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Counsellor

PREREQUISITE:

- 17 years old or older in the operating season
- Must be a student who intends to return to school full time in the imminent future

SUMMARY: Work in conjunction with co-counsellors to provide supervision and leadership and ensure the physical and emotional safety of a cabin group of campers. To ensure that campers needs are met daily in terms of health, hygiene and nutrition, and that campers are supported in adjusting to the daily schedule. Work with co-counsellors, and Cabin Head to lead the campers in positive cabin times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. Engage in all program activities with your campers and support program staff. Counsellors are assigned schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. They support in the management of the cabin's lost and found items to ensure that nothing is left behind before campers' departure.

This role requires living on-site for the duration of employment.

Responsibilities:

- **Camper Care:** Responsible for camper's care and supervision. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Health & Safety:** Reporting any unsafe cabin conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Providing direct support and leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Provide supervision at mealtimes, bedtimes, and any unstructured or "choice" times.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Assist in the overall camp environment by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Role Modeling:** Leads by example with maturity, integrity, and enthusiasm, always serving as a positive role model for campers and staff.
- **Camper Supervision & Safety:** Ensures the physical and emotional safety of campers by maintaining awareness, enforcing rules, and responding to needs proactively.
- **Communication & Interpersonal Skills:** Communicates clearly, listens actively, and builds strong, respectful relationships with campers, peers, and staff.
- **Problem-Solving & Decision-Making:** Responds calmly and effectively to challenges, resolving conflicts and making sound decisions in fast-paced situations.
- **Engagement:** Participate and lead engaging camp activities with energy and organization, adapting to the needs and interests of the campers.

Required Certifications:

- First Aid Certificate (CPR-C)

Contract Length: One month – July OR August OR Two months – July & August

Counsellor - Lifeguard

PREREQUISITE:

- 17 years old or older in the operating season & have NL for (swimming and boating) or Bronze Cross (boating only) certification
- Must be a student who intends to return to school full time in the imminent future

SUMMARY: Work in conjunction with co-counsellors to provide supervision and leadership and ensure the physical and emotional safety of a cabin group of campers. To ensure that campers needs are met daily in terms of health, hygiene and nutrition, and that campers are supported in adjusting to the daily schedule. Work with co-counsellors, and Cabin Head to lead the campers in positive cabin times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. Engage in all program activities with your campers and support program staff. To work in conjunction with the Assistant Director – Waterfront and all other lifeguards to facilitate aquatics programs (including water toys, etc.) for groups of campers. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. Counsellors are assigned schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. They support in the management of the cabin's lost and found items to ensure that nothing is left behind before campers' departure. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Camper Care:** Responsible for camper's care and supervision. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Health & Safety:** Reporting any unsafe cabin conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Providing direct support and leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Provide supervision at mealtimes, bedtimes, and any unstructured or "choice" times.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Assist in the overall camp environment by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Lifeguarding Responsibilities:

- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies.
- Required to act as a lifeguard on duty when with your cabin or when scheduled at the waterfront or canoe/kayak/SUP program area, depending on your level of Lifeguard certification.
- Providing direct leadership during waterfront activities.
- Responsible for attending all lifeguard training and information times scheduled by the Assistant Director – Waterfront.
- Responsible for proper care and maintenance of all waterfront materials and resources.
- Assist the Assistant Director – Waterfront and Lifeguard Team with swim tests and continual monitoring of campers at the waterfront.
- Encourage and motivate campers to participate in activities that are creative and age appropriate.

Competencies:

- **Leadership & Role Modeling:** Leads by example with maturity, integrity, and enthusiasm, always serving as a positive role model for campers and staff.
- **Camper Supervision & Safety:** Ensures the physical and emotional safety of campers by maintaining awareness, enforcing rules, and responding to needs proactively.
- **Communication & Interpersonal Skills:** Communicates clearly, listens actively, and builds strong, respectful relationships with campers, peers, and staff.
- **Problem-Solving & Decision-Making:** Responds calmly and effectively to challenges, resolving conflicts and making sound decisions in fast-paced situations.

- **Engagement:** Participate and lead engaging camp activities with energy and organization, adapting to the needs and interests of the campers.

Required Certifications:

- First Aid Certificate (CPR-C)
- National Lifeguard (NL) or Bronze Cross

Contract Length: One month – July OR August OR Two months – July & August

Counsellor – LIT

PREREQUISITE:

- Turning 20 years old or older in the operating season
- Attend staff-pre-camp training in late June

SUMMARY: Work in conjunction with co-counsellors to provide supervision and leadership in “LIT Tent Village” and ensure the physical and emotional safety of campers ages 14 – 16 years old. To ensure that campers needs are met daily in terms of health, hygiene and nutrition, and that campers are supported in adjusting to the daily schedule. Work with co-counsellors, and Cabin Head to lead the campers in positive cabin times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. Engage in all program activities with your campers and support program staff. Counsellors are assigned schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. They support in the management of the tent’s lost and found items to ensure that nothing is left behind before campers’ departure. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Camper Care:** Responsible for camper’s care and supervision. This includes ensuring their tents are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Health & Safety:** Reporting any unsafe tents conditions or equipment immediately.
 - Ensure tent and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of special theme days, evening programs, campfires and other camp activities.
 - Assist in the out-trip and town trip program activity
 - Checking equipment and program areas for safety and cleanliness.
 - Providing direct support and leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Provide supervision at mealtimes, bedtimes, and any unstructured or "choice" times.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Assist in the overall camp environment by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Role Modeling:** Leads by example with maturity, integrity, and enthusiasm, always serving as a positive role model for campers and staff.
- **Camper Supervision & Safety:** Ensures the physical and emotional safety of campers by maintaining awareness, enforcing rules, and responding to needs proactively.
- **Communication & Interpersonal Skills:** Communicates clearly, listens actively, and builds strong, respectful relationships with campers, peers, and staff.
- **Problem-Solving & Decision-Making:** Responds calmly and effectively to challenges, resolving conflicts and making sound decisions in fast-paced situations.
- **Engagement:** Participate and lead engaging camp activities with energy and organization, adapting to the needs and interests of the campers.

Required Certifications:

- First Aid Certificate (CPR-C)

Contract Length: One month – July OR August OR Two months – July & August

Counsellor – LIT - Lifeguard

PREREQUISITE:

- Turning 20 years old or older in the operating season & have NL for (swimming and boating) or Bronze Cross (boating only) certification
- Must be a student who intends to return to school full time in the imminent future

SUMMARY: Work in conjunction with co-counsellors to provide supervision and leadership in “LIT Tent Village” and ensure the physical and emotional safety of campers ages 14 – 16 years old. To ensure that campers needs are met needs daily in terms of health, hygiene and nutrition, and that campers are supported in adjusting to the daily schedule. Work with co-counsellors, and Cabin Head to lead the campers in positive cabin times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. Engage in all program activities with your campers and support program staff. To work in conjunction with the Assistant Director – Waterfront and all other lifeguards to facilitate aquatics programs (including water toys, etc.) for groups of campers. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. Counsellors are assigned schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. They support in the management of the cabin’s lost and found items to ensure that nothing is left behind before campers’ departure. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Camper Care:** Responsible for camper’s care and supervision. This includes ensuring their tents are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Health & Safety:** Reporting any unsafe tents conditions or equipment immediately.
 - Ensure tent and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of special theme days, evening programs, campfires and other camp activities.
 - Assist in the out-trip and town trip program activity
 - Checking equipment and program areas for safety and cleanliness.
 - Providing direct support and leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Provide supervision at mealtimes, bedtimes, and any unstructured or "choice" times.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Assist in the overall camp environment by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Lifeguarding Responsibilities:

- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies.
- Required to act as a lifeguard on duty when with your cabin or when scheduled at the waterfront or canoe/kayak/SUP program area, depending on your level of Lifeguard certification.
- Providing direct leadership during waterfront activities.
- Responsible for attending all lifeguard training and information times scheduled by the Assistant Director – Waterfront.
- Responsible for proper care and maintenance of all waterfront materials and resources.
- Assisting the Assistant Director – Waterfront and Lifeguard Team with swim tests and continual monitoring of campers at the waterfront.
- Encourage and motivate campers to participate in activities that are creative and age appropriate.

Competencies:

- **Leadership & Role Modeling:** Leads by example with maturity, integrity, and enthusiasm, always serving as a positive role model for campers and staff.
- **Camper Supervision & Safety:** Ensures the physical and emotional safety of campers by maintaining awareness, enforcing rules, and responding to needs proactively.

- **Communication & Interpersonal Skills:** Communicates clearly, listens actively, and builds strong, respectful relationships with campers, peers, and staff.
- **Problem-Solving & Decision-Making:** Responds calmly and effectively to challenges, resolving conflicts and making sound decisions in fast-paced situations.
- **Engagement:** Participate and lead engaging camp activities with energy and organization, adapting to the needs and interests of the camper

Required Certifications:

- First Aid Certificate (CPR-C)
- National Lifeguard (NL) or Bronze Cross

Contract Length: One month – July OR August OR Two months – July & August

Counsellor – Day Camp

PREREQUISITE:

- 17 years old or older in the operating summer season
- Must be a student who intends to return to school full time in the imminent future

SUMMARY: Work in conjunction with co-counsellors and the Assistant Director – Day Camp to provide support to campers age 6 – 12 years old. Travel to town daily to greet parents and campers who take the bus to and from camp between Monday – Friday. Provide supervision and leadership and ensure the physical and emotional safety of campers. To ensure that campers needs are met needs daily in terms of health, hygiene and nutrition, and that campers are supported in adjusting to the daily schedule. Work with co-counsellors, and Cabin Head to lead the campers in positive cabin times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. Engage in all program activities with your campers and support program staff. Support overnight campers outside of day camp hours. Counsellors are assigned schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. They support in the management of the cabin's lost and found items to ensure that nothing is left behind before campers' departure. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Day Camp Camper Care:** Responsible for the campers in their care between daily pick up through until drop off. This includes ensuring their program spaces are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Overnight Camper Care:** Assist with P5 and camper put to bed. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Role Modeling:** Leads by example with maturity, integrity, and enthusiasm, always serving as a positive role model for campers and staff.
- **Camper Supervision & Safety:** Ensures the physical and emotional safety of campers by maintaining awareness, enforcing rules, and responding to needs proactively.
- **Communication & Interpersonal Skills:** Communicates clearly, listens actively, and builds strong, respectful relationships with campers, peers, and staff.
- **Problem-Solving & Decision-Making:** Responds calmly and effectively to challenges, resolving conflicts and making sound decisions in fast-paced situations.
- **Engagement:** Participate and lead engaging camp activities with energy and organization, adapting to the needs and interests of the campers.

Required Certifications:

- First Aid Certificate (CPR-C)

Contract Length: One month – July OR August OR Two months – July & August

Counsellor – Day Camp - Lifeguard

PREREQUISITE:

- 17 years old or older in the operating summer season & have NL for (swimming and boating) or Bronze Cross (boating only) certification
- Must be a student who intends to return to school full time in the imminent future

SUMMARY: Work in conjunction with co-counsellors and the Assistant Director – Day Camp to provide support to campers age 6 – 12 years old. Travel to town daily to greet parents and campers who take the bus to and from camp between Monday – Friday. Provide supervision and leadership and ensure the physical and emotional safety of campers. To ensure that campers needs are met needs daily in terms of health, hygiene and nutrition, and that campers are supported in adjusting to the daily schedule. Work with co-counsellors, and Cabin Head to lead the campers in positive cabin times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. Engage in all program activities with your campers and support program staff. Support overnight campers outside of day camp hours. Counsellors are assigned schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. They support in the management of the cabin's lost and found items to ensure that nothing is left behind before campers' departure. To work in conjunction with the Assistant Director – Waterfront and all other lifeguards to facilitate aquatics programs (including water toys, etc.) for groups of campers. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Day Camp Camper Care:** Responsible for the campers in their care between daily pick up through until drop off. This includes ensuring their program spaces are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Overnight Camper Care:** Assist with P5 and camper put to bed. This includes ensuring their cabins are ready prior to arrival, and attending to the physical, emotional and overall well-being of each camper.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Lifeguarding Responsibilities:

- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies.
- Required to act as a lifeguard on duty when with your cabin or when scheduled at the waterfront or canoe/kayak/SUP program area, depending on your level of Lifeguard certification.
- Providing direct leadership during waterfront activities.
- Responsible for attending all lifeguard training and information times scheduled by the Assistant Director – Waterfront.
- Responsible for proper care and maintenance of all waterfront materials and resources.
- Assisting the Assistant Director – Waterfront and Lifeguard Team with swim tests and continual monitoring of campers at the waterfront.
- Encourage and motivate campers to participate in activities that are creative and age appropriate.

Competencies:

- **Leadership & Role Modeling:** Leads by example with maturity, integrity, and enthusiasm, always serving as a positive role model for campers and staff.
- **Camper Supervision & Safety:** Ensures the physical and emotional safety of campers by maintaining awareness, enforcing rules, and responding to needs proactively.
- **Communication & Interpersonal Skills:** Communicates clearly, listens actively, and builds strong, respectful relationships with campers, peers, and staff.
- **Problem-Solving & Decision-Making:** Responds calmly and effectively to challenges, resolving conflicts and making sound decisions in fast-paced situations.
- **Engagement:** Participate and lead engaging camp activities with energy and organization, adapting to the needs and interests of the campers.

Required Certifications:

- First Aid Certificate (CPR-C)
- National Lifeguard (NL) or Bronze Cross

Contract Length: One month – July OR August OR Two months – July & August

Cabin Head

PREREQUISITE:

- Turning 18 years old or older in the operating summer season.
- Must be a student who intends to return to school full time in the imminent future.
- Attend Staff pre-training in Late June.

SUMMARY: The Cabin Head at Camp Muskoka plays a vital leadership role within the cabin, providing direct support and guidance to the cabin staff while overseeing the overall care, wellbeing, and instruction of all campers. As the primary point of contact for camper-related matters, the Cabin Head manages camper activity selections, tuck shop orders, incident reports, and writing camper post cards, ensuring all administrative tasks are completed accurately and on time. They also handle parent communication, including first time camper phone calls and other communication related to camper updates or concerns. The Cabin Head sets the tone for the cabin by leading an engaging and thoughtful camper cabin talk, establishing expectations and creating a welcoming environment. Through strong leadership the Cabin Head ensures friendships are made while providing a fun experience for every camper. The Cabin Head has excellent communication, and organizational skills and ensures a safe, inclusive, and memorable experience for every camper and staff member in their care. Cabin Heads schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. During incoming, they check each camper for lice and if found, send to club med for treatments. They manage the cabin's lost and found items to ensure that nothing is left behind before campers' departure. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Communication:** Stay in constant communication with the relevant Assistant Director and inform them of any situations that arise with staff and campers. Be proactive with communication, ensure opens channels with all camp departments and assist staff in their queries.
- **Leadership:** Lead by example, always demonstrate appropriate behaviour.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:** Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Team Leadership & Mentorship:** Leads and supports counsellors by providing guidance, setting expectations, and fostering a collaborative and respectful team environment.
- **Camper Wellbeing & Behavior Management:** Oversees the physical, emotional, and social wellbeing of all campers in the cabin, ensuring issues are addressed promptly and appropriately.
- **Communication & Conflict Resolution:** Communicates effectively with campers, staff, and leadership, and resolves conflicts with fairness, empathy, and professionalism.
- **Organization & Accountability:** Manages routines, schedules, and cleanliness with strong attention to detail and holds self and team accountable for responsibilities.
- **Crisis Response & Decision-Making:** Responds confidently and calmly in high-pressure situations, making sound decisions and following camp protocols to ensure camper safety.

Required Certifications:

- First Aid Certificate (CPR-C)

Contract Length: Late June – August

Cabin Head - Lifeguard

PREREQUISITE:

- Turning 18 years old or older in the operating summer season & have NL for (swimming and boating) or Bronze Cross (boating only) certification
- Must be a student who intends to return to school full time in the imminent future.
- Attend staff-pre-camp training in late June

SUMMARY: The Cabin Head - Lifeguard at Camp Muskoka plays a vital leadership role within the cabin, providing direct support and guidance to the cabin staff while overseeing the overall care, wellbeing, and instruction of all campers. As the primary point of contact for camper-related matters, the Cabin Head manages camper activity selections, tuck shop orders, incident reports, and writing camper post cards, ensuring all administrative tasks are completed accurately and on time. They also handle parent communication, including first time camper phone calls and other communication related to camper updates or concerns. The Cabin Head - Lifeguard sets the tone for the cabin by leading an engaging and thoughtful camper cabin talk, establishing expectations and creating a welcoming environment. Through strong leadership the Cabin Head - Lifeguard ensures friendships are made while providing a fun experience for every camper. The Cabin Head - Lifeguard has excellent communication, and organizational skills and ensures a safe, inclusive, and memorable experience for every camper and staff member in their care. Cabin Heads schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. During incoming, they check each camper for lice and if found, send to club med for treatments. They manage the cabin's lost and found items to ensure that nothing is left behind before campers' departure. To work in conjunction with the Assistant Director – Waterfront and all other lifeguards to facilitate aquatics programs (including water toys, etc.) for groups of campers. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Communication:** Stay in constant communication with the relevant Assistant Director and inform them of any situations that arise with staff and campers. Be proactive with communication, ensure opens channels with all camp departments and assist staff in their queries.
- **Leadership:** Lead by example, always demonstrate appropriate behaviour.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Lifeguarding Responsibilities:

- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies.
- Required to act as a lifeguard on duty when with your cabin or when scheduled at the waterfront or canoe/kayak/SUP program area, depending on your level of Lifeguard certification.
- Providing direct leadership during waterfront activities.
- Responsible for attending all lifeguard training and information times scheduled by the Assistant Director – Waterfront.
- Responsible for proper care and maintenance of all waterfront materials and resources.

- Assisting the Assistant Director – Waterfront and Lifeguard Team with swim tests and continual monitoring of campers at the waterfront.
- Encourage and motivate campers to participate in activities that are creative and age appropriate.

Competencies:

- **Team Leadership & Mentorship:** Leads and supports counsellors by providing guidance, setting expectations, and fostering a collaborative and respectful team environment.
- **Camper Wellbeing & Behavior Management:** Oversees the physical, emotional, and social wellbeing of all campers in the cabin, ensuring issues are addressed promptly and appropriately.
- **Communication & Conflict Resolution:** Communicates effectively with campers, staff, and leadership, and resolves conflicts with fairness, empathy, and professionalism.
- **Organization & Accountability:** Manages routines, schedules, and cleanliness with strong attention to detail and holds self and team accountable for responsibilities.
- **Crisis Response & Decision-Making:** Responds confidently and calmly in high-pressure situations, making sound decisions and following camp protocols to ensure camper safety.

Required Certifications:

- First Aid Certificate (CPR-C)
- National Lifeguard (NL) or Bronze Cross

Contract Length: Late June - August

Cabin Head - LIT

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season
- Must be a student who intends to return to school full time in the imminent future.
- Attend staff-pre-camp training in late June

SUMMARY: The Cabin Head – LIT at Camp Muskoka plays a vital leadership role within the LIT Tent Village (campers 14 – 16 years old), providing direct support and guidance to the LIT staff while overseeing the overall care, wellbeing, and instruction of all campers. As the primary point of contact for camper-related matters, the Cabin Head manages camper activity selections, tuck shop orders, incident reports, and writing camper post cards, ensuring all administrative tasks are completed accurately and on time. They also handle parent communication, including first time camper phone calls and other communication related to camper updates or concerns. The Cabin Head sets the tone for the cabin by leading an engaging and thoughtful camper cabin talk, establishing expectations and creating a welcoming environment. Through strong leadership the Cabin Head ensures friendships are made while providing a fun experience for every camper. The Cabin Head has excellent communication, and organizational skills and ensures a safe, inclusive, and memorable experience for every camper and staff member in their care. Cabin Heads schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. During incoming, they check each camper for lice and if found, send to club med for treatments. They manage the cabin's lost and found items to ensure that nothing is left behind before campers' departure. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Communication:** Stay in constant communication with the relevant Assistant Director and inform them of any situations that arise with staff and campers. Be proactive with communication, ensure opens channels with all camp departments and assist staff in their queries.
- **Leadership:** Lead by example, always demonstrate appropriate behaviour.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Team Leadership & Mentorship:** Leads and supports counsellors by providing guidance, setting expectations, and fostering a collaborative and respectful team environment.
- **Camper Wellbeing & Behavior Management:** Oversees the physical, emotional, and social wellbeing of all campers in the cabin, ensuring issues are addressed promptly and appropriately.
- **Communication & Conflict Resolution:** Communicates effectively with campers, staff, and leadership, and resolves conflicts with fairness, empathy, and professionalism.
- **Organization & Accountability:** Manages routines, schedules, and cleanliness with strong attention to detail and holds self and team accountable for responsibilities.
- **Crisis Response & Decision-Making:** Responds confidently and calmly in high-pressure situations, making sound decisions and following camp protocols to ensure camper safety.

Required Certifications:

- First Aid Certificate (CPR-C)

Contract Length: Late June – August

Cabin Head – LIT - Lifeguard

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season & have NL for (swimming and boating) or Bronze Cross (boating only) certification
- Must be a student who intends to return to school full time in the imminent future.
- Attend staff-pre-camp training in late June.

Summary: The Cabin Head – LIT - Lifeguard at Camp Muskoka plays a vital leadership role within the LIT Tent Village (campers 14 – 16 years old), providing direct support and guidance to the LIT staff while overseeing the overall care, wellbeing, and instruction of all campers. As the primary point of contact for camper-related matters, the Cabin Head manages camper activity selections, tuck shop orders, incident reports, and writing camper post cards, ensuring all administrative tasks are completed accurately and on time. They also handle parent communication, including first time camper phone calls and other communication related to camper updates or concerns. The Cabin Head sets the tone for the cabin by leading an engaging and thoughtful camper cabin talk, establishing expectations and creating a welcoming environment. Through strong leadership the Cabin Head ensures friendships are made while providing a fun experience for every camper. The Cabin Head has excellent communication, and organizational skills and ensures a safe, inclusive, and memorable experience for every camper and staff member in their care. Cabin Heads schedule periods off and evening stay-in supervision. They may be assigned to work a weekend stayover. During incoming, they check each camper for lice and if found, send to club med for treatments. They manage the cabin's lost and found items to ensure that nothing is left behind before campers' departure. To work in conjunction with the Assistant Director – Waterfront and all other lifeguards to facilitate aquatics programs (including water toys, etc.) for groups of campers. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Communication:** Stay in constant communication with the relevant Assistant Director and inform them of any situations that arise with staff and campers. Be proactive with communication, ensure opens channels with all camp departments and assist staff in their queries.
- **Leadership:** Lead by example, always demonstrate appropriate behaviour.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabin and accommodation cleanliness
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork (incident reports, post cards, etc.) throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Lifeguarding Responsibilities:

- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies.
- Required to act as a lifeguard on duty when with your cabin or when scheduled at the waterfront or canoe/kayak/SUP program area, depending on your level of Lifeguard certification.
- Providing direct leadership during waterfront activities.
- Responsible for attending all lifeguard training and information times scheduled by the Assistant Director – Waterfront.
- Responsible for proper care and maintenance of all waterfront materials and resources.
- Assisting the Assistant Director – Waterfront and Lifeguard Team with swim tests and continual monitoring of campers at the waterfront.

- Encourage and motivate campers to participate in activities that are creative and age appropriate.

Competencies:

- **Team Leadership & Mentorship:** Leads and supports counsellors by providing guidance, setting expectations, and fostering a collaborative and respectful team environment.
- **Camper Wellbeing & Behavior Management:** Oversees the physical, emotional, and social wellbeing of all campers in the cabin, ensuring issues are addressed promptly and appropriately.
- **Communication & Conflict Resolution:** Communicates effectively with campers, staff, and leadership, and resolves conflicts with fairness, empathy, and professionalism.
- **Organization & Accountability:** Manages routines, schedules, and cleanliness with strong attention to detail and holds self and team accountable for responsibilities.
- **Crisis Response & Decision-Making:** Responds confidently and calmly in high-pressure situations, making sound decisions and following camp protocols to ensure camper safety.

Required Certifications:

- First Aid Certificate (CPR-C)
- National Lifeguard (NL) or Bronze Cross

Contract Length: Late June - August

Retail Store/Tuck Shop Head

PREREQUISITE:

- Turning 18 years old or older in the operating summer season.
- Ideally a student who intends to return to school full time in the imminent future.

SUMMARY: The Retail Store & Tuck Shop Head at Camp Muskoka plays a key role in both the Outdoor Education (OE) and Summer Camp seasons, ensuring smooth operation of the camp's retail and tuck services. During the OE season, this role is responsible for stocking and managing the retail store, handling in-person merchandise sales, fulfilling online orders, processing payments, and overseeing inventory through Shopify. They also coordinate, order and delivery necessary supplies for campfires and camp guests. In the summer, the role expands to include managing tuck shop candy inventory and orders, distributing treats to cabins and staff, and organizing laundry services for campers and staff. A fun and engaging part of the role includes becoming the camp "Fruitman," delivering fresh fruit daily in costume to campers and staff.

Responsibilities:

- **Supervision:** Receive supervision and support by: Camp Director & Program Director
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
- **Retail Store & Tuck Shop:**
 - **Inventory & Organization:** Maintain accurate inventory and cleanliness of both the tuck shop and Cougar Lodge attic overstock areas. Receive, organize, and put away deliveries. All inventory to be merchandised in an visually appealing way at all times.
 - **Sales & Operations:** Pick, pack, and ship all orders (online and in-person), process payments, and reconcile with the Camp Director. Manage sales and food service on theme days (cotton candy, soft serve, etc.).
 - **Cleanliness & Equipment Maintenance:** Perform daily cleaning (sweeping, washing floors, counters, disposing of cardboard and other garbage into commercial garbage bins), deep cleaning before and after each camp session, and ensure all equipment is functional and clean. Report any damages immediately.
 - **Guest & Camper Support:** Ensure all food offerings are nut-safe with gluten-free and halal options available. Manage and distribute laundry bag inventory for campers and staff.
- **Fruitman:** Dress up daily during summer camp being "Fruitman" handing out fresh fruit to campers and staff during morning snack. Coordinate with kitchen to receive the whole fruit.
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Inventory & Retail Operations Management:** Effectively manages inventory, sales, and supply ordering using systems like Shopify, while maintaining cleanliness and organization in the tuck shop.
- **Customer Service & Camper Engagement:** Delivers friendly, inclusive service to campers, staff, and guests, ensuring all offerings meet dietary needs (e.g., nut-safe, gluten-free, halal) and enhancing camper experience through fun initiatives like the "Fruitman" deliveries.
- **Attention to Detail & Accountability:** Accurately processes and reconciles payments, maintains stock records, and ensures equipment is clean, safe, and in excellent working condition always.
- **Team Collaboration & Camp Participation:** Works cooperatively with all staff, supports broader camp programs, and assists with special events, camper supervision, and cross-departmental tasks as needed.

- **Adaptability & Initiative:** Responds proactively to daily operational needs, takes initiative in maintaining high standards, and adjusts quickly to the dynamic pace and variety of camp life during both OE and summer seasons.

Required Qualifications/Certifications:

- First Aid Certificate (CPR-C)

Contract Length

- April - August

Assistant Director – Cougar Lodge, Bobcat Blvd, Lynx Lane

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season
- Ideally a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Assistant Director at Camp Muskoka is a key member of the leadership team, responsible for supervising specific camper cabins (campers 6 – 16 years old) (Bobcat Blvd, Lynx Lane, Cougar Lodge), supporting counselling staff, and ensuring the overall safety and wellbeing of campers and staff. This role involves training, mentoring, evaluating, and managing cabin heads and counsellors. The Assistant Director oversees camper and staff care, behavioural concerns, maintains communication related to camper and staff wellbeing and discipline, and plays a key role in arrival and departure processes. They also help deliver and support staff training, maintain open communication with Associate Director and all camp departments, attend daily management meetings, host section meetings, and ensures compliance with OCA guidelines. Running staff training throughout the summer requires a person to have strong leadership, organization, and proactive communication are essential. **This role requires living on-site, ideally within your section for the duration of employment.**

Responsibilities:

- **Supervision:** Receive supervision by Associate Director:
 - Manage staff discipline, ensure staff coverage (days/periods off, illness coverage)
 - Oversee staff scheduling for appropriate section
 - Keeping informed on difficult campers and the methods being used to support the camper.
 - Ensure section lost & found is appropriately managed weekly prior to camper departure
 - Assist in the execution and supervision of cabin mealtimes, camp special theme days, evening programs, campfires and other camp activities.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabins and tents in your section are cleans and sanitized and exterior area is garbage free.
- **Communication & Training:**
 - Lead by example, always demonstrate appropriate behaviour, setting a good example for fellow staff members and campers alike.
 - Help in organizing and facilitating staff training week, so staff are highly skilled and trained for whatever camp life may throw at them.
 - Be proactive with communication, ensure opens channels with all camp departments and assist staff in their queries.
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer & ensure cabin heads are completing theirs and on time.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Staff Mentorship:** Demonstrates strong leadership by guiding, supporting, and mentoring staff in alignment with Camp Muskoka's values and expectations.
 - **Camper Care & Behaviour Management:** Effectively manages camper wellbeing and behavioural concerns with empathy, consistency, and professionalism.
 - **Professional Communication:** Maintains clear, respectful, and timely communication with staff, parents, and leadership, especially regarding camper-related matters.
 - **Organizational and Administrative Skills:** Handles documentation, parent communication, and other administrative tasks with accuracy and attention to detail.
- Adaptability and Problem-Solving:** Responds to challenges and changing circumstances with flexibility, sound judgment, and a calm, solutions-focused approach.

Required Qualifications/Certifications:

- First Aid Certificate (CPR-C)
- Managerial experience

Recommended Qualifications/Certifications

- National Lifeguard (NL) or Bronze Cross
- Instructional or coaching background or experience in a supervisory role.
- Prior camp experience

Contract Length

- Late June – August

Assistant Director – LIT

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season
- Ideally a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Assistant Director – LIT at Camp Muskoka is a key member of the leadership team, responsible for supervising specific camper cabins (campers 14 – 16 years old), supporting counselling staff, and ensuring the overall safety and wellbeing of campers. This role involves training, mentoring, evaluating, and managing cabin heads and counsellors. The Assistant Director oversees camper and staff care, behavioural concerns, maintains communication related to camper and staff wellbeing and discipline, and plays a key role in arrival and departure processes. They also help deliver and support staff training, maintain open communication with Associate Director and all camp departments, attend daily management meetings, host section meetings, and ensures compliance with OCA guidelines. Running staff training throughout the summer requires this person to have strong leadership, organization, and proactive communication are essential. Running staff training throughout the summer requires this person to have strong leadership, organization, and proactive communication are essential. **This role requires living on-site, ideally within your section for the duration of employment.**

Responsibilities:

- **Supervision:** Receive supervision by Associate Director:
 - Manage staff discipline, ensure staff coverage (days/periods off, illness coverage)
 - Oversee staff scheduling for appropriate section
 - Keeping informed on difficult campers and the methods being used to support the camper.
 - Ensure section lost & found is appropriately managed weekly prior to camper departure
 - Assist in the execution and supervision of cabin mealtimes, camp special theme days, evening programs, campfires and other camp activities.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabins and tents in your section are cleans and sanitized and exterior area is garbage free.
- **Communication & Training:**
 - Lead by example, always demonstrate appropriate behaviour, setting a good example for fellow staff members and campers alike.
 - Help in organizing and facilitating staff training week, so staff are highly skilled and trained for whatever camp life may throw at them.
 - Be proactive with communication, ensure opens channels with all camp departments and assist staff in their queries.
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer & ensure cabin heads are completing theirs and on time.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Staff Mentorship:** Demonstrates strong leadership by guiding, supporting, and mentoring staff in alignment with Camp Muskoka's values and expectations.
 - **Camper Care & Behaviour Management:** Effectively manages camper wellbeing and behavioural concerns with empathy, consistency, and professionalism.
 - **Professional Communication:** Maintains clear, respectful, and timely communication with staff, parents, and leadership, especially regarding camper-related matters.
 - **Organizational and Administrative Skills:** Handles documentation, parent communication, and other administrative tasks with accuracy and attention to detail.
- Adaptability and Problem-Solving:** Responds to challenges and changing circumstances with flexibility, sound judgment, and a calm, solutions-focused approach.

Required Qualifications/Certifications:

- First Aid Certificate (CPR-C)
- Managerial experience

Recommended Qualifications/Certifications

- National Lifeguard (NL) or Bronze Cross
- Instructional or coaching background or experience in a supervisory role.
- Prior camp experience

Contract Length

- Late June – August

Assistant Director – Day Camp

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season
- Ideally a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Assistant Director – Day Camp is a key member of the leadership team, responsible for supporting the daily operations of day camp, supervising assigned camper groups, and mentoring counselling staff to ensure a safe, fun, and inclusive environment for campers aged 6–12. This role involves training, mentoring, evaluating, and managing cabin heads and counsellors. The Assistant Director oversees camper and staff care, behavioural concerns, maintains communication related to camper and staff wellbeing and discipline, and plays a key role in arrival and departure processes. They also help deliver and support staff training, maintain open communication with Associate Director and all camp departments, attend daily management meetings, host section meetings, and ensures compliance with OCA guidelines. Running staff training throughout the summer requires a this person to have strong leadership, organization, and proactive communication are essential. **This role requires living on-site, ideally within your section for the duration of employment.**

Responsibilities:

- **Supervision:** Receive supervision by Associate Director:
 - Manage staff discipline, ensure staff coverage (days/periods off, illness coverage)
 - Oversee staff scheduling for appropriate section
 - Keeping informed on difficult campers and the methods being used to support the camper.
 - Ensure section lost & found is appropriately managed weekly prior to camper departure
 - Assist in the execution and supervision of cabin mealtimes, camp special theme days, evening programs, campfires and other camp activities.
- **Health & Safety:** Reporting any unsafe camp conditions or equipment immediately.
 - Ensure cabins and tents in your section are cleans and sanitized and exterior area is garbage free.
- **Communication & Training:**
 - Lead by example, always demonstrate appropriate behaviour, setting a good example for fellow staff members and campers alike.
 - Help in organizing and facilitating staff training week, so staff are highly skilled and trained for whatever camp life may throw at them.
 - Be proactive with communication, ensure opens channels with all camp departments and assist staff in their queries.
- **Assist in all activities in all camp programs by:**
 - Assist in the execution of day camp and overnight camp special theme days, evening programs, campfires and other camp activities.
 - Checking equipment and program areas for safety and cleanliness.
 - Reporting any unsafe conditions or equipment immediately.
 - Providing direct leadership during activities.
 - Encouraging and motivating campers and staff to participate in activities.
 - Participating with campers in programs and activities.
 - Providing extra supervision at mealtimes, bedtimes for overnight campers.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer & ensure cabin heads are completing theirs and on time.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Staff Mentorship:** Demonstrates strong leadership by guiding, supporting, and mentoring staff in alignment with Camp Muskoka's values and expectations.
 - **Camper Care & Behaviour Management:** Effectively manages camper wellbeing and behavioural concerns with empathy, consistency, and professionalism.
 - **Professional Communication:** Maintains clear, respectful, and timely communication with staff, parents, and leadership, especially regarding camper-related matters.
 - **Organizational and Administrative Skills:** Handles documentation, parent communication, and other administrative tasks with accuracy and attention to detail.
- Adaptability and Problem-Solving:** Responds to challenges and changing circumstances with flexibility, sound judgment, and a calm, solutions-focused approach.

Required Qualifications/Certifications:

- First Aid Certificate (CPR-C)
- Managerial experience

Recommended Qualifications/Certifications

- National Lifeguard (NL) or Bronze Cross
- Instructional or coaching background or experience in a supervisory role.
- Prior camp experience

Contract Length

- Late June – August

Infirmery (Club Med) Coordinator

PREREQUISITE:

- Ideally going into second year or greater of a nursing program in the operating summer season
- Must be a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: Infirmery (Club Med) Coordinator at Camp Muskoka is a key member of the health and leadership team, responsible for overseeing the setup, organization, and smooth daily operation of the Club Med health facility throughout the summer. This role ensures that all medical supplies are stocked, Medication Administration Records (MARs) are accurately maintained, and Club Med staff—including physicians and nurses—are oriented, supported, and able to deliver high-quality care. They lead the triage and intake process for incoming campers & staff, and medication collection, while ensuring all procedures are conducted with discretion and care. The Infirmery (Club Med) Coordinator also trains camp staff on camper health needs, prepares first aid kits, manages medication distribution and documentation, and coordinate transportation to and from external medical facilities as needed. Regular communication with the Camp Director ensures continuous improvement of Club Med policies and practices. This position requires strong leadership, clinical knowledge, attention to detail, and a compassionate approach to camper and staff wellness. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Supply Management:** Set up and organize the Club Med facility prior to the start of summer camp. Management of inventory levels throughout the summer and order required supplies and equipment with the approval from the Camp Director. Prepare and restock first aid and medication kits for camp.
- **Staff Care & Training:** Conduct health and wellness assessments of all staff during pre-camp training weeks and ensure that all Medical Record Forms are completed.
 - Provide training to camp staff regarding health issues typically affecting campers.
 - Welcome our physicians and nurses weekly and the transition between medical staff.
 - Provide orientation for Club Med staff to ensure their familiarity with the facilities, the Camp Muskoka Club Med & Camp Policies, personal comfort, effectiveness and efficiency of their work.
 - Ensure that medical handover between outgoing and incoming Club Med staff is completed
- **Organization & Management:**
 - Ensure the Club Med staff is set up to perform medical triage of incoming campers, including medication collection, and medical authorization is completed
 - Ensure that incoming campers found to have lice are promptly treated in a caring and confidential manner
 - Set up all Medication Administration Records (MARs) and stock the med cart as appropriate, ensuring that all narcotics are always maintained in the locked narcotics drawers and that access is strictly limited.
 - Ensure the Club Med staff distributes medications to all campers and staff and document administration on their MARs.
 - Documentation of all treatments are performed and logged into Camp Brain.
 - Ensure Club Med and incoming health staff accommodations are cleaned & disinfected regularly. Isolation tents are to be prepared, cleaned and disinfected regularly. Coordinate delivery and dish clean-up of meals for isolated campers & staff.
 - Accompany campers and staff to the local hospital when more advanced emergency care is required
 - Order and coordinate pick up of prescriptions in town.
 - Regularly communicate with the Camp Director any status updates of Club Med facility, Club Med staff and potential needs to update Club Med policies and procedures.
 - Communicate with local health unit as required – with the alignment of the Camp Director and acting physician.
 - Attend daily leadership meetings.
- **Camper Care & Parent Communication:**
 - Demonstrate kindness, patience, and sensitivity to the needs and feelings of all patients.
 - Following the Camp Muskoka protocols, call parents to advise them of their camper's health status. If parents request, coordinate communication with Camp Dr. and or a Camp Muskoka Director. Ensure all communication home is logged into Camp Brain. Ensure that Assistant Directors are in the loop of campers who have received a call home for medical reasons.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.

- **Administration:** Complete all necessary paperwork throughout the summer & ensure cabin heads are completing theirs and on time.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Clinical Knowledge & Medical Judgment:** Applies nursing knowledge and sound clinical decision-making to manage health assessments, triage, medication administration, and emergency care in a camp setting.
- **Organization & Attention to Detail:** Maintains accurate records (e.g., MARs, treatment documentation), manages medical inventory, and ensures all health protocols are followed with precision.
- **Leadership & Staff Coordination:** Effectively trains, supports, and oversees Club Med staff, ensuring they are prepared, confident, and working efficiently within health and safety guidelines.
- **Communication & Confidentiality:** Communicates clearly and compassionately with campers, staff, medical professionals, and parents, while handling all personal health information with discretion.
- **Crisis Response & Adaptability:** Responds calmly and efficiently in emergencies, adjusts to changing health needs, and ensures readiness of the infirmary and staff for any situation that may arise.

Required Qualifications/Certifications:

- Standard First Aid Certificate (CPR-C)
- Completion of at least the first year of, an undergraduate B.Sc.N. Nursing program

Recommended Qualifications/Certifications

- Previous camp experiences an asset

Contract Length

- Late June – August

Associate Summer Camp Director – Day & Weekend

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season.
- Minimum 2 years' experience or equivalent in a supervisory role at an overnight Summer Camp.
- Attend staff-pre-camp training in June

SUMMARY: The Associate Summer Camp Director – Day & Weekend at Camp Muskoka is a senior leadership position responsible for overseeing the Assistant Directors and the overall care and wellbeing of all summer camp campers and counselling staff in close collaboration with the Camp Director. Reporting directly to the Camp Director, the Associate Director provides supervision, mentorship, and support to Assistant Directors related to counselling, ensuring a consistent, high-quality experience for both campers and staff. They play a key role in managing camper & staff behavioural concerns, facilitating staff leadership development, and maintaining smooth communication across departments. The Associate Director helps coordinate emergency preparedness and response efforts, while also supporting staff training, ensuring compliance with OCA standards, and stepping into the Camp Director's role when required. This position demands strong leadership, independent decision-making, organizational skill, and a commitment to fostering a safe, respectful, and inclusive camp environment.

Responsibilities:

- **Leadership:** Provide strong leadership to counselling staff and campers, led by example following all camp rules, policies and traditions. Be a role model and caregiver to each camper & staff member at Camp Muskoka. Be a resource to counselling staff in all areas of their job.
- **Supervision:** Provide direct supervision to Assistant Directors (Cougar Lodge, Lynx Lane, Bobcat Blvd., LIT & Day Camp). Provide leadership training, guidance and mentorship. Ensure a high-quality camp experience for every camper and counselling staff.
- **Other:** Help in organizing and facilitating staff training week, so staff are highly skilled and trained.
 - Maintain required paperwork and administrative duties; follow up with Assistant Directors on incident reports as they arise.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer & ensure Assistant Directors are completing theirs and on time.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership and Staff Development:** Provides strong, values-based leadership by mentoring Assistant Directors and staff, fostering professional growth, accountability, and a positive camp culture.
- **Camper Behaviour Management:** Supports and advises on complex camper behavioural issues, ensuring consistent, compassionate responses that prioritize safety, inclusion, and camper wellbeing.
- **Crisis Management & Safety Preparedness:** Actively participates in the Crisis Response Team, demonstrating readiness, sound judgment, and a thorough understanding of emergency protocols across all camp departments.
- **Communication & Team Coordination:** Maintains clear, effective communication with the Camp Director and all departments, ensuring consistent messaging, smooth operations, and collaborative problem-solving.
- **Organizational & Administrative Excellence:** Oversees documentation, incident reporting, and OCA compliance, while stepping into the Camp Director's role when needed with confidence and competence.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- Experience training staff members

Recommended Certifications/Qualifications:

- Participation in a leadership program or experience facilitating leadership skills.
- National Lifeguard (NL) or Bronze Cross

Contract Length: Late June – August

Associate Summer Camp Director – Evenings & Weekends

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season.
- Minimum 2 years' experience or equivalent in a supervisory role at an overnight Summer Camp.
- Attend staff-pre-camp training in June

SUMMARY: The Associate Summer Camp Director – Evenings & Weekends at Camp Muskoka is a senior leadership position responsible for overseeing the Assistant Directors and the overall care and wellbeing of all summer camp campers and counselling staff in close collaboration with the Camp Director. Reporting directly to the Camp Director, the Associate Director provides supervision, mentorship, and support to Assistant Directors related to counselling, ensuring a consistent, high-quality experience for both campers and staff. They play a key role in managing camper & staff behavioural concerns, facilitating staff leadership development, and maintaining smooth communication across departments. The Associate Director helps coordinate emergency preparedness and response efforts, while also supporting staff training, ensuring compliance with OCA standards, and stepping into the Camp Director's role when required. This position demands strong leadership, independent decision-making, organizational skill, and a commitment to fostering a safe, respectful, and inclusive camp environment.

Responsibilities:

- **Leadership:** Provide strong leadership to counselling staff and campers, led by example following all camp rules, policies and traditions. Be a role model and caregiver to each camper & staff member at Camp Muskoka. Be a resource to counselling staff in all areas of their job.
- **Supervision:** Provide direct supervision to Assistant Directors (Cougar Lodge, Lynx Lane, Bobcat Blvd., LIT & Day Camp). Provide leadership training, guidance and mentorship. Ensure a high-quality camp experience for every camper and counselling staff.
- **Other:** Help in organizing and facilitating staff training week, so staff are highly skilled and trained.
 - Maintain required paperwork and administrative duties; follow up with Assistant Directors on incident reports as they arise.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer & ensure Assistant Directors are completing theirs and on time.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership and Staff Development:** Provides strong, values-based leadership by mentoring Assistant Directors and staff, fostering professional growth, accountability, and a positive camp culture.
- **Camper Behaviour Management:** Supports and advises on complex camper behavioural issues, ensuring consistent, compassionate responses that prioritize safety, inclusion, and camper wellbeing.
- **Crisis Management & Safety Preparedness:** Actively participates in the Crisis Response Team, demonstrating readiness, sound judgment, and a thorough understanding of emergency protocols across all camp departments.
- **Communication & Team Coordination:** Maintains clear, effective communication with the Camp Director and all departments, ensuring consistent messaging, smooth operations, and collaborative problem-solving.
- **Organizational & Administrative Excellence:** Oversees documentation, incident reporting, and OCA compliance, while stepping into the Camp Director's role when needed with confidence and competence.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- Experience training staff members

Recommended Certifications/Qualifications:

- Participation in a leadership program or experience facilitating leadership skills.
- National Lifeguard (NL) or Bronze Cross

Contract Length: Late June – August

Program Activity Head & Counsellor – Land Activities

PREREQUISITE:

- Turning 18 years old or older in the operating summer season
- Must be a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Program Activity Head & Counsellor – Land Activities is responsible for planning, executing and maintaining land-based sports and activity programs at Camp Muskoka. Working closely with the Program Director & Assistant Program Directors, they will deliver engaging, age-appropriate programming that promotes skill development, teamwork, and fun for all campers. This role includes running daily activities, maintaining equipment and facilities, incorporating staff talents into programming, and ensuring all activities meet safety and OCA compliance standards. Work to lead campers in positive program times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. **This role requires living on-site for the duration of employment.**

Responsibilities:

- Work with the Program Director to deliver Land programs:
 - o Run programs that are suitable for all ages and skill levels to challenge themselves.
 - o Be aware of other staff member's skills and try to incorporate their experience into the program.
 - o Maintain all equipment and ensure it is being treated with respect.
 - o Always ensure the safety of campers.
 - o Create daily logs, taking note of which activities ran, if anything had to be changed, any accidents or injuries that occurred and what equipment was used.
- **Teamwork:** Actively work towards building teams amongst all staff.
- **Communication:** Communicate in a clear and thorough manner with all areas of camp working to accomplish goals.
- Ensure all areas of camp are complying with OCA guidelines, including oneself.
- Know Emergency Procedures and assist in training other staff members in their roles during an emergency.
- **Cabin Duties:** Will participate with a cabin that they have been assigned to. Participate in cabin activities, meals and bedtime. Attend all meals with cabin, unless on day off.
- **Participate:** Fully as part of the overall staff team by:
 - o Working co-operatively with all other staff.
 - o Supporting other staff and campers.
 - o Always acting as a positive role model.
 - o Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Supervision:** Effectively leads campers and staff, ensures safety, and creates a positive, inclusive activity environment.
- **Program Planning & Execution:** Plans and delivers fun, age-appropriate land activities that align with Camp Muskoka's values and adapt to group needs.
- **Risk Management & Safety Awareness:** Identifies hazards, enforces safety protocols, and responds to incidents with calm and competence.
- **Communication & Interpersonal Skills:** Communicates clearly, builds rapport with campers and staff, and models respectful, professional behavior.
- **Team Collaboration & Initiative:** Works well with others, takes initiative to improve activities, and supports a positive camp culture.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)

Contract Length:

- Late June – August

Program Activity Head & Counsellor – Water Activities

PREREQUISITE:

- Turning 18 years old or older in the operating summer season & have NL for (swimming and boating) or Bronze Cross (boating only) certification
- Must be a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Program Activity Head & Counsellor – Water Activities is responsible for planning, executing and maintaining land-based sports and activity programs at Camp Muskoka. Working closely with the Program Director & Assistant Program Directors, they will deliver engaging, age-appropriate programming that promotes skill development, teamwork, and fun for all campers. This role includes running daily activities, maintaining equipment and facilities, incorporating staff talents into programming, and ensuring all activities meet safety and OCA compliance standards. Work to lead campers in positive program times, ensuring friendships are made, providing fun, safe, and age-appropriate activities and ensure there are positive interactions among campers and staff. To work in conjunction with the Assistant Director – Waterfront and all other lifeguards to facilitate aquatics programs (including water toys, etc.) for groups of campers. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. **This role requires living on-site for the duration of employment.**

Responsibilities:

- Work with the Program Director to deliver Land programs:
 - Run programs that are suitable for all ages and skill levels to challenge themselves.
 - Be aware of other staff member's skills and try to incorporate their experience into the program.
 - Maintain all equipment and ensure it is being treated with respect.
 - Always ensure the safety of campers.
 - Create daily logs, taking note of which activities ran, if anything had to be changed, any accidents or injuries that occurred and what equipment was used.
- **Teamwork:** Actively work towards building teams amongst all staff.
- **Communication:** Communicate in a clear and thorough manner with all areas of camp working to accomplish goals.
- Ensure all areas of camp are complying with OCA guidelines, including oneself.
- Know Emergency Procedures and assist in training other staff members in their roles during an emergency.
- **Cabin Duties:** Will participate with a cabin that they have been assigned to. Participate in cabin activities, meals and bedtime. Attend all meals with cabin, unless on day off.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Lifeguarding Responsibilities:

- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies.
- Required to act as a lifeguard on duty when with your cabin or when scheduled at the waterfront or canoe/kayak/SUP program area, depending on your level of Lifeguard certification.
- Providing direct leadership during waterfront activities.
- Responsible for attending all lifeguard training and information times scheduled by the Assistant Director – Waterfront.
- Responsible for proper care and maintenance of all waterfront materials and resources.
- Assisting the Assistant Director – Waterfront and Lifeguard Team with swim tests and continual monitoring of campers at the waterfront.
- Encourage and motivate campers to participate in activities that are creative and age appropriate.

Competencies:

- **Leadership & Supervision:** Effectively leads campers and staff, ensures safety, and creates a positive, inclusive activity environment.
- **Program Planning & Execution:** Plans and delivers fun, age-appropriate land activities that align with Camp Muskoka's values and adapt to group needs.

- **Risk Management & Safety Awareness:** Identifies hazards, enforces safety protocols, and responds to incidents with calm and competence.
- **Communication & Interpersonal Skills:** Communicates clearly, builds rapport with campers and staff, and models respectful, professional behavior.
- **Team Collaboration & Initiative:** Works well with others, takes initiative to improve activities, and supports a positive camp culture.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- National Lifeguard (NL)

Contract Length:

- Late June - August

Program Activity Head & Counsellor – Horseback Riding

PREREQUISITE:

- Turning 18 years old or older in the operating summer season
- Ideally a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Program Activity Head & Counsellor – Horseback Riding instructor has day-to-day responsibility for supervising all stable management and riding activities. The Horseback Riding Head delivers a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. An equine experience is taught to campers from how to ride and care for horses safely. Manage the care and husbandry of horses and physical operation of the horseback riding facilities and equipment. Position requires feeding, grooming and horse wellbeing. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Instruction:** Teach basic riding skills, such as mounting, dismounting, and controlling the horse.
 - Lead lessons for beginners to advanced riders.
- **Safety:** Always enforce safety protocols and emergency procedures to ensure a secure environment for riders, horses, and volunteers.
 - Match riders with horses that are appropriate for their skill level and temperament
- **Horse Care:** Oversee or perform daily horse care, including feeding, watering, grooming, and exercise.
 - Regularly inspect horses for health issues, injuries, or behavioral concerns, and report any problems to the Program Director.
- **Stable Management:** Ensure facilities are kept clean, orderly, and safe, including trails and the camp "corral".
 - Manage and maintain program equipment, such as tack and helmets.
- **Cabin Duties:** Will participate with a cabin that they have been assigned to. Participate in cabin activities, meals and bedtime. Attend all meals with cabin, unless on day off.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** Complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Program Planning & Execution:** Plans and delivers fun, age-appropriate land activities that align with Camp Muskoka's values and adapt to group needs, including horseback riding sessions that build rider confidence, teach basic to intermediate skills, and foster respect for animals.
- **Risk Management & Safety Awareness:** Identifies hazards, enforces safety protocols, and responds to incidents with calm and competence — particularly within equestrian settings by monitoring horse behavior, maintaining secure tack, and ensuring helmets and footwear compliance.
- **Communication & Interpersonal Skills:** Communicates clearly, builds rapport with campers and staff, and models respectful, professional behavior, while providing clear riding instructions, constructive feedback, and reassurance to nervous or first-time riders.
- **Team Collaboration & Initiative:** Works well with others, takes initiative to improve activities, and supports a positive camp culture, including assisting with barn chores, coordinating with other instructors, and helping integrate horseback riding into broader camp programming.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- 5 + years' experience working with horses

Contract Length:

- Late June – August

Assistant Program Director – Evenings & Weekends

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season
- Ideally a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Assistant Program Director – Evenings & Weekends supports the successful delivery of Camp Muskoka's programs by overseeing all Program Heads in conjunction with the Program Director and ensuring their areas meet the highest standards of safety, quality, and engagement. This role acts as a key communication link between camp departments, including Club Med and non-counselling staff, to promote coordination and staff morale. The Assistant Program Director is responsible for maintaining awareness of daily activities, monitoring counsellor participation, and ensuring programs run smoothly and professionally. They assist with staff scheduling, help manage departmental inventories and budgets. They uphold OCA standards across all camp operations. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Supervision:** Oversee all program heads and their areas; ensure that all health and safety regulations are put into place. Participate in weekly check-ins with the Program Director, keep self-informed. See that all the Program Head responsibilities are being met.
- Coordinate and staff all Staff Rec Events
- Keep in constant communication with all camp departments; maintain contact with Club Med staff and non-counselling staff members to maintain staff morale.
- Know all the activities that are running each period and where that group is going.
- Ensure counsellors are participating in activities and that they and the campers participating are dressed appropriately for the activity.
- Ensure highest quality of program instruction
- Assist Program Heads with maintaining their inventory, see that an inventory count is conducted at the beginning, middle and end of the summer camp season. Work within each department's budget to order new supplies when needed to ensure a consistent quality in activities throughout the summer.
- Ensure all areas of camp are complying with OCA guidelines, including oneself.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Program Oversight & Quality Assurance:** Monitors all program areas to ensure activities are well-run, safe, and engaging. Supports Program Heads in maintaining high standards of instruction and camper experience.
- **Leadership & Staff Coordination:** Provides leadership and supervision to Program Heads and counsellors, supports staff morale, and ensures effective communication across departments.
- **Organizational & Administrative Skills:** Assists with inventory and budgeting and ensures consistent operations throughout the camp season.
- **Communication & Collaboration:** Maintains open and clear communication with all areas of camp, fosters teamwork among staff, and supports the Program Heads in achieving program goals.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)

Contract Length:

- Late June - August

Assistant Director – Waterfront

PREREQUISITE:

- Ideally turning 20 years old or older in the operating summer season
- Ideally a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Assistant Director – Waterfront is responsible for overseeing all aspects of Camp Muskoka’s waterfront operations, ensuring a safe, organized, and engaging environment for campers and staff. This leadership role involves supervising the Program Heads – Water and Lifeguard team, conducting regular performance check-ins, and providing mid- and end-of-summer evaluations. The Assistant Director develops and delivers site specific lifeguard orientation and programs aligned with Camp Muskoka policies and OCA standards and ensures all waterfront equipment and emergency protocols are current and properly maintained. They are responsible for the opening and closing of the waterfront. This role also schedules all lifeguards for waterfront coverage. This position also includes direct participation in waterfront activities, acting as a certified lifeguard and leading swim evaluations and safety drills. The Assistant Director – Waterfront ensures that all waterfront programs meet health and safety regulations, that camper tracking systems (e.g., buddy boards and lists) are maintained, and that all risk management and emergency procedures are practiced regularly. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Supervision:** Provide ongoing check-ins and feedback to the Program Heads - Water and the Lifeguards. Inform the Program Director of any situations that warrant discipline. Provide mid and end of summer evaluations for the lifeguards. Supervise the waterfront programs, administer swim evaluations and tip tests on incoming day and document the campers who pass and fail.
 - Ensure your presence when waterfront is in use.
 - Perform opening & closing of waterfront in each day of use.
- Deliver a training program for Lifeguards and ensure they are all properly trained on the Camp Muskoka waterfront policies and procedures.
- Ensure all waterfront equipment is up to date and up to Health and Safety and OCA standards.
- Ensure all waterfront rules and regulations are met and in place, monitor campers and staff at the waterfront and that the buddy board and camper lists are up to date.
- Execute the Camp Muskoka risk management plan that meets the industry standards and ensure that it is followed across all areas of the waterfront.
- Ensure all areas of camp are complying with OCA guidelines, including oneself.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Lifeguarding Responsibilities:

- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies.
- Required to act as a lifeguard on duty when with your cabin or when scheduled at the waterfront or canoe/kayak/SUP program area, depending on your level of Lifeguard certification.
- Providing direct leadership during waterfront activities.
- Responsible for attending all lifeguard training and information times scheduled by the Assistant Director – Waterfront.
- Responsible for proper care and maintenance of all waterfront materials and resources.
- Encourage and motivate campers to participate in activities that are creative and age appropriate.

Competencies:

- **Waterfront Leadership & Supervision:** Provides consistent oversight and support to the Waterfront Head, Wharf Head, and Lifeguards. Conducts evaluations, gives feedback, and ensures smooth day-to-day operations of all waterfront programs.
- **Training & Development:** Designs and delivers effective training for waterfront staff, ensuring all lifeguards are confident, capable, and aligned with Camp Muskoka’s policies and OCA standards.

- **Risk Management & Emergency Preparedness:** Develops and enforces a comprehensive risk management and emergency response plan. Maintains readiness through regular drills and ensures all staff understand and can execute safety procedures.
- **Health, Safety, & Regulatory Compliance:** Ensures all waterfront areas, equipment, and practices meet Health & Safety regulations and OCA guidelines. Monitors camper safety closely and ensures proper supervision systems (e.g., buddy boards) are in place.
- **Communication & Camper Engagement:** Maintains clear, respectful communication with staff and campers. Acts as a visible and positive leader on the waterfront, encouraging safe participation and building camper confidence in aquatic activities.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- National Lifeguard (NL)
- ORCKA or equivalent
- SUP Instructor Certification or equivalent
- Lifeguard Supervisory Experience
- Knowledge of waterfront health and safety regulations (Government, OCA Standards)

Contract Length

- Mid-June - August

Social Media/Photography Head & Counsellor

PREREQUISITE:

- Turning 18 years old or older in the operating summer season
- Must be a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Social Media/Photography Head needs strong photography and videography skills, including experience with DSLR cameras, photo editing software, and basic video editing. An excellent understanding of social media platforms such as Instagram, Facebook, TikTok, is essential, along with knowledge of how to create engaging, age-appropriate, platform specific content that highlights camp life. Strong communication and storytelling skills help in capturing the camp's spirit while aligning with its brand and values. An interest in marketing, communications, or working with children is often preferred, as well as the ability to work in a fast-paced, outdoor environment. Creative with new ideas for social media with organizational skills and the ability to manage deadlines are key since content often needs to be produced and shared in real time all while working independently much of the time. When not taking photos, the Head will be assigned to a cabin and will support their campers with programs, meals times and bedtime.

This role requires living on-site for the duration of employment.

Responsibilities:

- Work with the Summer Camp Administration Director to develop social media and photography content leading up to camp and during camp. Propose ideas, once approved, capture content, edit and post following Camp Muskoka's social media guidelines and social media platform standards.
- Works with the Assistant Program Director & Program Director to understand the daily schedules so they can be at various programs to capture content during all 5 periods.
- Excellent understanding of a social media and photo editing software.
- Coordinates and captures camper cabin photo's weekly. Ensures files are saved in appropriate file format for emailing to families weekly.
- Manages all images, videos and labels accordingly.
- Works well independently but can motivate their audience when capturing video and photography content.
- **Participate:** Fully as part of the overall staff team by:
 - o Working co-operatively with all other staff.
 - o Supporting other staff and campers.
 - o Always acting as a positive role model.
 - o Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Content Creation & Visual Storytelling:** Skilled in capturing and editing high-quality photos and videos that creatively showcase camp life while aligning with brand values and tone.
- **Social Media Strategy & Platform Knowledge:** Understands how to create engaging, age-appropriate content tailored to platforms like Instagram, Facebook, and TikTok, following current trends and platform-specific best practices.
- **Organization & Time Management:** Manages and organizes a large volume of media files efficiently. Meets deadlines for daily content and weekly cabin photos while working independently in a fast-paced environment.
- **Communication & Collaboration:** Works closely with program and leadership staff to stay informed of daily schedules and events. Communicates clearly and motivates participants during content creation.
- **Professionalism & Flexibility:** Acts as a positive role model, adapts to changing schedules, and assists in various camp operations as needed. Maintains compliance with all camp and OCA standards.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- Photography Skills
- Social Media Skills

Contract Length:

- Late June – August

Marketing & Sales Coordinator & Counsellor

PREREQUISITE:

- Turning 18 years old or older in the operating summer season
- Must be a student who intends to return to school full time in the imminent future
- Attend staff-pre-camp training in June

SUMMARY: The Marketing & Sales Coordinator at Camp Muskoka supports the Summer Camp Administration Director from May through August, primarily working in the office. This role involves creating customer-facing marketing materials, answering phone inquiries, and providing detailed information to camper families before and during the camp season. The coordinator also assists with email communications and phone outreach to both current and prospective families. Success in this fast-paced position requires quick learning, flexibility, excellent teamwork, and strong organizational skills. Proficiency in Microsoft Word and Excel, along with a background in marketing or business, is essential. Strong understanding of using Canva. When not taking photos, the Head will be assigned to a cabin and will support their campers with programs, meals times and bedtime. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Marketing Support:** Assist the Summer Camp Administration Director in creating and managing marketing materials using tools like Canva. Support daily office operations by helping with administrative tasks, while maintaining the confidentiality of all office related camper, family, and staff communications. Ensure all marketing content aligns with Camp Muskoka's brand and values.
- **Camper & Family Communication:** Respond to phone calls and emails from camper families and prospective customers. Provide clear, friendly, and accurate information before and during the summer camp season.
- **Administrative Support:** Help maintain camper records, organize documents, and support pre-camp communications such as welcome emails, packing lists, and reminders. Ensure data is accurate and handled confidentially.
- **Sales & Engagement:** Assist in making outbound calls to families and prospective campers, answering questions and helping guide them through the registration process. Build positive relationships and represent Camp Muskoka professionally.
- **Team Contribution:** Work closely with camp departments to stay informed on programming and scheduling. Be flexible, take initiative, and contribute to the smooth daily operations of the camp office. Live on-site and be an active, positive presence in the camp community.
- **Participate:** Fully as part of the overall staff team by:
 - o Working co-operatively with all other staff.
 - o Supporting other staff and campers.
 - o Always acting as a positive role model.
 - o Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Administration:** complete all necessary paperwork throughout the summer.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the counselling, programming, kitchen, housekeeping and facilities departments. Support camper incoming and outgoing day.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Communication & Customer Service:** Communicates clearly and professionally with camper families and prospective customers through phone, email, and in-person interactions, ensuring accurate information and a positive experience.
- **Confidentiality & Professionalism:** Handles all camper, staff, and family information with discretion and integrity, maintaining strict confidentiality in all office communications and data management.
- **Marketing & Content Creation:** Develops visually engaging and brand-consistent marketing materials using Canva and other tools, supporting both pre-camp and in-season promotional efforts.
- **Technical Proficiency & Organization:** Effectively uses Microsoft Word, Excel, and digital communication platforms to manage tasks, records, and outreach with attention to detail and efficiency.

Required Certifications/Qualifications:

- Excellent skills working with Microsoft Office Suite (Word, Excell, PowerPoint)
- Strong typing skills
- Excellent written and oral communication (writing professional emails & speaking on the phone)
- Professional when speaking with campers, staff, parents and new customers
- First Aid Certificate (CPR-C)

Recommended Certifications/Qualifications:

- Experience working with different computer software

- Experience speaking to customers on the phone
- Enrolled in a Marketing or Business post-secondary education

Contract Length:

- May - August

Food Services

PREREQUISITE:

- 17 years old or older in the operating summer season

SUMMARY: As a Food Services member at Camp Muskoka, you will be an essential part of the camp's food service. Your duties include assisting with food preparation, washing dishes and kitchen equipment, maintaining cleanliness and organization in the kitchen, and helping to serve meals efficiently to campers and staff. This role requires strong teamwork, a reliable work ethic, and strict adherence to health and safety standards. You will collaborate closely with the kitchen team to ensure a smooth and positive dining experience for everyone at camp.

Requirements:

- **Skills & Abilities:**
 - Ability to follow instructions and work efficiently in a fast-paced environment
 - Strong teamwork and communication skills
 - Physical ability to stand for long periods and perform repetitive tasks such as food preparation
 - Attention to detail for cleanliness and food handling
- **Work Environment & Other Requirements**
 - Willingness to work flexible hours, including early mornings, evenings, and weekends as needed
 - Commitment to maintaining a clean, safe, and organized kitchen space
 - Positive attitude and willingness to support the camp's mission and team
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the housekeeping and facilities departments.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Teamwork:** Works cooperatively with kitchen staff and other camp team members to ensure efficient meal service and a positive work environment.
- **Attention to Detail:** Maintains cleanliness and sanitation standards, ensuring all dishes and kitchen areas meet health and safety requirements.
- **Reliability:** Consistently arrives on time, follows instructions, and completes tasks efficiently in a fast-paced environment.
- **Physical Stamina:** Able to stand for long periods, handle repetitive tasks such as washing dishes, and lift kitchen supplies as needed.
- **Communication:** Clearly communicates with kitchen staff and supervisors to coordinate tasks and address any issues promptly.

Required Certifications/Qualifications:

- Food Handlers Certificate
- Positive attitude and willingness to learn

Recommended Certifications/Qualifications:

- Experience working on a team.
- Experience working with food, in a professional kitchen and or catering is a plus, but not required.

Contract Length:

- March – December

Housekeeping Staff

PREREQUISITE:

- 17 years old or older in the operating summer season

SUMMARY: As a Housekeeping Staff member at Camp Muskoka, you are responsible for being part of the team that maintains a clean, sanitary, and welcoming environment throughout camp facilities. This includes cleaning and restocking washrooms, tidying common areas, assisting with camper cabin turnover and laundry as needed. You will work both independently and as part of a team to ensure all areas meet health and safety standards. The ideal candidate is reliable, detail-oriented, hardworking, and comfortable working in a busy, outdoor-based environment. This role is essential in helping create a positive and comfortable camp experience for all campers and staff. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Facility Cleaning & Maintenance:**
 - Clean and disinfect washrooms, showers, sinks and toilets
 - Sweep, mop, dust surfaces and clean windows as required, remove garbage and recycling from buildings and dispose of it properly
- **Cabin Turnover & Preparation:**
 - Assist with cleaning and resetting camper cabins between sessions and restock supplies
- **Laundry & Supply Management**
 - Assist with camp laundry, including towels, linens, and cleaning cloths
 - Restock paper products, soaps, and cleaning supplies in all facilities
 - Notify supervisor when supplies are low or equipment needs repair
- **Health, Safety & Team Support**
 - Follow all health and safety guidelines, including proper chemical handling
 - Report maintenance issues or safety concerns promptly
 - Work cooperatively with the housekeeping team and assist other departments when needed
 - Maintain a clean and organized housekeeping storage area
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the counselling, programming, kitchen and facilities departments.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Attention to Detail:** Consistently maintains high standards of cleanliness and hygiene across all camp facilities, ensuring nothing is overlooked.
- **Time Management:** Able to complete cleaning tasks efficiently within set timeframes, especially during busy turnover periods.
- **Teamwork:** Works cooperatively with other housekeeping staff and camp departments to maintain a clean and organized environment.
- **Initiative & Responsibility:** Takes ownership of assigned duties, identifies areas that need attention, and completes tasks without constant supervision.
- **Physical Stamina:** Capable of performing physically demanding work, including lifting, bending, and being on your feet for extended periods in a variety of weather conditions.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- Positive attitude and willingness to learn

Contract Length:

- April – December

Facilities Staff

PREREQUISITE:

- 17 years old or older in the operating summer season
- Have a valid driver's license

SUMMARY: The Facilities Staff at Camp Muskoka are responsible for the daily upkeep, safety, and functionality of all camp buildings, systems, and grounds. Working closely with the Facilities Manager and the broader facilities team, this role includes custodial tasks, minor repairs, monitoring and inspecting essential services (such as water treatment, sewage, fire safety, pest control, fuel storage, AEDs, and generators), and maintaining accurate records. Facilities Staff play a key role in ensuring that all areas of camp are clean, safe, and running efficiently to support a positive experience for campers, guests, and staff. By contributing to a well-maintained environment, Facilities Staff help create a space where camp programs can operate smoothly and safely all season long. **This role requires living on-site for the duration of employment.**

Responsibilities:

- **Facilities Maintenance & Repairs:**
 - Perform minor repairs and general upkeep on buildings and infrastructure
 - Assist with building, assembling, and installing camp structures and equipment
 - Ensure safe operation of camp systems including water treatment, sewage, generators, and fire safety equipment
 - Conduct regular inspections and keep accurate maintenance and inspection records
 - Follow all safety protocols when using tools and machinery
- **Groundskeeping & Outdoor Maintenance:**
 - Maintain lawns, gardens, trails, and outdoor areas (mowing, trimming, raking, etc.)
 - Remove debris, clear pathways, and assist with seasonal site preparation and cleanup
 - Ensure outdoor spaces are safe, tidy, and ready for camper and guest use
 - Assist with snow, ice, or weather-related cleanup if needed
- **Operational Support & Manual Labour**
 - Safely lift, move, and transport heavy objects, supplies, and equipment
 - Set up and take down program areas or event spaces as required
 - Support other departments by relocating furniture, storage items, or camp resources
 - Operate camp vehicles (e.g., kubota, utility vehicles, trailers) and assist with deliveries or pickups around camp
- **Team Collaboration & Safety**
 - Work closely with the Facilities Manager and team to prioritize and complete tasks
 - Assist with pest control monitoring and prevention
 - Maintain a clean and organized workshop and storage areas
 - Report hazards or urgent maintenance issues promptly
 - Follow all health and safety regulations and promote a safe working environment
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the counselling, programming, kitchen, housekeeping and facilities departments.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Attention to Detail:** Consistently monitors and maintains high standards of safety, cleanliness, and functionality across all camp facilities.
- **Technical & Mechanical Aptitude:** Demonstrates basic knowledge of facility systems (e.g., water, sewage, generators, fire safety) and performs minor repairs and maintenance confidently.
- **Time Management & Organization:** Effectively prioritizes tasks, meets deadlines, and keeps accurate records of inspections, repairs, and inventory.
- **Teamwork & Communication:** Works collaboratively with the Facilities Manager and other departments to ensure camp operations run smoothly and safely.
- **Problem Solving & Initiative:** Identifies and addresses facility issues proactively, taking ownership of responsibilities and finding practical solutions with minimal supervision.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)
- Positive attitude and willingness to learn

Recommended Certifications/Qualifications:

- Experience working in maintenance/facilities role

Contract Length:

- April - December

Outdoor Education Instructor

PREREQUISITE:

- Turning 18 years old or older in the operating summer season

SUMMARY: The Outdoor Education Program Instructor's primary function is to host and lead groups and deliver both curriculum based programs and leisure activities designed to develop new skills, stimulate group participation, build positive self-esteem and foster leadership abilities, all while building a sense of community within the group while ensuring a safe positive experience in the outdoors. They have experience and exhibit strong interpersonal, organizational, time management and exceptional communication skills. Outdoor Education Program instructor is responsible for contributing to program development and continued improvement of existing programs. The Outdoor Education Program Instructor will liaise with the Outdoor Education Program Coordinator to ensure the delivery of the Camp Muskoka experience is meeting or surpassing our standards and guest expectations.

This role requires living on-site for the duration of employment.

Responsibilities:

- **Program Delivery & Instruction:** Delivery lesson plans and activities that align with provincial curriculum, PHHEA guidelines and OCA standards.
 - Evaluate and adjust activities based on student engagement and guest teacher expectations.
 - Maintain safety and preparedness in all program areas and during transitions between locations.
- **Guest & Group Management:** Ensure the needs and expectations of visiting groups are met.
 - Safely manage and migrate groups without pressure or delays.
 - Liaise with staff to review itineraries to meet guest goals.
 - Avoid intermingling of groups and maintain clear communication with staff and guests.
- **Teamwork & Professional Conduct:** Collaborate effectively with team members and guests and communicate clearly.
 - Participate actively in staff training and program execution.
 - Support team success by completing tasks thoroughly and maintaining a shared workspace.
- **Operations, Safety & Administration:** Keep program areas and equipment safe, clean and organized.
 - Complete incident/accident reports promptly and manage office equipment with care.
 - Use time, tools and supplies efficiently while working independently or in a team.
- **Participate:** Fully as part of the overall staff team by:
 - Working co-operatively with all other staff.
 - Supporting other staff and campers.
 - Always acting as a positive role model.
 - Assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned.
- **Cross Functional Skills:** Assist when needed in other areas of camp operations, including but not limited to helping the counselling, programming, kitchen, housekeeping and facilities departments.
- Abide by all Camp Muskoka policies and procedures and Ontario Camps Association (OCA) guidelines and standards.

Competencies:

- **Leadership & Group Management:** Demonstrates the ability to lead, supervise, and engage large groups of youth effectively and safely, while ensuring smooth transitions and maintaining a positive group dynamic.
- **Program Planning & Delivery:** Capable of delivering curriculum-linked, high-quality educational and recreational programming that meets or exceeds established standards and guest expectations.
- **Communication & Collaboration:** Exhibits strong interpersonal and teamwork skills, maintaining clear, respectful communication with staff and guests to support program success.
- **Adaptability & Problem-Solving:** Responds to challenges and changing circumstances with flexibility and resourcefulness, modifying plans and activities as needed to ensure safety, engagement and success.
- **Professionalism & Accountability:** Maintains high standards of conduct, organization, and attention to detail; follows policies and procedures, completes reports accurately, and consistently supports team success.

Required Certifications/Qualifications:

- First Aid Certificate (CPR-C)

Recommended Certifications/Qualifications:

- Experience working in an instructional role
- Outdoor Education Program Experience/Education
- Comfortable working outside in all weather conditions

Contract Length: April – June and or September - December