



Summer Staff
& Volunteer
Information Handbook



A SUMMER TO REMEMBER

ACCREDITED
MEMBER



SO YOU'RE LOOKING FOR A ONE-OF-A-KIND SUMMER EXPERIENCE?



Thank you for your interest in a staff position at Mooredale Day Camp. I hope this information booklet, application form and Camp brochure will provide you with all the necessary details as you consider applying for a staff position with us for the upcoming Summer Camp season.

We are looking for staff and volunteers who have these 5 core qualities:

- 1. A passion for being around and leading children;**
- 2. Friendly;**
- 3. Mature & responsible;**
- 4. Optimistic;**
- 5. Creative.**

Our enthusiastic staff range in age from approximately 15 to 30. This includes our Volunteers, Assistant Counsellors, Counsellors, Specialty Staff, Section Directors and Camp Leadership Team. All of our staff have a strong interest in children and their development, and demonstrate this through their dedicated care of the campers. Our approach to staffing is to provide as much training as we can to each staff member to give them the tools to make a significant and lasting contribution to the experience of each of our campers.

If you have questions please feel free to call the Mooredale Office at 416.922.3714 ext 105.

Eric Musselman (Fidgit)
Mooredale Day Camp Director

ABOUT MOOREDALE

The Rosedale - Moore Park Association operates Mooredale House and provides recreational, cultural and educational programs for our members. A non-profit, charitable organization, Mooredale strives to be a focal point in the community. Membership at Mooredale enables families or individuals to enrol in any course, activity or club offered. New members are welcome whether or not they reside in the boundaries of the Rosedale – Moore Park area.

ABOUT MOOREDALE DAY CAMP

Mooredale Day Camp operates for 8 weeks during July and August with approximately 125 campers per session. Mooredale Day Camp is for campers 4 to 14 years of age. Mooredale Day Camp operates right on the property with full use of the Main House, the heated outdoor pool and the studio in the Coach House. Mooredale Day Camp has been operating since 1968 and has become a summer tradition for many families in the surrounding community. Mooredale Day Camp has been a proud member of the Ontario Camping Association (OCA) and accredited since 1972.

WHAT ACTIVITIES ARE OFFERED AT MOOREDALE DAY CAMP?

Mooredale Day Camp offers a traditional Day Camp experience right in the heart of Toronto, with many programs for children to participate in. These programs include:

- Arts and Crafts
- Red Cross Swimming Lessons
- Cooking
- Music and Drama
- Field trips to fun and educational spots around Toronto
- Theme Days
- Wide range of traditional sports (soccer, baseball...)
- Tennis instruction at the Rosedale Tennis Club
- Archery
- Mooredale Morning Madness (Morning activity)
- Camping trips to Kelso in Milton (Senior campers)
- Outdoor Living Skills
- Nature Programs
- All Camp Wide Games
- Free Swim



A TYPICAL DAY AT MOOREDALE DAY CAMP

- 8:00 Daily Staff Meeting Starts
- 8:15 Campers start arriving at Mooredale
- 8:45 Mooredale Morning Madness, morning greetings, singsongs and announcements led by camp counsellors
- 9:00 Swimming lessons plus Group Choice Activities
- 11:30 All Camp Free Swim
- 12:15 Picnic Lunch
- 12:45 Mealtime Madness! Contests, skits, and fun abounds!
- 1:00 Quiet Activities, Speciality Activities and Group Activities
- 3:15 Round Up! Clean up and closing ceremonies
- 3:30 Parents begin picking up campers
- 4:00 Happy Hour (After Camp Care) begins back at Mooredale untill 5:30

SUMMER STAFF OPPORTUNITIES

Leadership staff consists of the Assistant Director, Program Director, Section Directors, Section Program Directors and Specialty/Support Staff postions. The AD and PD postions are 14 weeks in length, the Section Directors work for 10.5 weeks, and Specialty/Support Staff roles are for 9 weeks.

Following the mandatory Pre-Camp Staff Training, Staff members work either the full summer or Session 1 & 2, or Session 3 &4. Some staff members may switch jobs mid-summer.

Summer Camp Dates for 2015:

Section Directors Start: June 16

Speciatly Staff Start: June 24

Staff Training: June 27 - June 30

Session 1

- July 4 to July 15

Session 2

- July 18 to July 29

Session 3

- August 2 to August 12 *no camp on August 1 (Civic Holiday)

Session 4

- August 15 to August 26

A LOOK AT STAFFING

Eric Musselman (Fidgit)

Camp Director and Program Manager

Eric brings over 10 years of camp director experience to Moordale Day Camp. Prior to taking over the leadership of MDC in January 2014, Eric was the full-time camp director at Fraser Lake Camp in Bancroft, ON, a not for profit overnight camp, for nine years.

During the camp offseason, Eric is the Program Manager at Mooredale, overseeing the many weekday and after-school programs run by the RMPA.

Eric is married and has three children, loves playing recreational sports like soccer and hockey, reading a good story, and is looking forward to another great summer at Mooredale!



ASSISTANT DIRECTOR

Positions Available: 1

Minimum Requirements:

- > Enrolled in a University or College program in a related field or education experience.
- > Previous 4 years Camp staff experience or related field
- > Experience in supervising staff and campers
- > Required to hold current certification in CPR and Standard First Aid.
- > Self-starter and organizer
- > This is a 14 week contract

Specific Responsibilities:

- Assist with registration for Summer Camp using Camp Brain
- Swim liaison - work with pool manager placing campers in swim instruction groups
- Maintain up to date camper information including: swim information, behaviour issues, medical information and family notes in Camp Brain
- Regular communication with the Camp Director
- Production of all camper groups and dealing with cabin group requests
- Production of all first day packages, camper postcards, waivers, final day packages, & staff camper group books
- First Aid coordinator, responsible for all first aid kits, & purchasing first aid supplies
- Consult with parents and other day camp staff regarding camper adjustment and staff issues
- Collection of Group Reports and Parent Feedback
- Staff support and supervision, provide direct support and supervision to the counseling staff
- Responsible for daily attendance and early camper pick-ups
- Attend all staff meetings and Leadership Team meetings
- Contribute to the enhancement of the existing Camp program and continue to develop/improve/introduce specific program components
- Prepare an end of summer Wrap Up Report including reports, inventory, and summer recommendations
- Follow and enforce all Camp rules and regulations
- Assist in the planning of Pre-Camp training
- Assist in the planning of the Camp program
- Assist in hiring summer staff
- All other duties as assigned or required

PROGRAM DIRECTOR

Positions Available: 1

Minimum Requirements:

- > Enrolled in a University or College program in a related field or education experience.
- > Previous 3 years Camp staff experience or related field
- > Ability to supervise staff and campers and to plan, organize, and perform daily and special program needs
- > Required to hold current certification in CPR and Standard First Aid
- > Self-starter and organizer
- > Has daily access to a vehicle
- > This is a 14 week contract

Specific Responsibilities:

- Supervision, evaluation and scheduling of Specialty Staff and Section Program Directors
- Scheduling the Camp program, staffing programs & oversee SPD's planning daily program
- Plan and oversee Theme Days and programs
- Regular communication with the Camp Director
- Follow and enforce all Camp rules and regulations
- Assist in the planning of Pre-Camp training
- Purchase all Camp equipment
- Ability to stay within a Camp budget
- Inventory and upkeep of all Camp equipment
- Coordinate maintenance duties with Caretaker
- Plan and supervise all field trips
- Assist with Senior Camp overnight preparations
- Assisting in weekly city runs to buy Camp program supplies
- Assist in the planning of Senior Camp trips
- Attend all staff meetings and Leadership Team meetings
- Contribute to the enhancement of the existing Camp program and continue to develop/improve/introduce specific program components
- Prepare an end of summer Wrap Up Report including reports, inventory, and summer recommendations
- Must have a current drivers licence and available car
- All other duties as assigned or required

SECTION DIRECTOR

Positions Available: 2: Junior Section & Intermediate Section

Minimum Requirements:

- > Previous 2 years Camp staff experience or relative experience
- > Ability to supervise staff and campers and to plan, organize, and perform daily and special program needs
- > Required to hold current certification in CPR and Emergency First Aid
- > Self-starter and organizer
- > Available to help lead MDC staff at Mayfair
- > This is a 10.5 week contract

Specific Responsibilities:

- Responsible for the direct supervision and on-going training needs of one section of campers and their counsellors and Junior counsellors.
- Work with the section staff to develop and implement programs that will foster fun, friendships and engage the campers in new, interesting activities.
- Work with counselling staff to resolve camper situations as they arise.
- Set a good example of leadership to the campers, staff and parents at Mooredale.
- Work with other members of Leadership Team to develop and deliver Pre-Camp Training.
- Provide direct support and supervision to the counselling staff assigned in your section.
- Section Directors are responsible to assign Junior Counsellors and Volunteers to daily duties, based on group counselors needs in the section.
- Contribute to the enhancement of the existing Camp program and continue to develop/improve/introduce specific program components.
- Attend all staff meetings and Leadership Team meetings.
- Prepare and deliver Staff Performance Reviews to counsellors in the section
- Prepare an end of summer Wrap Up Report including program plans, inventory, and summer recommendations.
- All other duties as assigned or required.

SECTION PROGRAM DIRECTOR

Positions Available: 2: Junior Camp & Intermediate Camp

Minimum Requirements:

- > Previous 2 years Camp staff experience or relative experience
- > Ability to supervise staff and campers and to plan, organize, and perform daily and special program needs
- > Required to hold current certification in Standard First Aid
- > Able to work independently
- > Available to help lead MDC staff at Mayfair
- > This is a 10.5 week contract

Specific Responsibilities:

- Responsible for development and implementation of programs that will foster fun, friendships and engage the campers in new, interesting activities.
- Work with counselling staff to resolve camper situations as they arise.
- Set a good example of leadership to the campers, staff and parents at Mooredale.
- Review group program plans by counsellor
- Work with other members of Leadership Team to develop and deliver Pre-Camp Training
- Provide direct support and supervision to the counselling staff assigned in your section
- Ensure that equipment and materials are ordered in a timely manner and are made available in each activity area
- Contribute to the enhancement of the existing Camp program and continue to develop/improve/introduce specific program components
- Attend all staff meetings and Leadership Team meetings
- Assist Section Directors prepare and deliver Staff Performance Reviews to counsellors in the section
- Prepare an end of summer Wrap Up Report including program plans, inventory, and summer recommendations.
- All other duties as assigned or required.

SENIOR CAMP SECTION DIRECTOR

Positions Available: 1

Minimum Requirements:

- > Previous 2 years Camp staff experience or relative experience
- > Ability to supervise staff and campers and to plan, organize, and perform daily and special program needs
- > Required to hold current certification in Standard First Aid and CPR
- > Preferred certification in NLS Swimming
- > Able to work independently
- > Available to help lead MDC staff at Mayfair
- > This is a 10.5 week contract

Specific Responsibilities:

- Flexibility to leave Toronto for a three day camping trip (Tues - Thurs) to Kelso in Milton, once in July and once in August.
- Ability to work with Program Director in the development of the program
- Work with the section staff and Specialty Stream instructors to develop and implement programs that will foster fun, friendships and engage the campers in new, interesting activities.
- Work with counselling staff to resolve camper situations as they arise
- Set a good example of leadership to the campers, staff and parents at Mooredale
- Review group program plans by counsellors
- Work with other members of Leadership Team to develop and deliver Pre-Camp Training
- Provide direct support and supervision to the counselling staff assigned in your section
- Section Directors are responsible to assign Junior Counsellors and Volunteers to daily duties, based on group counsellor needs in the section
- Contribute to the enhancement of the existing Camp program and continue to develop/improve/introduce specific program components
- Attend all staff meetings and Leadership Team meetings
- Prepare and deliver Staff Performance Reviews to counsellors in your section
- Prepare an end of summer Wrap Up Report including program plans, inventory, and summer recommendations
- All other duties as assigned or required

SPECIALTY / SUPORT STAFF

Positions Available: 5: Arts and Crafts, Music & Drama, Cooking, Athletics, Nature/Science,

Minimum Requirements:

- > Previous 2 years Camp staff experience
- > Ability to plan & organize daily program needs
- > Required to hold current certification in CPR and Standard First Aid
- > Self-starter and organizer
- > Available for Mayfair
- > This is a 9 week contract

Specific Responsibilities:

- Able to plan a variety of creative, interesting, age-appropriate programs within your specialty
- Parking lot duty to direct families safely through busy parking lot
- Directly work with a Section Director or Leadership team staff member in the mornings until free swim
- Run specialty programs according to scheduled group times in the afternoon
- Assist setting up and serving daily lunch program to campers during camp wide free swim
- Develop and implement routines, schedules, and procedures for Camp programming in related area
- Oversee and maintain OCA standards within all Camp programs
- Monitor safety and all procedures as they pertain to the complete supervision of campers and staff
- Maintain program equipment and perform weekly inventory reports
- Set a good example for campers and staff including cleanliness, punctuality, sharing clean up and sportsmanship
- Assist with other Camp activities as assigned by the Leadership staff
- Prepare an end of summer Dixon Report including lesson plans, inventory, and summer recommendations
- Contribute to the enhancement of the existing Camp program and continue to develop/improve/introduce specific program components
- Attend all staff meetings
- All other duties as assigned or required

COUNSELLORS

Positions Available: 25 per session

Minimum Requirements:

- > Previous Camp experience or comparable youth leadership experience
- > Preferably at least age of 17 years by June 2016, (minimum 16 years), according to Ontario Camps Association guidelines
- > This can be a 5 week or 9 week contract
- > Counsellors will have a group leadership responsibility for each two week session

Specific Responsibilities:

- Recognize and respond to the needs of campers within the group and within the broader Camp community
- Plan, lead and evaluate all group-based activities onsite and offsite
- Provide opportunities within the group experience that allows for the success of individual campers and the group
- Be aware of any camper health issues or general concerns expressed by the Camp Director or Section Director or parent prior to the start of Camp
- Supervise all aspects of the campers' day including arrival and greeting parents, Mooredale Morning Madness, swimming lessons, free swim, participation in programs, lunch and check out
- Communicate with parents during check in and check out, hand out 'Oops reports', Postcards and Camp newsletters
- Supervise campers behaviour during off-site trips
- Exercise strict risk management skills during all onsite and off-site activities
- Perform Parent Phone Calls before the beginning of each session
- Assist in teaching or leading program and or general Camp activity as assigned
- Actively participate in staff training and staff meetings
- Set the example for campers and others including cleanliness, punctuality, sharing clean-up chores, sportsmanship and co-operation
- Fill out and hand in paper work on time
- All other duties as assigned or required

ASSISTANT COUNSELLORS

Positions Available: 8 per session

Minimum Requirements:

- > Age 15 - 16 years by June 30, 2016, according to Ontario Camps Association guidelines
 - > This can be a 5 week or 9 week contract (Staff training plus 2 camp sessions)
- Assistant Counsellors are involved in providing leadership to camper groups and program areas as assigned by the Program Director and Section Directors.

Specific ongoing responsibilities include:

- Responsibility for leadership within daily Camp programs
- Assist counsellors with daily supervision of camper groups
- Cover happy hour during staff meetings
- Prepare for and actively participate in staff training and meetings
- Recognize and respond to the needs of campers within the group and within the broader Camp community
- Provide opportunities within the group experience that allow for success of individual campers and the group
- Be aware of any camper health issues or general concerns expressed by the Camp Director or Section Director or parent prior to the start of Camp
- Help supervise all aspects of the campers' day including arrival and greeting parents, Mooredale Morning Madness, swimming lessons and free swim, participation in programs, lunch and check out
- Assist in teaching or leading program and or general Camp activity as assigned
- Set the example for campers and others including cleanliness, punctuality, sharing clean-up chores, sportsmanship and co-operation
- Be flexible, and willing to take on other responsibilities as needed

MOOREDALE DAY CAMP BEHAVIOUR MANAGEMENT POLICY

It is the policy of Mooredale Day Camp to set limits for children which will ensure a safe and secure environment while demonstrating respect for the individual needs of children. All staff, volunteers, students, teachers and supply staff of the Rosedale-Moore Park Association are required to review this policy prior to the commencement of employment and annually thereafter.

The following list of disciplinary actions must never be used when disciplining children:

- a) Corporal punishment - striking (directly or with a physical object); shaking, shoving, spanking, or other forms of aggressive contact requiring that a child maintain an uncomfortable position; forcing the repetition of physical movements; forcing the consumption of food.
- b) Harsh, debilitating, belittling or degrading responses either verbal, emotional or physical.
- c) Restriction of usual comforts (e.g. shelter, clothing or food).
- d) Confinement in a room or structure; isolation or physical restraint.

** NOTE: If any staff member uses any form of the above discipline techniques, he/she will be dismissed immediately.*

ROSEDALE MOORE PARK ASSOCIATION STAFF TERMS & CONDITIONS OF EMPLOYMENT

A – TERMS OF EMPLOYMENT

Mooredale Day Camp will:

Deduct income tax from pay cheques as required by law. All staff in advance of receiving a pay cheque must fill out a TD-1 & TD-ON form.

The salary shall be paid bi-weekly (the Thursday following the last day of a session). Payment will be made by direct deposit.

Deductions for days absent may be made at the discretion of the Director on a pro rated basis. \$1/min will be deducted for morning lateness

B – WORK SERVICE

Attendance at the Camp Monday through Friday of each week of employment except for the Canada Day and August Civic Holiday as contracted. Under the agreement, staff will:

* Arrive at camp no later than 8:00 a.m each day and plan to depart no earlier than 4:00 p.m.

- * Be available from 4:00 – 5:30 p.m. for a minimum of one week to lead the “After Camp Care Program”. (After Camp leaders will receive an additional salary of \$12.00 per hour)
- * Be willing to volunteer for the Mayfair Fundraising Event on the Saturday in May at Rosedale Park for a 6 hour shift.
- * Attend and take an active role in the Pre-Camp Training program.
- * Be expected to attend any other meetings pertaining to their employment prior to or after the training program.
- * Be required to hold current certification in Standard First Aid level from St. John Ambulance (or equivalent) and Basic Rescuer CPR by the first day of staff training and valid throughout the period of employment. A photocopy of current certification must be provided to the Camp Director no later than the first day of staff training.
- * Attend the regular staff meeting to be held at Mooredale House. These meetings are held every Tuesday evening after the regular Camp day. Counsellors must be available until 5:30 p.m. on these days. In addition, there is a meeting the first Monday of each session starting at 7:30 am.
- * Aid in the “Final Clean Up” on the last day Friday of Camp until said task is complete (estimated 7:00 p.m.).

C – BEHAVIOUR POLICY

Staff members may not keep, be under the influence, or consume illegal/ non-prescription drugs while on Camp property or responsible for camp programming off-site.

Staff members are expected to refrain from smoking or using tobacco products during responsibilities on or off site connected with camp.

Staff members are expected to refrain from drinking alcohol or being under the influence of alcohol during responsibilities connected with camp (on or off site).

Staff members are expected to use appropriate language and behaviour at all times while responsible for on or off site activities.

It is the policy of the RMPA to set limits for children which will ensure a safe and secure environment while demonstrating respect for the individual needs of children. All staff are required to review the Mooredale Behaviour Management Policy prior to the commencement of employment and to understand and abide by it at all times when working with campers.

Behaviours and actions that negatively impact fellow staff members, campers or the reputation of Mooredale outside of camp hours can result in discipline, suspension or termination from camp duties.



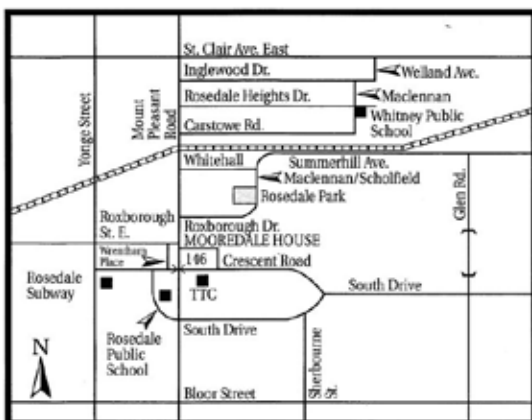
MOOREDALE

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Membership at Mooredale enables families or individuals to enrol in any courses, Activities, sports or clubs offered by Mooredale. New members are always welcome whether or not they reside within the boundaries of the Rosedale-Moore Park areas.

Mooredale Activities Include:

- > Popular Fall, Winter and Spring sports for children
- > Recreational and special interest programs for children, youth and adults
- > Pool, tennis and sailing clubs
- > Concerts featuring outstanding artists and our youth orchestras
- > Dynamic Pre-School offering a full range of provincially licensed early childhood education opportunities for children 18 months to 5 years
- > Summer Day Camps for children 2½ to 14 years old
- > Mayfair, Mooredale's annual outdoor fair held at Rosedale Park since 1946
- > A wide variety of special community events
- > Mooredale News, a monthly newsletter for members



We'd love to hear from you!
Just call us at 416-922-3714 ext. 105,
Or fax us at 416-922-4523
146 Crescent Rd.,
Toronto, Ontario M4W 1V2
www.mooredale.com

MOOREDALE DAY CAMP has been an accredited camp member of the Ontario Camping Association since 1972

ACCREDITED
MEMBER

