



# CAMP OCONTO

## GENERAL INFORMATION

Camp Oconto is a private summer camp for girls from 7-15 years of age. We are located on Eagle Lake, 60 kilometres North of Kingston and one kilometre West of Hwy. # 38. There are approximately 85 staff members, which include counsellors, maintenance and kitchen staff. Oconto has a capacity of 208 campers, which does not include our counsellors-in-training.

The counsellor is one of the most important influences in a girl's happiness while she is attending camp. Therefore, Oconto gives a great deal of time and thought to the selection of each staff member. Counsellors are chosen for their leadership qualities, maturity, natural love of children and their experience with camp activities and instruction. All full staff must have a valid First Aid and CPR certification.

For one week before camp opens, an in-camp training program for both old and new staff members gives everyone a chance to familiarize themselves with the camp routines, traditions and innovations. It is a time for discussions, lectures, camp situations, practicing activity skills, and having fun together. The objective of this week is not only to give new staff time to adjust but to ensure that when the campers arrive, staff are working together comfortably and ready to take care of and teach the campers.

Unlike most camps, staff at Oconto does not live with their campers. The staff cabins are situated beside a camper zebo or cabin. In the younger sections, the staff lives in the same building but not in the same room as the campers; we like to give campers the independence of living on their own as well as the security of having their counsellor very close by. We also like to give staff privacy so that when they are with the campers they can give 110%.

## POSITIONS AVAILABLE

The staff members of Oconto are especially talented and their job is two-fold. Each counsellor is assigned a group of campers for which they are responsible. During activity periods while the campers are having fun at activities, the counsellors are instructing the activities. Each counsellor is hired to instruct a specific activity. We require instructors for the following activities:

Synchronized Swimming	Swimming	Diving	Low Ropes Initiatives
Sailing	Boardsailing	Canoeing	Kayaking
Drama	Arts & Crafts	Dance	Pottery
Tennis	Archery	Nature	Horseback Riding
Tripping	Office Manager		

## CAMP DATES

The camp dates are as follows: Staff Pre-Camp will begin on or about Wednesday, June 18, depending on your position and finishes on Monday, August 25.

## DAYS OFF

Staff are given one day off a week either 12:30 noon one day to 9:00 a.m. the next day or, 5:15 one day to 12:15 the next day, totalling three each month. One of the days off per month is for 24 hours.

## AGE REQUIREMENTS

Our full staff range in age from 18 to 21+ years of age. The counsellor-in-training program at Oconto is a two-year program for girls sixteen and seventeen years of age. In the first year each sixteen-year-old girl attends camp for one month. In this four-week session she concentrates on her leadership skills and improving in the activity that she wishes to teach as a counsellor. During this time she is working with the campers under the close supervision of a counsellor. In the second year of the program each seventeen-year-old girl attends camp for nine weeks. Over these two months her time is spent learning how to demonstrate and teach her individual activities. Under the supervision of a senior staff member, she

becomes jointly responsible for a group of four to eight campers, an integral part of her summer leadership training. The second year C.I.T., also known as a Semi Counsellor, is given an honorarium at the completion of the summer.

## **JOB REQUIREMENTS**

### **Counsellor**

- Develop a close relationship with each camper in their group and be aware of individual problems and special needs
- Always be available to help and guide the campers
- Attend all meals with the campers and see that they enjoy their meal, eat adequately, maintain proper decorum and complete their clean-up chores
- Participate in evening program and plan an evening program once or twice a week
- Spend time with the camper group at bedtime, talking and winding them down
- Be sufficiently skilled and experienced to plan and organize a teaching program for various age groups that develops over a 4-week period in a specific activity
- Have the necessary qualifications and be certified where possible or essential in the specific teaching area

### **Activity Head**

- Must possess attributes as above
- Decide on the program to be used and do the ordering of supplies where necessary
- Establish training procedures for the staff before and during camp
- Develop weekly schedules, oversee the program, supervise the staff
- Participate in senior staff meetings and the decision making process
- Handle the administration required to ensure the area functions efficiently
- Write a complete summary of the summer which includes, recommendations for improvements, an inventory of supplies and a suggested order for the next summer

## **SMOKING AND DRINKING**

Camp Oconto is a “Smoke Free Environment”. Smoking is not permitted by any staff member in camp, or out of camp on camp business. Also, the consumption of alcohol and the use of drugs have no place in and around camp. **The possession or consumption of alcohol and/or drugs while on camp property, or out of camp on camp business, will be cause for instant dismissal.**

**POLICY/RULES:** Camp Oconto strives *to be free of* weapons and violence, discriminatory behaviour, theft, bullying and other emotional abuse, vulgar language, drugs, alcohol and pornography/sex, pets and smoking. Rules and regulations, policies and procedures, customs and ideals have been established to ensure that Oconto remains true to its character and ideals.

I understand that all members of the Camp Oconto community (campers, staff and volunteers) are expected to learn, abide by and encourage others to follow the rules, regulations, policies, procedures, customs and ideals of the Camp. I further acknowledge that if I/my child is involved in any conduct which, in the opinion of the Directors, is in breach of the Camp rules, regulations, policies, procedures, customs or ideals or otherwise endangers the well-being of campers and/or staff or the efficient and safe operation of the Camp, s/he will be dismissed from camp immediately. If any member of the staff or any camper is dismissed from camp for any reason or at any time, there will be no refund of fees for campers or payment of wages/salary for staff and the staff or camper is responsible for all costs associated with the dismissal, including travel expenses. The decision to dismiss a staff member or camper from camp is within the exclusive discretion of the Camp Directors, or his/her delegate, in the event of an emergency.

## **APPLICATION PROCESS**

To be considered for a staff position, please forward your resume via e-mail to, [oconto@bellnet.ca](mailto:oconto@bellnet.ca) or by mail to:

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