



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 that 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.

2023 Dates

Spring Staff Period: June 5-19

Spring staff will be responsible for site setup, camp preparation and staffing for weekend retreats and programs. Priority will be given to staff on the leadership staff, adventure week staff and kitchen staff as well as those participating in our lifeguard training program.

Staff Training (Leadership and Adventure Week Staff): June 19-23

Training Week is **mandatory** for all Leadership and Adventure Week Staff. See position descriptions below for more information about which positions are included.

Staff Training (All Staff): June 24-30

Training Week is **mandatory** for all staff (new and returning). This training will cover topics such as counseling skills, risk management, team building, program facilitation, camper wellbeing and emergency procedures.

Rainbow Camp: July 2- August 25

All staff are expected to be available for the duration of Rainbow Camp unless arrangements are made in advance.

Rainbow Camp East Coast: August 27-September 1

A group of staff will stay on for Rainbow Camp East Coast at the end of the summer which takes place in Nova Scotia. Travel will be provided. Staffing for this week will be based on programming and staffing needs.

Location and Travel

Rainbow Camp is located approximately 1 hour east of Sault Ste Marie, Ontario.



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.

Travel costs (up to \$500 CAD) are covered for all successful applicants. If travelling by flight, Rainbow Camp does not cover the cost of transportation to the airport or additional travel costs (excess luggage, missed flights, etc).

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.

COVID-19

At this time, we do not anticipate any significant changes due to COVID-19 and are not requiring proof of vaccination from campers or staff.

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 upcoming camp season.

Online Training

Prior to the start of the summer season, employees may be expected to participate in online training. Specific training will depend on your role and can be completed on your own time. Staff will be paid for time spent in online training and specific details will be provided along with your job offer.

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. **If you do not hold the necessary certifications prior to arrival, Rainbow Camp reserves the right to terminate your contract and/or assign you an alternative position.**

Rainbow Camp does not pay part-time or seasonal employees for time spent in courses.

For the following **required certifications** (see job descriptions), Rainbow Camp will reimburse 50% of the course fees. If you return to Rainbow Camp the following summer, we will reimburse the remaining 50%. Requests for reimbursement **must be submitted and approved by the Director** prior to registering.

- Food Handlers Certification
- 16-hour Wilderness First Aid (WFA)
- 40-hour Wilderness Advanced First Aid (WAFA)
- 80-hour Wilderness First Responder (WFR)
- ORCKA Canoe Courses
- Mental Health First Aid Courses
- Other courses or certifications (as approved by the Director)

Rainbow Camp **does not reimburse** for the following certifications. If you require these certifications we offer in-house training and certification programs, contact us for more details.

- Standard First Aid with CPR-C
- Lifeguard Programs: Bronze Medallion, Bronze Cross and National Lifeguard (NL)

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 at all times while on site, regardless of whether there are campers 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.

If a staff member's travel dates or times change due to termination of contract or choosing to leave early, Rainbow Camp is not responsible for any additional travel costs (including transportation off site, hotel charges and/or travel bookings) incurred regardless of the initial amount paid for travel. Exceptions to this policy on compassionate grounds may be made by the Executive Director.

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 following summers. 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:

Mallory Brennan (Director, Welcome Friend Association): mbrennan@rainbowcamp.ca

Caitlin Plestid (Community Outreach): cplestid@rainbowcamp.ca

Position Descriptions

Staffing remains flexible and will depend on applicants and camper registration but we anticipate hiring for the following seasonal positions. A detailed job description for each is included below including required certifications.

Management Team:

1. Camp Director (1)
2. Assistant Director (1)
3. Program Director (1)

Leadership Team:

1. Wilderness and Outtrip Coordinator (1)
2. Medic (1)
3. Mental Health Medic (1)
4. Waterfront Director (1)
5. Community Care Coordinator (1)
6. Leader-in-Training Coordinator (1)
7. Administrator and Volunteer Coordinator (1)

Program and Site Staff:

1. Arts Programmer (1)
2. Head Cook (2)
3. Kitchen Staff (2)
4. Maintenance/Grounds Staff (1)

Counsellors/Programmers (Cabin Staff):

1. Counsellors/Waterfront (4)
2. Counsellors/General Program Staff (10)
3. Counsellors/Adventure Week (3)

Rainbow Camp Director

The Rainbow Camp Director is responsible for the overall camp operations including hiring and overseeing staff, making strategic decisions and dealing with any operation issues throughout the summer. The Director reports directly to the Executive Director and Board of Directors.

- Ensure the safe and efficient operation of Rainbow Camp
 - Ensure Rainbow Camp follows all relevant policies and procedures including those from Welcome Friend Association, Algoma Public Health and the Ontario Camps Association
 - Interviewing and hiring of seasonal staff members
 - Oversee and provide training for all seasonal staff
 - Provide ongoing feedback and training to all staff including the Leadership Team
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Assistant Director

The Assistant Director works with the Camp Director to ensure overall camp operations. The Assistant Director works in a supporting role and is responsible for making sure all administrative tasks are completed as well as assisting in providing leadership to all staff.

- Assist the Camp Director in providing ongoing training and learning opportunities for all seasonal staff
- Ensure Rainbow Camp follows all relevant policies and procedures including those from Welcome Friend Association, Algoma Public Health and the Ontario Camps Association
- Provide leadership and mentorship to leadership team staff
- Work with the Camp Director and Program Director to provide weekly staff evaluations to leadership team
- Complete other administrative duties as assigned by Camp Director or Executive Director including (but not limited to):
 - Communicate with camper families prior to and during camp (as needed) and communicating camper needs with relevant staff prior to camper arrival
 - Collection and organization of paperwork
 - Assisting with ensuring all camper, staff and volunteer paperwork is completed and collected
 - Overseeing the creation and publication of social media posts throughout the summer

Program Director

The Program Director is responsible for the overall operations of all Rainbow Camp programming from our three program streams: education and activism, artistic programs, and outdoor recreation.

- Design and coordinate weekly themes and ensure its incorporation throughout the week
 - Assist in staff training, ensure all staff are prepared to lead engaging camp programs
 - Development of program proposal forms for staff to submit program plans
 - Collection and coordination of program proposals
 - Ensuring programs come from all three program streams
 - Development of weekly schedules including assigning staff to lead programming
 - Act as a resource for staff for all programming needs
 - Assist staff in programming needs
 - Provide supervision and weekly evaluations for program staff
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Wilderness and Outtrip Coordinator

The Wilderness and Outtrip Coordinator is responsible for planning and implementation of overnight trips including our multi-day Adventure Week programs.

- Plan and implement a training program for Adventure Week staff including backcountry skills, safety and emergency preparedness, backcountry programming, and canoe skills
- Oversee all Adventure Week staff during off-site programs, report any concerns immediately to the Camp Director
- Be aware of policies and procedures, ensure they are followed at all times
- Be involved in the planning of Adventure Week overnight trips
- Ensure that the necessary safety equipment is present and accessible at all times

Required Qualifications:

- National Lifeguard (NL) **(required)**
- Standard First Aid with CPR-C **(required)**
- ORCKA Canoe Levels 1-3 or equivalent experience **(required)**
- 40-hour Wilderness Advanced First Aid or 80-hour Wilderness First Responder **(required, Wilderness First Responder Preferred)**

Medic and Mental Health Medic

The Medics are responsible for the health and well-being of all campers and staff. This includes overseeing distribution and tracking of medications, addressing any first aid/health concerns and being familiar with the medical and mental health needs of all campers and staff.

- 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.
- Reporting any camper concerns to the assigned designated person i.e Director, Assistant Director, Program Director, etc.
- Creating opportunities to interact and get to know each camper
- 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:

- 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.
- Mental Health First Aid or equivalent experience (**required for mental health medic**)

Waterfront Director

The Waterfront Director supervises all swimming, boating and waterfront activities including supervision of Waterfront Staff.

- 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
- Be familiar with waterfront policies and procedures
- Ensure all safety equipment is inspected daily and easily accessible during waterfront sessions
- Assist in canoe instruction (as needed)
- Creation and implementation of waterfront programming (as directed by Program Director)
- Assist in leading waterfront sessions during Staff Training Week
- Supervise and assist in providing evaluations to waterfront staff
- Oversee camper and staff swim tests and maintain a record of non-swimmers to be available at all times
- Oversee the setup and takedown of waterfront area
- Assist with the implementation of our lifeguard training program for staff (prior to the start of camp) ***Dependent on Certifications Held- See Note Below***

Required Certifications:

- National Lifeguard (NL) **(required)**
- Standard First Aid with CPR-C **(required)**
- ORCKA Canoe Levels 1-3 (*preferred*)
- Lifesaving Society Swim Instructor (*preferred*)
- *Lifesaving Society Lifesaving Instructor (*preferred*)
- *Lifesaving Society National Lifeguard Instructor (*preferred*)

****These certifications are required to lead our lifeguard training program for staff. If we do not have any existing staff with these certifications, Rainbow Camp may require you to take these courses.****

Community Care Coordinator

The Community Care Coordinator (CCC) acts as a resource for counsellors to support their personal and professional growth. They act as a resource for helping counsellors deal with camper issues including (but not limited to): mental health challenges, behavior management and conflict resolution. They act in consultation with the Mental Health Medic to ensure that both campers and staff have resources available to assist in promoting positive mental health and coping strategies.

- Working with counsellors and other staff to resolve camper behavioral issues
- Daily check-ins with counsellors and providing assistance to counsellors when they need additional support
- Overseeing and providing weekly evaluations for Counsellors (in collaboration with the Program Director)
- Supporting positive mental health among staff and campers
- Assisting the counsellors and staff in accessing resources to promote positive mental health
- Bring any major concerns to the attention of the Director
- Aiding in programming in all areas (outdoor recreation, education, and arts-based programming)

Required Qualifications:

- Mental Health First Aid or equivalent experience (**required**)
- Background in conflict resolution (through school programs, other summer camp experience, residence assistant at post secondary, etc.)
- SafeTalk or ASSIST (*preferred*)
- Additional training/experience in supporting and promoting positive mental health

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 trip. Prior camp experience is required for this position.

- 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:

- 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

Administrator and Volunteer Coordinator

The Administrator and Volunteer Coordinator is responsible for assisting the Management Team with any administrative tasks as well as coordinating and training volunteers.

Volunteer Coordinator

- In consultation with the Director, develop volunteer training and orientation materials
- Provide volunteer training/orientation with volunteers prior to and during their time on site
- Act as the main point of contact for volunteers, communicate with volunteers prior to and during their time on site including arrangements for travel, honorariums and required paperwork
- Assist in the recruitment, screening and selection of volunteers

Administrator

- Complete any and all admin tasks as assigned by Management or Leadership Team including (but not limited to):
 - Collection and organizing of paperwork
 - Communication with camper families
 - Assisting with ensuring all camper, staff and volunteer paperwork is completed and collected
 - Assist in basic bookkeeping tasks such as uploading receipts
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Arts Programmer

The arts programmer is responsible for overseeing all arts-based programming including (but not limited to): arts and crafts, music and movement, dance and drama. This position works with and reports to the Program Director.

- Planning larger-scale activities in advance and ensuring we have the supplies needed in advance of camp
- Creating arts-based programs that can be implemented by other staff members
- Work in collaboration with the Program Director to ensure the high quality of arts-based programs
- Maintain inventory of supplies prior to, during and after camp and ensure supplies are ordered in a timely manner
- Working with other staff and completing any and all tasks assigned
- Ensuring the program supplies are kept organized and are available for use by other staff for programming purposes

Head Cooks and Kitchen Assistants

Our head cooks are responsible for ensuring the safe and efficient operation of the camp kitchen and for providing nutritious and healthy meals for the Rainbow Camp community. Duties include menu planning, food ordering, cooking, cleaning, prep and serving. Kitchen Assistants assist the head cooks in the camp kitchen. They help with preparation with preparation and serving of all meals and snacks and ensure that the kitchen/dining areas are always clean.

- Becoming familiar with Policies and Procedures and following them
- Following all kitchen requirements as dictated by Algoma Public Health
- Head Cook
 - Oversee the safe and efficient operation of the kitchen including menu planning, food ordering, cooking, cleaning, meal preparation and serving
 - Creation of weekly menus for approval from the Director
 - Ensuring nutritious and health meals are available for all participants, staff and volunteers including those with allergies or dietary restrictions
 - Oversee and provide direction to Kitchen Assistants
- Kitchen Assistants
 - Assist the Head Cooks in any areas required including food preparation, serving, cleaning and planning

Required Qualifications:

- Food Handlers Certificate (**required**)
 - Experience working in a kitchen serving food to large groups of people
 - Standard First Aid with CPR-C (*preferred*)
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Maintenance/Grounds Staff

Maintenance/Grounds Staff are responsible for assisting in making sure the Rainbow Camp property remains safe and operational at all times.

- Completing daily safety checks of key camp areas
- Complete daily cleaning and sanitizing of key camp areas
- Ensuring all aspects of the property meet or exceed standards as laid out by Algoma Public Health (APH) and the Ontario Camps Association (OCA)
- Basic site maintenance tasks such as replacing smoke alarm batteries, mowing the lawn, putting up signs, painting, etc
- Bringing any major issues to the attention of the Director and making recommendations for when outside consultants (plumbers, electricians, etc) are required
- Other tasks as assigned by the Director

Counsellor/Program Positions

All counsellors are expected to take on a programming position in one of three areas: Waterfront (lifeguards), Adventure Week (outtrip programs) or General Program Staff. Staff will rotate through cabin and program placements weekly as assigned.

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.

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:

- 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.

Required Certifications:

- Police Check with Vulnerable Sector Screening required.
- Standard First Aid with CPR-C (preferred)
- Additional certifications required for Waterfront and Adventure Week Program Staff (see below)

Counsellor/Waterfront Staff

Waterfront Staff supervise all swimming, boating, and waterfront activities. Waterfront Staff report directly to the Waterfront Director.

- 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 Certifications:

- National Lifeguard
- Standard First Aid with CPR-C

Counsellor/Adventure Week

Adventure Week Staff are responsible for overseeing Adventure Week programming including the facilitation of multi-day canoe trips.

- Responsible for the physical and emotional safety of campers during multi-day canoe trips
- Be familiar with and follow all Adventure Week and Off-Site policies and procedures
- Ensuring all campers have the required knowledge, skills and equipment to safely participate
- Reporting any camper concerns to the assigned designated person

Required Certifications:

- 16-hour Wilderness First Aid or 40-hour Wilderness Advanced First Aid
- ORCKA Canoe Levels 1-3 (or equivalent experience)
- Mental Health First Aid (*preferred*)
- SafeTalk or ASSIST (*preferred*)
- National Lifeguard (NL) and Standard First Aid (*preferred*)- *Priority will be given to applicants who hold these certifications or are able to participate in our lifeguard training program in June prior to the start of training.*

Counsellor/General Program 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.

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:

- Experience leading programming in your specific areas (arts, music, drama, education, outdoor recreation, etc)