

# **Camps Canada & Ultima Camps**

## **Job Applicant Guide 2010**

Website:	<a href="http://www.campscanada.com">www.campscanada.com</a> / <a href="http://www.ultimasportscamp.com">www.ultimasportscamp.com</a>
Email:	<a href="mailto:matt@campscanada.com">matt@campscanada.com</a> / <a href="mailto:matt@ultimasportscamp.com">matt@ultimasportscamp.com</a>
Telephone:	613.270.0149
Fax:	613.963.0149

This handbook contains important staff information.  
We suggest you read it thoroughly and keep it for easy reference.

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## APPLICATION DEADLINES

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March Break Camp: Fri. Feb. 26, 2010  
Summer Camp: Fri. May 21, 2010

Apply ASAP as preference is often given to applications on a first come, first hire basis.

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## WORK TERM

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March Break Camp: Mon. Mar. 15 to Fri. Mar. 19, 2010  
Summer Camp: Tue. Jun. 29 to Fri. Aug. 13, 2010

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# Important Dates 2010

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*\*Be sure to mark these dates on your calendar. They are compulsory in order to fulfill your duties. .*

*Exact times and locations will be confirmed by email prior to each event.*

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## MARCH BREAK CAMP

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Fri. March 12, 2010 MOVING DAY  
5 to 8 pm - ALL STAFF - moving equipment to camp

Sat. March 13, 2010 STAFF TRAINING DAY  
9 am to 4 pm - location TBA

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## SUMMER CAMP

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Sat. June 12, 13 STAFF TRAINING WEEKEND  
9 am to 4 pm - location TBA

Mon. June 28 MOVING DAY  
5 to 8 pm - ALL STAFF - moving equipment to camp

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## CAMPS CANADA - CAMP LOCATIONS

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Kanata - Earl of March HS, 4 The Parkway, Kanata, Ontario, K2K 1Y4

Barrhaven - Berrigan Elementary School, 199 Berrigan Drive, Nepean, Ontario, K2J 5C6

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## ULTIMA CAMPS - CAMP LOCATIONS

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Kanata - AY Jackson Secondary School, 150 Abbeyhill Drive, Kanata, Ontario, K2L 1H7

Kanata - Roch Carrier Elementary School, 401 Stonehaven Drive, Kanata, Ontario, K2M 3B5

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## PAY

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The pay at camps is lower than what you would expect in the rest of the private sector. You should be aware that, by law, camps in Ontario are not required to adhere to minimum wage regulations because of their unique contributions to the community.

People who choose to work at camps, do so primarily because they love to work with children in a caring, fun, summer environment and not because they want to get rich. If pay is your motivating factor, then a camp might not be the best place to seek employment.

You can view pay rates for each position at camp on our websites.

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## HOURS

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All staff are expected to be at camp according to one of three pre-determined shifts:

Early: 7:30am to 4:30pm  
Middle: 8:00am to 5:00pm  
Late: 8:30am to 5:30pm

Schedules will be provided at least one week before the start of each camp week.

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## YOUR ROLE

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Your role is to work with a specific age group for the course of a week in one of the specialty camps listed below. For example, your position might be: Head Counselor (teacher) working with the Freshman Cabin Group (5 and 6 year olds) in the MultiSport Camp or Senior Counselor (17 year old + student) working with the Junior Cabin Group in the Arts and Crafts Camp.

You will be asked for your preferences on our Staff Application Form. Your preferences will be noted, but are not guaranteed.

**Don't worry if you are not the best athlete or don't have specific training in a particular activity.** We are looking for staff who are great with kids. We will provide training for specific camps. For example, Multi-Sport staff will learn how to break down sports in to teachable progressions. And, you don't have to paint masterpieces to work at our arts camps. We have partners (experts) who provide the instruction to the kids. Your job will be to support the professionals and to supervise the safety and fun of the activities to ensure that every child has the time of their life.

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## AGE GROUPINGS

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Campers are divided by age (not gender) into the following Cabin Groups:

Freshman 5, 6 year olds  
Sophomore 7, 8 year olds  
Junior 9, 10 year olds  
Senior 11, 12 year olds

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**SPECIALTY CAMP CHOICES**  
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Campers choose the type of camp they attend, on a weekly basis. They participate in their specialty camp in the morning and a public swim each afternoon.

You can read more about each of our camps in greater detail on our website.

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**AFTERNOON SWIM**  
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All of our camps swim every afternoon. You will supervise and swim with the kids each day.

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**ACTIVITIES**  
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Here is a list of camp activities. This is only a list of possible activities. It is not guaranteed that campers will do all of the following. All games are played with the appropriate sized groups and appropriate age groups.

**Multi-Sport Activities**

soccer, basketball, floor hockey, lacrosse, touch football, olympics, pinney pig, bordenball, 500 up, parachute games, 101 dodgeball games, frisbee golf, goalies galore, bump basketball, lights out, chaos, people to people, sack races, spud, tennis baseball, 4 corner soccer.

**Traditional Camp Activities & Large Group Games**

capture the flag, fireball, octopus tag, gotcha, star struck, evolution, detective, out of order, 7-Up, speed stacks, daily swimming, find someone who, spud, touchdown, simon says, gator tag, touchdown, buzz, fizz, stones, 101 tag games, quick draw, wave pool, giants, wizards, elves, soccer baseball, relay races, obstacle course, blind prize find, flinch, frogs and ants, musical hoops, sack races, amazing race.

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**THEMES**  
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A couple of times each week, we plan theme days. Past events have included: St. Patrick's Day (March Break), Crazy Hair Day, Backwards Day, Twin Day and many others. We expect our counselors to join in the fun by wearing appropriate clothing and/or costumes.

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**OVERALL DEDICATION**  
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Please consider your application very carefully. We certainly do. We want this to be a positive experience and a good fit for both you as employee and us as employer.

**Things we like to see from our staff:**

- safety is your first concern
- fun-loving, like to laugh
- dedicated to the happiness of children
- people-person, easy to talk to
- enjoy dancing, singing and generally making a fool of yourself in front of kids
- enjoy speaking with parents about their child's progress
- experienced disciplining children when you have to
- a true team player who takes the leadership role without being asked

**Things we don't like to see from our staff:**

- moody, grumpy
- not cheerful all the time
- lazy, not motivated
- critical of the program or the children
- watching the clock all the time
- concerned about your pay more than about the kids
- shyness, someone who stands back from the action
- reserved, cautious, not spontaneous and fun-loving

We only hire the most dedicated and fun-loving staff. We have extremely high expectations for our staff because we know our customers do too.

If you are a teacher or a former counselor at another camp, you should be considered one of the most dedicated performers on that staff. You volunteer to do extra work without pay, like coaching teams, helping with fund-raising or the school drama production. We will ask you about these attributes at your interview, so please come prepared to show us your record of service at your school or another camp. Our staff of teachers, counselors, and volunteers simply love to work with children. They love to plan activities, entertain large groups, and teach in a fun-first environment.

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**FORMAL EVALUATION**  
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Every employee will be subject to formal (written) evaluations by their supervisor at least 2 times per summer. Sample evaluation forms will be provided at staff training. Positive evaluations will provide the basis on which employment will continue.

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**STAFF UNIFORM**  
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All staff will be provided with at least three staff t-shirts and a baseball cap so that the dress of staff is consistent from day to day. You are also expected to wear your own navy blue athletic shorts, socks, running shoes, and to be sporting a whistle around your neck. Staff are also expected to wear appropriate clothing to allow full participation in all of our activities. (ie. A bathing suit for our daily swims, clothing for inclement weather, etc.)

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**TRAINING**  
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All staff are expected to participate in **ALL** pre-camp sessions, and other scheduled meetings as the need arises. **Check the dates to make sure you can make it to all of the scheduled events.** They are mandatory. This means that you must attend all important camp dates to be considered for a position.

A "Staff Training Manual" will be provided at staff training for your perusal and for you to keep as a handy resource.