resources for staff to help them facilitate high quality programs.

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, Pleasure Craft Operator Card, SVOP

Commercial Boating License/OCA Marine Module (or the ability to obtain), minimum three seasons of camp or equivalent experience.

Preferred applicants: High level of personal responsibility, patient, creative, fun, committed to staff development through positive coaching, strong understanding of Y mission and values, extensive organizational and programming experience in both summer camp and outdoor centre settings, G class driver's license an asset.

Office team

Office and program administrator

Reports to: office manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The office and program administrator is responsible for providing support to the office and program administration at camp. This person will work with all areas of camp to ensure organization and smooth program delivery. This employee supports the office and program teams in daily tasks, paperwork, and camper and staff support. **Responsibilities include:** managing program information (including sorting campers into activities, schedules, attendance), managing communications to campers' homes (birthday cards, letters home, bunk mail) , managing CQE merchandise orders , covering the office manager's responsibilities when they are not present . This employee works closely with the program manager, office manager, directors and other staff to facilitate timely distribution of necessary information to the camp. This person must have excellent communication skills and an understanding of the information needed by each area of camp.

Required qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, extensive organization skills.

Preferred applicants: High level of personal responsibility, strong computer skills, experience with Microsoft Office products including Excel, ability to quickly learn new software, positive attitude, exceptional communication and interpersonal skills.

Office and social media administrator

Reports to: office manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The office and social media administrator is responsible for providing support to the office and administrative team at CQE as well as creating and posting consistent camp content on social media and the OneDrive file for camp parents. The office and social

media administrator will support with camper parent communications over email and phone, the camper bunk mail system, mail, and any other office tasks. This position will work closely with the other office staff and directors to ensure a seamless delivery of communications across CQE and with parents.

Required qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, extensive organization skills.

Preferred applicants: High level of personal responsibility, strong computer skills, experience with Microsoft Office products including Excel, ability to quickly learn new software, positive attitude, exceptional communication and interpersonal skills.

Office manager

Reports to: CQE directing team

Salary: New- \$595 per week, experienced \$645 per week

Contract dates: May 1, 2025-August 28, 2025

About this position: The office manager maintains the flow of information throughout camp, to and from camper families, and between CQE and the camping branch in London. This person is the face of camp and is expected to provide excellent customer service to camp families and outdoor education clients.

Responsibilities include, management of incoming and outgoing information (mail, telephone, e-mail) , camp information, registrations and camper lists (camper files, cabin rosters and bus rosters) , supplies and inventories (office, merchandise) , social media (Instagram and Facebook) , camper mail.

The office manager supervises the office and program administrator and office and social media administrator and works with directors, managers and other staff to facilitate timely distribution of necessary information to the camp. This person must understand the information needed by each area of camp and be able to use Microsoft Excel.

Required qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, extensive organization skills.

Preferred applicants: High level of personal responsibility, strong computer skills with ability to quickly learn new software, positive attitude, exceptional communication and interpersonal skills, prior experience in customer service, sound understanding of confidentiality

Operations team

Operations team member

Reports to: operations manager

Salary: New- \$460 per week, experienced \$480 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: The operations staff are responsible for ensuring that all facilities at CQE are maintained at a high level of cleanliness and are kept in good repair. Other responsibilities include: regular cleaning schedule of camp buildings and facilities, working with the operations manager to support daily operations of the camp, including food and garbage boat runs, special maintenance projects and other tasks as assigned.

Required qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check.

Preferred applicants: Positive attitude, strong work ethic, self-motivated, able to work independently and as a member of a small team.

Water systems operator

Reports to: operations manager

Salary: \$560 per week

Contract dates: May 8, 2025-August 28, 2025

About this position: The water system operator is responsible for managing the treatment of drinking water for our site. This includes managing the intake and outflow of water resources at camp, being accountable for the daily operation of the camp's water distribution systems and wastewater treatment centre and ensuring adherence to all public health and Ministry of the Environment regulations as they pertain to drinking water. This staff member will act as the on-site wastewater system liaison for certified operators from the Ontario Clean Water Agency (OCWA), as well as consulting engineers and officials from the Ministry of Energy and Environment. Other responsibilities include: monitoring, chemical dosing, sampling and analysis, and taking accurate daily water records of the drinking water system, and helping keep wastewater conditions stable when required by the OCWA, ensuring standards set for the

operation of the treatment centre are consistently met and that the treatment schedule outlined in the operating manual is being followed. In the absence of the on-site OCWA employee, the water system operator will be responsible for monitoring the wastewater plant and the overall conditions of CQE's wastewater. This person will contribute as a member of our operations team with various tasks, such as cleaning and maintenance projects when needed but will have a heavy focus on water systems.

Required qualifications: Walkerton Clean Water Agency's Small Drinking Water System Operator certification (or the ability to obtain), Standard First Aid and CPR-C, G Class Drivers License, Criminal Record Check including Vulnerable Sector Check.

Preferred applicants: Positive attitude, hard-working, flexible, looking to contribute to a vital area of camp and further personal education and experience.

Camp driver

Reports to: operations manager

Salary: New- \$500 per week, experienced-\$560 per week

Contract dates: June 21, 2025-August 28, 2025

About this position: The camp driver is responsible for the care of association vehicles and boats. Contributes to the operation of a safe, clean and functional site and transportation system overall. Actively contributes to the healthy development of children and youth in our care by meeting their life needs and creating a safe and welcoming physical environment. This employee will spend a large amount of time driving for camp and may be required to drive at night, on longer drives, and pull a trailer. This employee will be required to drive to various locations is Simco/Muskoka, Toronto, and remote locations.

Required qualifications: Standard First Aid and CPR-C, G Class Drivers License, Criminal Record Check including Vulnerable Sector Check. Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module (or the ability to obtain), strong understanding of risk management when driving commercial vehicles.

Preferred applicants: Positive attitude, strong work ethic, self-motivated, able to work independently and as a member of a small team.

Operations manager

Reports to: CQE directing team

Salary: New- \$595 per week, experienced \$645 per week

Contract dates: May 1, 2025-August 28, 2025

About this position: The operations manager is responsible for supervising all operations staff and managing all site maintenance, cleaning, projects, transportation (including food and garbage boat runs), and other tasks as assigned. Other responsibilities include: ensuring all facilities at CQE, including the drinking water system, and association cars, trailers, and boats are maintained at a high level of functioning and cleanliness; and managing expenses related to site repair and maintenance, vehicle operations and water system operation. A primary focus for this person will be to ensure compliance with Ministry of the Environment regulations, Public Health regulations, Ministry of Transportation regulations, Fire Code, Building Code, and Electrical Code. The Ops Manager is responsible for facilitating audits and implementing tools and schedules to ensure well-maintained facilities. This person also provides leadership to the staff team as a whole and works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required qualifications: G Class Drivers License, Standard First Aid, CPR C, Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module (or the ability to obtain), Walkerton Clean Water Agency's Small Drinking Water Systems Operator certification (or the ability to obtain), Criminal Record Check including Vulnerable Sector Check, three seasons of camp and/or equivalent maintenance experience.

Preferred applicants: High level of personal responsibility, positive attitude, exceptional organizational skills, strong maintenance skills (i.e., plumbing, carpentry etc.), solid understanding of Y mission and values.

Food service team

Prep cooks/dishwashers

Reports to: Food service manager

Salary: New- \$460 per week, experienced \$480 per week

Contract dates: June 21, 2025-August 22, 2025

About this position: Prep cooks work as part of the food service team. Their primary focus is on working directly with the delivery of food service to campers and staff at CQE. Other responsibilities include: food preparation, baking, food storage and ensuring a clean and sanitary kitchen.

Required qualifications: Standard First Aid, CPR C, Criminal Record Check including Vulnerable Sector Check, food safety training.

Preferred applicants: Positive attitude, strong work ethic, able to work closely in a small team setting, food safety training.

Dietary restrictions coordinator

Reports to: Food service manager

Salary: \$560 per week

Contract dates: May 8, 2025-August 28, 2025

About this position: The dietary restrictions co-ordinator works as part of the food service team, with a focus on the delivery of food service to campers and staff at CQE. This employee is responsible for planning and delivering healthy, delicious meals that meet the dietary restrictions. **Responsibilities include:** managing allergy specific and other dietary needs, such as dairy-free, vegetarian, vegan, and gluten-free options, supporting the food service and operations of camp, working with the rest of the kitchen team in food preparation and baking, food storage, and ensuring a clean and sanitary kitchen.

Required qualifications: Standard First Aid, CPR C, Food Safety Training, food allergen training, Criminal Record Check including Vulnerable Sector Check, experience working in the food industry and applicable skills with organization and leadership.

Preferred applicants: Positive attitude, strong work ethic, able to work closely in a small team setting.

Food service coordinator

Reports to: Food service manager

Salary: \$560 per week

Contract dates: May 8, 2025-August 28, 2025

About this position: The food service coordinator works as part of the food services team, with a focus on the delivery of food service to campers and staff at CQE. This person will support the food service manager in the administrative duties such as inventory and food ordering. **Other responsibilities include:** baking, food preparation, food storage, staff coaching, and kitchen cleaning. This staff member will take on the responsibilities of the food services manager during their absence, which may include food ordering, menu planning, inventory control, and supervising kitchen staff.

Required qualifications: Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Sector Check, experience in food industry and applicable skills with organization and leadership.

Preferred applicants: Positive attitude, able to work closely in a small team setting.

Food service manager

Reports to: CQE directing team

Salary: New- \$595 per week, experienced \$645 per week

Contract dates: May 1, 2025-August 28, 2025

About this position: The food service manager is responsible for the overall food service operation at camp. This employee is responsible for purchasing food supplies, kitchen supplies and equipment, and is expected to manage the budget of this area. Other responsibilities include: overseeing the preparation and serving of all meals (with consideration given to specific dietary needs) to campers and staff, ensuring kitchen and food storage areas are maintained at a consistently high level of cleanliness, delivering a healthy, varied and delicious menu, ensuring all food is prepared and handled in a safe and healthy manner that meets and exceeds public

health guidelines, supervising and supporting the assistant food service manager, dietary restrictions co-ordinator and prep cooks, establishing a fun and safe working environment in the kitchen. This person also provides leadership to the staff team as a whole and works closely with other area managers at camp to ensure smooth coordination of service delivery to all campers.

Required qualifications: Standard First Aid, CPR C, Food Safety Training, Criminal Record Check including Vulnerable Sector Check, experience working in food service and/or at camp.

Preferred applicants: High level of personal responsibility, positive attitude, exceptional organizational skills, cooking skills, and a strong understanding of Y mission and values.

Directing team

Seasonal assistant director

Reports to: CQE Director

Salary: \$800 per week

Contract dates: Part time, 10 hours a week April 1, 2025-April 29, 2025
Full time onsite April 30, 2025-September 19, 2025

About this position: The seasonal assistant director is part of the senior management team at CQE, along with the full-time camp director and full-time assistant director, and is responsible for ensuring all campers, leadership participants and their families receive high quality experiences that reflect YMCA core values and the YMCA's camping quality recommended practices. This person will split direct supervision of area managers with the camp director and full-time assistant director. Other responsibilities include: supporting some of the area managers; providing coaching and feedback to area managers; addressing unique, challenging, and/or persistent situations that arise involving campers and/or staff; facilitating excellent communication and smooth program delivery across various areas of camp; and most importantly, creating a positive, fun, enthusiastic, safe, and camper-focused attitude among the staff team. This person may also act as the on-site designate for the camp director in their absence. For a more detailed job description, please contact the camp director at isabel.kennedy@swo.ymca.ca

Required qualifications: National Lifeguard certification, Standard First Aid, CPR C, G class license, Criminal Record Check including Vulnerable Sector Check, Pleasure Craft Operator Card, SVOP Commercial Boating License/OCA Marine Module (or the ability to obtain), experience supervising staff, experience in several of the following: counselling, outtripping, leadership development, program.

Preferred applicants: Experienced leader, Wilderness advanced first aid, someone with an in-depth understanding of the mission and values of the YMCA of Southwestern Ontario and how to put them into action at CQE.