



About Welcome Friend Association's Rainbow Camp

Welcome Friend Association's Rainbow Camp® is a camp for young people who are two-spirited, lesbian, gay, bisexual, transgender, queer questioning (2SLGBTQ+), allied youth and their siblings. WFA's Rainbow Camp® is committed to developing a camp community which honours creativity, individual choice, and social justice while having fun!

The job of working with youth at Rainbow Camp is a demanding and rewarding one. It requires a great deal of stamina, enthusiasm, interpersonal skills and patience. Staff members must be receptive to the campers and take very seriously the responsibility of nurturing these 2SLGBTQIA+ youth in a safe and interactive environment. The number one priority of Rainbow Camp staff must always be campers in their care.

The basic job description for any and all Rainbow Camp jobs is:

To do what needs to be done to ensure that the campers have the most amazing summer camp experience.

It is the policy of Rainbow Camp to hire only the highest quality staff and hold all staff to the high standards that our parents/guardians have come to expect from Rainbow Camp.

Note: This is a working document. If you have any questions or information that should be included please let us know!

Location

Rainbow Camp is located approximately 1 hour east of Sault Ste Marie, Ontario. Travel costs (up to \$500 CAD) are covered for all successful applicants.



Staff members are expected to live on site during the Rainbow Camp season. Shared accommodations are provided and may include sleeping in a cabin with campers as well as participating in an outdoor sleepout.

Rainbow Camp 2022 Dates

Staff Training Week: June 27-July 2

Training Week is **mandatory** for all staff. This week-long training program serves as the foundation to ensure that all staff are prepared **to do what needs to be done to ensure that the campers have the most amazing summer camp experience**. This training will cover topics such as basic counseling skills, risk management, team building, program facilitation, camper wellbeing and emergency procedures.

Rainbow Camp: July 3- August 12

All staff are expected to be available for the duration of Rainbow Camp. Shared accommodation and food is provided for all staff. Staff will be provided with time off each week. During time off, staff may choose to stay on site or leave camp property (at their own expense).

Rainbow Camp Adventure Week: August 14-21

A small group of staff will stay on for Adventure Week at the end of the summer. Priority for this week will be given to staff certified as lifeguards (NL) as well as those with backcountry canoe or camping experience.

Eligibility

Rainbow Camp is an equal opportunity organization and welcomes and encourages applications from people of all gender identities including people of visible minorities, Indigenous peoples and people with disabilities.

All staff must be over the age of 18 and legally eligible to work in Canada.

2022 CAMP SEASON AND COVID-19

At this time, we are planning and preparing for the 2022 camp season. While we remain optimistic that we will be able to operate Rainbow Camp, we will continue to work with our local health unit and provincial government regarding COVID restrictions and protocols. We want to recognize that there may be changes to our program structure, capacity and timelines in the upcoming months. We will do our best to keep all applicants informed with any updates if there are any confirmed changes about the 2022 camp season.

All Rainbow Camp staff, volunteers and campers are required to be fully vaccinated against COVID-19 in order to help prevent and limit the spread. As per this policy, all staff members will be required to show proof of full vaccination by **May 1, 2022**. Medical exemptions will be dealt with on a case by case basis.

Online Training (Spring, Date TBD)

Prior to the start of the summer season, employees are expected to attend a virtual training session. This is an opportunity for staff members to meet each other, go over paperwork and ask any questions you might have. We will also be using this time to go over some of our policies for the summer so that we can spend training week focussing on the fun stuff such as programming, team building and learning about our site!

Qualifications and Certifications

Below each position description is a list of required qualifications. It is the responsibility of staff to ensure that they hold all necessary certifications by the start of employment and that all certifications remain current for the duration of Rainbow Camp.

Rainbow Camp does not pay seasonal staff for time spent in courses. Rainbow Camp will, upon request, reimburse the cost of the following certifications: [NL \(Lifeguard\)](#). Requests for reimbursement **must be submitted prior to registering for the course and is not guaranteed**. Reimbursement will be received upon successful completion of your contract (August 2022).

Criminal Record Check

All Rainbow Camp staff require a Vulnerable Sector Check as a condition of employment. Vulnerable Sector Criminal Record Checks will be obtained through the staff members' local police records division. **Staff are responsible for the cost of obtaining a criminal records check.**

If you have a previous criminal records check from a previous work or volunteer experience, you do not need to provide a new one provided the record check was completed *within the last 12*

months (from the start of employment) and you will be required to sign a declaration indicating that there has been no change in your record or disclosing any changes that have occurred.

Failure to provide a criminal record check or providing a record check that is unacceptable for employment will result in immediate termination of your employment contract.

We acknowledge that police departments have a long history of targeting 2SLGBTQ+ and BIPOC spaces and individuals. Depending on your location, a police check may be acquired online and/or by mail. If you would like more information on how to acquire a police check, please contact us and we will happily work with you to ensure this is done in a safe and equitable manner.

Additional Information

Safe Space Policy: All campers, staff and volunteers are required to agree to our Safe Space Policy.

1. I will not engage in any behaviour – physical or verbal – that bullies, demeans, or marginalizes others.
2. I will be aware of the range of different identities (gender, sexual orientation, race, class, ability, spirituality) that people may identify with, and avoid making generalisations, or assumptions about people.
3. I will always seek active consent (agreement of all peoples) for physical contact (e.g., ask before giving a hug).
4. I will not hesitate to speak up if someone is feeling uncomfortable in this Safe Space, for whatever reason.

Sober and Smoke-Free Space: Rainbow Camp is a designated Sober Space. This means that there are no drugs, alcohol, cigarettes or cannabis allowed on site. This policy is non-negotiable and can lead to your dismissal from camp.

Personal Electronics and Internet Access: Phones and other personal electronics must be stored and used only during staff time off (breaks and days off). Access to the internet is available in our staff area.

Laundry: Staff have access to a laundry room to wash clothing and bedding as needed.

Administrative Items

- **Days Off:** Staff will be provided with one 24-hour period off each week. During time off, staff may choose to stay on site or leave camp property (at their own expense).
- **Time Off:** Staff are assigned two breaks per full workday.
- **Payment of Wages:** Payment of wages occurs every two weeks.

- **Evaluations:** Staff will receive weekly evaluations from a member of the Leadership Team.

Staff Discipline and Termination of Contract

Rainbow Camp will adhere to the requirements of the Employment Standards Act of Ontario in dealing with discipline and termination issues involving staff. All staff will be treated fairly and equitably in regards to expectations and policies. All complaints of staff misconduct should be reported directly to the Camp Director. All complaints of staff misconduct are treated seriously and investigated thoroughly.

All staff will agree to the Staff Policies and Emergency Procedures of Rainbow Camp. Violation of policies and procedures will result in disciplinary action up to, and including, termination of contract.

How to Apply

Applications are completed online at <https://rainbowcamp.campbrainstaff.com/>

Rainbow Camp's hiring process is extremely competitive. Please note, if you are a returning staff member, you are not guaranteed the same position for Summer 2022. We will take this into consideration during the hiring process but all applicants are required to go through the interview process each year.

There are several factors that contribute to our hiring decision:

1. Previous volunteer or work experience at Rainbow Camp and/or Rainbow Online Connection (ROC)
2. Previous volunteer or work experience
3. Experience and qualifications
4. Professionalism of your online application
5. Performance (including punctuality) during the interview

Once your application is reviewed, you will be contacted by email for an interview. There will be several rounds of hiring so that we can compose the best team for our campers.

There will be no in-person interviews, all interviews will be conducted over the phone or video conferencing. You will be contacted by email to confirm an interview date and time.

For more information or assistance filling out application feel free to contact:

Stephanie Voyer (Camp Director): svoyer@rainbowcamp.ca

Mallory Brennan (Administrator): mbrennan@rainbowcamp.ca

Callum Barnes (Program Director): cbarnes@rainbowcamp.ca

Position Descriptions

Counsellors and Counsellor/Lifeguards

Counsellors supervise and act as role models for campers. They are directly responsible for creating an amazing summer camp experience while ensuring the safety of every camper. Counsellors are expected to lead daily programming for their cabin group as well as camp-wide activities. Lifeguards supervise all swimming, boating, and waterfront activities.

Responsibilities include but are not limited to:

- Doing what needs to be done to provide our campers with an amazing camp experience.
- Responsible for the physical and emotional safety of campers at camp.
- Becoming familiar with the Policies and Procedures and following them.
- Working with other staff, completing any and all tasks assigned by the Director and other designated Leadership team members.

Expectations:

- Welcome campers as they arrive and introduce them to other campers, leaders, facilities, and regulations.
- Reporting any camper concerns to the assigned designated person i.e Director, Assistant Director, Program Director, Medic, etc.
- Use Time Management Skills to be on schedule and in the right place.
- At all times know the location of your campers or campers you are responsible for at that time.
- Creating opportunities to interact and get to know each camper.
- Plan and supervise activities as assigned by the program director (or waterfront director)
- Guide and support campers to participate in sessions, events and all camp activities.
- Completing any and all cleaning tasks assigned as well as mandatory cabin cleanliness during camp.
- Have activities planned and ready for any camp free times i.e Cabin Time
- For counsellor/lifeguard positions:
 - responsible for general supervision and safety of campers in the waterfront area during designated swim sessions, ensuring that the correct ratios of lifeguards:campers are met at all times
 - Assist in canoe instruction (as needed)
 - Be familiar with waterfront policies and procedures
 - Ensuring all waterfront equipment is in good condition and easily accessible during waterfront sessions

Required Qualifications:

- Police Check with Vulnerable Sector Screening required.

- Standard First Aid with CPR-C (preferred)
- Counsellor/Lifeguards: NL (Lifeguard) and Standard First Aid with CPR-C

Programming Staff

Program staff are responsible for overseeing and developing all daily activities under one of our three program streams: Artistic Endeavors, Education and Activism, and Active Outdoors.

Responsibilities include but are not limited to:

- Doing what needs to be done to provide our campers with an amazing camp experience.
- Responsible for the physical and emotional safety of campers at camp.
- Becoming familiar with the Policies and Procedures and following them.
- Working with other staff, completing any and all tasks assigned by the Director and other designated Leadership team members.
- Fulfilling duty designations.
- Complete a final report at the end of the summer

Expectations:

- Reporting any camper concerns to the assigned designated person i.e Director, Assistant Director, Program Director, Medic, etc.
- Use Time Management Skills to be on schedule and in the right place.
- Supervise activities as assigned.
- Guide and support campers to participate in sessions, events and all camp activities.
- Creation and implementation of camp programming in your specific area(s)
- Keeping track of programming supplies and maintaining inventory of supplies for each session of Rainbow Camp

Required Qualifications:

- Police Check with Vulnerable Sector Screening required.
- Standard First Aid with CPR-C (preferred)
- Experience leading programming in your specific areas (arts, music, drama, education, outdoor recreation, etc)

Leader-in-Training Program Coordinator

The Leaders In Training (LIT) program gives campers the fun of camp with added responsibilities to foster collaboration, accountability, and leadership skills through a variety of programming and activities to inspire and empower our youth to be leaders in the 2SLGBTQ+ community. The LIT Coordinator will develop the programming and activities with these goals in mind and implement them while closely supervising and mentoring LITs. The LIT Coordinator also plans and runs the traditional overnight LIT canoe trip. Prior camp experience is required for this position.

Responsibilities include but are not limited to:

- Doing what needs to be done to provide our campers with an amazing camp experience.
- Responsible for the physical and emotional safety of campers at camp.
- Becoming familiar with the Policies and Procedures and following them.
- Working with other staff, completing any and all tasks assigned.
- Fulfilling duty designations.

Expectations:

- Develop and implement Leader-in-Training program (ages 17-18)
- Work with Staff to correlate LIT program with regular camp program
- Supervise and provide feedback to LIT's as their primary Coordinator.
- Assist LIT's in planning and implementing programs.
- Check in with Counsellors/program staff on LIT placements
- Complete final evaluations for LIT's and recommend any LIT's for future positions.
- Create opportunities to counsel each LIT

Required Qualifications:

- Police Check with Vulnerable Sector Screening required.
- Standard First Aid with CPR-C (preferred)
- Experience with leadership development and team building
- Organized and able to work independently as part of a larger team

Waterfront and Outtrip Coordinator

The waterfront and outtrip coordinator is responsible for overseeing all water-related activities at Rainbow Camp including swim sessions and canoe instruction. They are also responsible for the planning and implementation of overnight trips for both campers and LITs (leaders in training) as well as assisting in the planning and implementation of our Adventure Week program.

Responsibilities include but are not limited to:

- Doing what needs to be done to provide our campers with an amazing camp experience.
- Responsible for the physical and emotional safety of campers at camp.
- Becoming familiar with the Policies and Procedures and following them.
- Working with other staff, completing any and all tasks assigned by the Director and other designated Leadership team members.

Expectations:

- At all times know the location of your campers or campers you are responsible for at that time.
- Reporting any camper concerns to the assigned designated person i.e Director, Assistant Director, Program Director, Medic, etc.
- Creating opportunities to interact and get to know each camper.
- Oversee the setup of the waterfront area and ensure all safety equipment is available during waterfront sessions
- Ensure that lifeguards are following all policies and procedures. Bring any concerns to the Director or Program Director.
- Ensure that all waterfront policies and procedures are followed at all times including maintaining correct ratios of lifeguards:campers
- Assist in leading canoe sessions
- Plan and implement several overnight trips over the summer for both campers, LITs and Adventure Week.

Required Qualifications:

- Police Check with Vulnerable Sector Screening required.
- NL (Lifeguard) and Standard First Aid with CPR-C
- Experience planning and executing overnight camping and canoe trips
- Wilderness First Aid (preferred)
- ORCKA Certification (preferred)

Medic and Medic Assistant

The Camp Medic is responsible for the health and well-being of all campers and staff. This requires the operation of the camp infirmary, ensuring all camper medications are taken on time, addressing any/all first aid/health concerns as they arise, and being familiar with the specific medical needs of all campers and staff.

Responsibilities include but are not limited to:

- Doing what needs to be done to provide our campers with an amazing camp experience.
- Advocate for the health of the campers and staff and will ensure that they receive the highest standard of care.
- Follow the Policies and Procedures.
- Working with other staff, completing any and all tasks assigned by the Director and other designated Leadership team members.
- Complete a final report at the end of the summer
- Aiding in the year-end reviewing and revising of policies and procedures.

Expectations:

- Welcome campers as they arrive and introduce them to other campers, leaders, facilities, and regulations.
- Reporting any camper concerns to the assigned designated person i.e Director, Assistant Director, Program Director, etc.
- Use Time Management Skills to be on schedule and in the right place.
- At all times know the location of your campers or campers you are responsible for at that time. Barring emergency circumstances, the camp medic shall remain onsite while there are campers onsite.
- Creating opportunities to interact and get to know each camper.
- Guide and support campers to participate in sessions, events and all camp activities.
- Assisting campers with arrival and departure.
- Completing any and all cleaning tasks assigned
- Collect camper medication and medication instructions at drop-off, ensure all prescription medication is in original packaging with the camper last name on it.
- Ensure that all medication is stored in a secure (locked) environment
- Coordinate with counsellors to ensure campers get their medication
- Log all medication and first aid provided
- Perform first aid as needed
- Follow all policies, procedures and medical directives as outlined in the Staff Manual

Required Qualifications:

- Police Check with Vulnerable Sector Screening required.

- Unregulated Healthcare Providers (UPC): Minimum current Standard First Aid and CPR-C from a WSIB-regulated program required
- Regulated Healthcare Providers: Copy of their current license on file and minimum CPR-C.

Kitchen Staff

Camp Cooks ensure safe and efficient operation of the camp kitchen and must provide nutritious and healthy meals for the Rainbow Camp community. Duties include menu planning, food ordering, cooking, cleaning, prep and serving. Kitchen Assistants assist in the safe and efficient operation of the camp kitchen. They help with the preparation and serving of all meals and snacks and ensure that the kitchen/dining area is always clean.

Responsibilities:

- To do what needs to be done to provide our campers with an amazing summer camp experience.
- Becoming familiar with the Policies and Procedures and following them.
- Head Cook:
 - Ensuring the safe and efficient operation of the camp kitchen and overseeing all aspects of the operation of the camp kitchen, including but not limited to- Menu Planning, Food Ordering, Cooking Cleaning, Prep and Serving.
 - To oversee the summer camp kitchen and staff associated.
- Kitchen Help
 - Assisting any and all areas of the kitchen, including but not limited to prep, serving and clean-up

Required Qualifications:

- Police Check with Vulnerable Sector Screening required.
- Food Handlers Certificate
- Experience working in a kitchen serving food to large groups of people
- Standard First Aid with CPR-C (preferred)

