

Camp Potlatch

2020 Staff Application Guide

Spring, Summer, and Fall Employment Opportunities



Boys & Girls Clubs
of South Coast BC

Introduction

Thanks so much for your interest in joining the Camp Potlatch team! The countdown to the 2020 camping season is officially on and we can't wait for those long summer days filled with camp magic to return.

Camp Potlatch has a variety of opportunities available throughout our camping season, which begins in May and wraps up by the end of October. We hire a diverse staff team and look for candidates who are responsible, caring, creative, enthusiastic, fun, and above all else, strive to make a difference in the lives of our campers. We've built a reputation churning out kids who return from their camp experience more self confident, resilient, and responsible. It's the relationships our staff members build with each and every child that establishes the environment that brings out the best in kids.

Please take some time to read through this guide to learn more about Boys and Girls Clubs of South Coast BC, Camp Potlatch, the employment opportunities available in 2020, and our application process.

Don't hesitate to reach out to our Camp Coordinator, Katie Ellison, if you have any additional questions about our application and hiring process after navigating the information provided here. Connect with her at our Vancouver Office 604-324-2267 or by email: summer@bgcbc.ca.

Who Are We?

Boys and Girls Clubs of South Coast BC

Boys and Girls Clubs of South Coast BC (BGC) was founded in 1936, and has been serving young people and their families in BC's Lower Mainland for over 80 years. Our mission is to provide a safe, supportive environment where children, youth, and families can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills in life. At our neighborhood-based Clubs, professional staff and trained volunteers offer a wide range of programs for children and youth during the critical out-of-school hours. We also offer a summer wilderness camp (Camp Potlatch), youth and family counselling, substance abuse services for youth, employment services, and parent support and early years programs. Across the Lower Mainland we currently serve 1,000 kids per day, and more than 12,500 children, youth, and families annually.

Camp Potlatch

As part of BGC, Camp Potlatch is true to BGC's mission, and is also influenced by a more generic philosophy of overnight camping. We create a 24-hour group-living experience for young people in a wilderness environment that provides campers with opportunities that will develop their self-esteem, and enhance their appreciation and understanding of the natural environment. The overall camp program is designed to create opportunities that will enhance the social, recreational, educational, health, and character development of each camper.



Core Values

- **Belonging:** We welcome everyone in a safe, accepting environment based on belonging and positive relationships.
- **Respect:** We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued, and treated fairly.
- **Encouragement and Support:** We encourage and support every child and youth to play, learn, and grow to achieve their dreams.
- **Working Together:** We work together with young people, families, volunteers, our communities, and government.
- **Speaking Out:** We speak out with children, youth, and families so that we can make our world better.

Facts about BGC

- Annually, over 1,000 youth enjoy an incredible wilderness experience at Camp Potlatch. Another 2,000 youth and adults visit during Spring and Fall Outdoor Centre seasons.
- Almost 1,000 kids participate in activities at our 12 Clubs around the Lower Mainland each day.
- Each year, 2,600 individuals receive assistance from Employment Services.
- Counselling & Support programs serve 3,800 people throughout the year.
- More than 900 volunteers provide almost 23,000 hours of support to programs.
- Clubs provide close to 600,000 hours of youth programming each year.
- In total, more than 12,500 children, youth, and families are served annually by BGC.



Camp Potlatch

Located on 133 acres along the picturesque shores of Howe Sound, Camp Potlatch is a rustic wilderness site that provides a natural gateway into the rugged landscape of British Columbia's South Coast. Sandy beaches and unspoiled hiking territory create an idyllic environment to explore and play.

Less than an hour from Vancouver, the camp is truly isolated in pristine wilderness, and is only accessible by boat. Wildlife sightings include – but are not limited to – whales, seals, porpoises, bears, and bald eagles!



Summer Camp

For over 70 years, Camp Potlatch has welcomed campers to experience the adventure of a lifetime in our summer camp programs. We offer a variety of programs for children and youth ages 7-16 with a focus on building self-confidence, resiliency, and responsibility in each of our campers. Activities for all campers include traditional camp programs (e.g., canoeing, kayaking, rock climbing, archery, etc.) as well as a 24-hour out-trip, either by land or by sea, where campers have the opportunity to sleep under the stars and help prepare their own meals. More advanced multi-day trips are available within our Leadership programs, where youth between the ages 13-16 have the opportunity to build wilderness out-tripping skills and develop further appreciation for the natural world during hiking trips to Garibaldi and canoe trips through the Powell River Circuit.

At Camp Potlatch, we believe that every kid is amazing and capable of incredible things. We recognize that it's the relationships fostered between our campers and staff team which empower children to be their best person.

Camp fees are negotiated based on a family's ability to pay.

Outdoor Centre

During the months of May, June, September, and October, when Summer Camp is not in operation, Camp Potlatch transforms into the Outdoor Centre, where rental groups take part in a variety of professionally delivered camp programming. Camp Potlatch's Outdoor Centre offers experiential learning opportunities, outdoor education, corporate retreats, and special events. We take a personal approach with each of our guests by tailoring programming to meet each group's specific needs.

In the past, Camp Potlatch has hosted elementary, secondary, and university school groups from across the province, family camp weekends, various community groups, volunteer work parties, First Nation's health retreats, and more! The Outdoor Centre has quickly built a solid reputation within the community for the quality of programs delivered and fine attention to detail. 2019 saw another sold-out season, and groups are rapidly filling up available 2020 spots!

Who Do We Hire?



Awesome Staff

At Camp Potlatch, we look for individuals who have a variety of skills and talents to offer and better our camp community. Above all else, it's our staff team's desire to bring out the best in the kids we work with and belief that every kid is capable of the extraordinary that sets our campers up for success.

Staff members are **mature and responsible**. They role model BGC's values, and put the needs of their campers above all else. The care of Potlatch campers is the first and foremost priority of every staff member.

We also look for individuals who are **fun and creative**. Our staff members are willing to get down and play just as hard as our campers! During camp-wide activities and mass swims, our staff members are engaged with our kids, leading cheer-offs, dressed in full costume and body paint, and encouraging all campers to participate.

Potential candidates are **patient and kind**. We work with a diverse population of campers, many of whom need gentle encouragement and positive reinforcements to change negative behaviours.



Working in an overnight camp setting is demanding. Each child's emotional, physical, and social care is our 24/7 responsibility. Despite challenges, working at summer camp can also be incredibly rewarding. Camp staff leave camp more responsible, independent, and with increased confidence.

Minimum Qualifications

- Standard First Aid with CPR "C"
- Bronze Cross Swimming Certification (all paid staff)
- Bronze Medallion Swimming Certification (all volunteers)
- Previous camping experience
- Previous experience working with children

Preferred Qualifications

- Wilderness First Aid or Occupational First Aid Level 3
- National Lifeguard (NL)
- Provincial Canoeing/Kayaking Certifications
- Pleasure Craft Operator License
- Belay Training by an accredited organization
- Non-Violent Crisis Intervention Training
- BC Class 4 Driver's License
- FOODSAFE



The Camp Director & Coordinators



Marc Couture has been the Director of Camp Potlatch for 11 years.

Marc Couture-
camp@bgcbc.ca



Katie Ellison is in her 5th year as the Camp Coordinator at Camp Potlatch for 5 Years

Katie Ellison –
summer@bgcbc.ca



Tara Worthy is our new Outdoor Centre Coordinator This will be her first summer at Camp Potlatch.

Tara Worthy –
adventure@bgcbc.ca



Camp Potlatch 2020 Available Staff Positions

| | POSITION | NUMBER | CONTRACT LENGTH |
|-----------------------------|-------------------------|--------|-----------------|
| CAMPER SUPPORT STAFF | Camper Support Staff | 4 | 55 days |
| | Female Cabin Leaders | 7 | 50 days |
| | Male Cabin Leaders | 7 | 50 days |
| | Volunteer Cabin Leaders | 10-15 | 18-50 days |
| PROGRAM STAFF | Program Director | 1 | 55 days |
| | Out-trip Director | 1 | |
| | Adventure Area Head | 1 | 53 days |
| | Arts Area Head | 1 | |
| | Boating Area Head | 1 | |
| | Camp Craft Area Head | 1 | |
| | Nature Area Head | 1 | |
| | Swimming Area Head | 1 | |
| LEADERSHIP STAFF | Leadership Director | 1 | 55 days |
| | Female Leadership Staff | 2 | 53 days |
| | Male Leadership Staff | 2 | |
| KITCHEN STAFF | Head Cook | 1 | 6 months |
| | Relief Cook | 1 | 2-3 days / week |
| | Kitchen Assistants | 8 | 50 days |
| RESOURCE STAFF | Camp Nurse | 1 | 50 days |
| | Assistant Caretaker | 1 | 50 days |
| | Camp Administrator | 1 | 50 days |
| OUTDOOR CENTRE STAFF | Spring Staff Team | 5-8 | 35 days |
| | Fall Staff Team | 4-6 | 25 days |



General Employment Information

- All applicants must provide a criminal record check dated within 4 months prior to their start date.
- Originals of all certifications must be provided prior to start of contract.
- All Summer Camp positions include room and board while at camp, including transportation from Vancouver on the first and last days of each session.
- Time off for most staff is scheduled every eleven days between sessions.
- Staff are required to leave site during time off.
- Staff Training is mandatory for **ALL** summer positions.
- Volunteers must commit to a minimum of two sessions.
- Job postings and/or requirements are subject to change without notice.
- Hiring is on an ongoing basis and extremely competitive. Please submit your cover letter, resume, qualifications, and two current references as soon as possible.
- Camp Potlatch is a smoke- and vape-free environment.



Camp Staff Schedule – Summer 2020

| Session | Start Date | End Date |
|---------------------------------------|------------|-----------|
| Senior Staff Training | June 22 | June 24 |
| Area Head & Leadership Staff Training | June 24 | June 27 |
| All Staff Training | June 27 | July 2 |
| 1 & 2 | July 7 | July 17 |
| 3 & 4 | July 21 | July 31 |
| 5 & 6 | August 4 | August 14 |
| 7 & 8 | August 18 | August 28 |
| Post Camp | August 28 | August 29 |



Job Descriptions

Camper Support Staff Positions

Camper Support Staff

Summary:

The Camper Support Staff team is comprised of four individuals who are responsible for providing support to designated child/children to ensure inclusion within the cabin and greater camp community. The type of support given to designated campers may vary from week to week but could look as follows: one-on-one support where a Camper Support Staff would live in a cabin and assume 24/7 responsibility for an identified camper, or the role may require adapting/modifying programs to meet the needs of designated campers.

The Camper Support Staff ensure that each child at camp has a happy, safe, and successful camp experience. The team will be involved in creating individualized program and behaviour plans in collaboration with staff members and parents. Given the versatility of this role, it is imperative that the Camper Support Staff are patient, compassionate, self-motivated, and resourceful. Knowledge and experience of working with children who have a range of social/emotional/developmental needs is a must.

Qualifications:

- Must be 19 years old by June 1, 2020
- Minimum of 3 years of experience working in a Cabin Leader role at a provincially accredited summer camp
- Previous experience working with children with exceptionalities
- Previous experience facilitating a variety of camp programming for youth
- Proven behaviour management skills
- Able to work independently as well as part of a team
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Non Violent Crisis Intervention Training
- Mental Health First Aid considered an asset
- Standard First Aid with CPR "C"
- Pleasure Craft Operator's Card
- National Lifeguard
- Belay training



Cabin Leaders

Summary:

Cabin Leaders have the most incredible job at Camp Potlatch – they shape magical camp experiences for kids and impact lives. The role carries a lot of responsibility as Cabin Leaders are responsible for the 24/7 care of up to 10 campers in a cabin. Successful candidates are mature, kind, patient, assertive, humorous, and most importantly, playful. They're eager participants in every camp-wide activity and imaginative game. Cabin Leaders are also sensitive to the physical, social, and emotional needs of each camper and keep a finger on the pulse of cabin dynamics to ensure that everyone has an awesome camp experience. At Potlatch, two Cabin Leaders work together in order to share responsibilities and keep campers safe.

Working with a cabin group is only one aspect of a Cabin Leader's role. During program rotations, Cabin Leaders are assigned to a program area and facilitate programs to every Main Camp participant. Program areas that Cabin Leaders are assigned to include Adventure (rock climbing/team building activities), Boating (canoeing/kayaking), Swimming (beach activities/swimming), Nature (archery/hiking), Camp Craft (fire building/shelter building), and Arts (crafts/drama activities). Certain program areas require additional certifications such as National Lifeguard or belay training. The opportunity to work with each child as well as a variety of other staff members enhances the tight-knit community at Potlatch.

Perhaps the biggest highlight for Cabin Leaders and campers alike is the weekly out-trip for each cabin. Occurring by either land or by sea, Cabin Leaders are responsible for facilitating this trip and often return with wonderful stories and feel a stronger bond with each and every one of their campers. Cabin Leaders are a cornerstone of the Potlatch community and are the reason campers come back each summer.

Qualifications:

- Must be 19 years old by June 1, 2020
- Previous experience working with children
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR "C"
- Bronze Cross (*National Lifeguard preferred*)

Volunteer Cabin Leaders

Summary:

This is an experience targeted toward first-year staff members. Candidates selected for this position will have the opportunity to contribute to the overall operation of Camp Potlatch by working directly with campers to shape impactful camp experiences. Working with the support of a Main Camp Cabin Leader, Volunteer Cabin Leaders are directly responsible for the 24-hour care and supervision of 10 campers aged 7 to 14 each week. All cabin leaders will be assigned to an activity area throughout the week, and will help lead the cabin out-trip.

Qualifications:

- Must be 17 years old by June 1, 2020
- Previous experience working with children
- Ability to commit to at least 3 sessions throughout the summer
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR "C"
- Bronze Medallion



Program Staff Positions

Program Director

Summary:

The Program Director is responsible for infusing the fun into all aspects of Camp Potlatch's overnight summer programs. The ideal candidate for this position is someone who is organized, creative, enthusiastic, and able to see the big picture. Overseeing the Area Heads, the Program Director ensures campers experience age appropriate and engaging activities that provide opportunities for campers to grow and develop certain skills. The Program Director has experience in facilitating all programs Potlatch offers: arts-based programming, canoeing, kayaking, rock climbing, team-building activities, archery, hiking, fire building, and shelter building.

The Program Director is expected to be present and highly visible around camp. This person will occasionally run programs throughout the day and provide daily feedback to both Area Heads and Cabin Leaders assigned to work in each area. Other duties include providing quality program during the boat ride to and from camp, creating meal skits and evening programs in collaboration with the Area Heads, as well as running meals and campfires. Must be willing to dress up and take part in all camp-wide programming.

Qualifications:

- Must be 19 years old by May 1, 2020
- A minimum 3 years of experience working as a Cabin Leader at a provincially accredited summer camp
- Post-secondary courses/training in a related field
- Previous experience with wilderness out-tripping
- Previous experience facilitating a variety of camp programming for youth
- Available to work both Spring and Summer contracts
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- National Lifeguard & Pleasure Craft Operators License
- Belay Training
- Provincial Canoe/Kayak Levels
- Clean Class 5 Driver's License or equivalent



Out-Trip Director

Summary:

The Out-trip Director is responsible for the entire Out-trip Program at Camp Potlatch. Each cabin participates in one overnight out-trip over the course of the week. Out-trips are either land or water-based, and can either be on-site or off. The ideal candidate for this position is someone who is highly organized, responsible, and who has extensive out-tripping experience in back-country locations.

The Out-trip Director maintains, organizes, and distributes gear for each trip. They are responsible for training all Cabin Leaders to facilitate safe, fun, and impactful out-tripping experiences for kids. The Out-trip Director is expected to debrief trip experiences with Cabin Leaders and provide consistent feedback. Other duties include repairing equipment, reporting lost/damaged equipment, coordinating meals with the kitchen, and positively contributing to the greater camp community.



The Out-trip Director is expected to provide support to campers and staff in cabins as required, as well as to participate in all camp-wide activities.

Qualifications:

- Must be 19 years old by May 1, 2020
- A minimum 3 years of experience working as a Cabin Leader at a provincially accredited summer camp
- Post-secondary courses/training in a related field
- Extensive wilderness out-tripping experience
- Previous experience facilitating a variety of camp programming for youth
- Strong organizational skills
- Clean Criminal Record Check (Vulnerable Sector)
- Available to work both Spring and Summer contracts

Required Certifications:

- Wilderness First Aid
- National Lifeguard & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels
- Clean Class 5 Driver's License or equivalent



Area Heads

General Overview

As a team and under the direct supervision of the Program Director, Area Heads are responsible for providing leadership to one specific program area. These individuals are highly motivated, mature, and responsible, and role model appropriate behaviours that align with the mission and values of BGC and Camp Potlatch.

Extremely knowledgeable in their area of expertise, Area Heads design and facilitate fun and challenging programs for a variety of ages. They are sensitive to the physical, emotional, and social needs of each camper and ensure that programming is delivered in a safe environment. Area Heads provide training, support, and constructive feedback to the staff assigned to their area. They are passionate about facilitating meaningful experiences for youth within their field of expertise and eager to make a difference in the lives of our campers.

Area Heads provide support to Cabin Leaders each evening and during all out-trips. There may also be times throughout the summer when Area Heads are required to be Cabin Leaders.

Camp Craft Area Head

Summary:

The Camp Craft Area Head is responsible for providing leadership for all camp craft programming. This includes shelter-building, fire-building, orienteering, and other wilderness survival skills. The Camp Craft Area Head is responsible for overseeing a small group of staff to ensure that program delivery is fun and engaging, and carefully considers the safety of each participant.



Qualifications:

- Must be at least 19 years old by June 1, 2020
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR “C” (*Wilderness First Aid preferred*)
- Bronze Cross (*National Lifeguard preferred*)



Nature Area Head

Summary:

Nature programming at Camp Potlatch includes hiking, archery, animal tracking, and beach combing, among a variety of other skills. The Nature Area Head provides leadership to the staff assigned to deliver nature-based programming, ensures that all programs are delivered safely, and creatively implements ideas to ensure that children of all ages and skill levels are engaged.

Qualifications:

- Must be at least 19 years old by June 1, 2020
- Previous experience working with children in an overnight camp setting
- Post-secondary training/courses in a related field
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR “C” (*Wilderness First Aid preferred*)
- Bronze Cross (*National Lifeguard preferred*)



Arts Area Head

Summary:

Arts programming at Camp Potlatch includes, but is not limited to, music, crafts, painting, drawing and sketching, drama, and photography. The Arts Area Head is not only knowledgeable in this field, but has an endless back pocket repertoire of games and activities to assist the staff assigned to this area in delivering quality programs. The Arts Area Head provides lesson plans that fit the camp theme, is creative, and provides leadership to a small staff team.

Qualifications:

- Must be at least 19 years old by June 1, 2020
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR “C”
- Bronze Cross (*National Lifeguard preferred*)



Adventure Area Head

Summary:

The Adventure Area Head plays a vital role in providing positive outdoor climbing, low ropes, challenge course, and team building experiences for children and youth at Camp Potlatch. Adventure area activities (especially rock climbing) are some of the most popular activities at Camp Potlatch. It is essential that the person who fills this role is familiar with the challenge-by-choice philosophy, is safety conscience, enthusiastic, and fun!

Qualifications:

- Must be at least 19 years old by June 1, 2020
- Previous experience working with children in an overnight camp setting
- Previous experience belaying and facilitating low ropes programs to children
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR "C"
- Bronze Cross (*National Lifeguard preferred*)



Swimming Area Head

Summary:

The Swimming Area Head is responsible for providing leadership all programming that occurs on the Camp Potlatch beach. This includes swimming, paddleboarding, fishing, beach parties, and all camp swims. Because programming at the swimming area is less structured than other areas, it is imperative that this person has experience with lifeguarding and can motivate a small staff team to remain alert and diligent while supervising swimmers.

Qualifications:

- Must be at least 19 years old by June 1, 2020
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- National Lifeguard & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels



Boating Area Head

Summary:

The Boating Area at Camp Potlatch primarily includes canoeing and kayaking. The Boating Area Head oversees a small staff team, ensures that all programming within this area meets provincial and national industry standards, and ensures that program delivery is fun and engaging for a wide variety of participants. Similar to the Swimming Area Head, it is imperative that this person has experience lifeguarding and can motivate others to remain alert and diligent while supervising boaters on the water.

Qualifications:

- Must be 19 years of age by June 1, 2020
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- National Lifeguard & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels (*previous canoe tripping experience considered an asset*)



Leadership Staff Positions

Leadership Director

Summary:

The role of the Leadership Director is to provide direct support, supervision, guidance, and evaluation to the Camp Potlatch's Leadership Programs. This includes assisting with group dynamics, trip planning, and meal preparation. The Leadership Director is expected to provide consistent feedback to the Leadership Camp Staff and to schedule daily check-ins with leadership campers. The ideal candidate for this role has a strong background of working with teenagers, is a creative problem solver, and has extensive back-country trip experience. The Leadership Director is responsible for scheduling Leadership Camp Staff time off and will provide overnight coverage to each leadership program on occasion.

Qualifications:

- Must be 19 years old by May 1, 2020
- A minimum 3 years of experience working as a Cabin Leader at a provincially accredited summer camp
- Post-secondary courses/training in a related field
- Previous experience with wilderness out-tripping
- Previous experience facilitating a variety of camp programming for youth
- Clean Criminal Record Check (Vulnerable Sector)
- Available to work both Spring and Summer contracts

Required Certifications:

- Wilderness First Aid
- National Lifeguard & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels
- Clean Class 5 Driver's License or equivalent



Leadership Camp Staff

Summary:

Camp Potlatch offers a multi-step leadership program for campers aged 13 to 17. The leadership program is wilderness based, with campers and staff living off-site on rustic tent platforms. The majority of programs and meals are facilitated from these remote sites. Leadership Camp staff will be expected to spend periods of time away from the Main Camp, while teaching their campers valuable lessons in outdoor living, camp cooking and a variety of camping skills.

Leadership Camp 1 is two weeks in length, and focuses on the development of hard skills, canoeing, sea-kayaking, orienteering, rock climbing, and camp crafts.

Leadership Camp 2 is three weeks in length, co-ed, and focuses on the development of soft skills, communication, trip planning, team dynamics, and leadership.

Qualifications:

- Must be 19 years old by June 1, 2020
- Previous experience working with children at a provincially accredited summer camp
- Previous experience with wilderness out-tripping
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- Wilderness First Aid
- National Lifeguard & Provincial Canoe/Kayak Levels

Kitchen Staff Positions

Head Cook

Summary:

The Head Cook is responsible for coordinating and supervising all aspects of food services. Specific duties include food ordering, kitchen staff supervision, cooking, meal planning, kitchen health and safety, food serving, and food storage supervision. Kitchen experience is a must, with training available. The Head Cook reports to the Camp Director.

Qualifications:

- Previous experience cooking and serving large groups, preferably for an overnight summer camp program
- Previous experience ordering with a wholesale retailer (i.e., Sysco, Gordon Food Services, etc.)
- Knowledge and ability to provide special dietary meals (i.e., gluten-free, vegetarian, vegan, etc.)
- Ability to adhere to a strict budget
- Excellent track record of customer service
- Previous experience managing and working with young people preferred
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- FOODSAFE Certified
- Standard First Aid with CPR "C"

Applicants interested in the Head Cook position are advised to contact Marc Couture, Camp Director, directly to discuss the position (camp@bgcbc.ca).



Relief Cook

Summary:

The Relief Cook position is a casual, on-call position, with an average of 2-3 work days a week from May to October. The Relief Cook is versatile in their skill set and able to provide safe and professional kitchen coverage in the absence of the Head Cook. This coverage might be similar to assuming the Head Cook's responsibilities in terms of meal preparation, service, and staff supervision, or supporting the Head Cook with the meal service of 200+ people. Flexibility in this position is key and the successful candidate must be available to work weekends.

Qualifications:

- Previous experience cooking and serving large groups
- Knowledge of safe food handling, storage, and preparation
- Previous experience using industrial kitchen equipment and appliances
- Some experience managing and working with young people
- Flexible to work various shifts including weekends and holidays
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- FOODSAFE Certified
- Standard First Aid with CPR "C"

The Relief Cook is a unique position with a lot of flexibility. Please don't hesitate to call us to discuss if interested.

Kitchen Assistant – Split Position

Summary:

This position is intended for staff transitioning from volunteer to fully paid positions, or for staff who may be new to the camping world. The summer contract for Kitchen Assistants will be divided between time spent as a Volunteer Cabin Leader and time spent as a paid Kitchen Assistant as outlined below.

Duties for this position, as assigned by the Head Cook, include, but are not limited to, food preparation, food service, and kitchen cleanup. Food packing for out-trips will be required, and supervised by the Out-trip Director. Kitchen Assistants go on Main Camp Out-trips.

Qualifications:

- Previous experience working with children, preferably in an overnight summer camp program
- Previous kitchen experience is valued
- Clean Criminal Record Check (Vulnerable Sector)

Required Certifications:

- FOODSAFE Certified
- Standard First Aid with CPR "C"
- Bronze Cross



Resource Staff Positions

Camp Nurse

Summary:

The Camp Nurse plays an integral role at Potlatch, with primary responsibility to oversee the health care and first aid of all camp participants and staff members. The Nurse is charged with creating a positive and supportive environment in the health centre.

The role of the Nurse at Potlatch is a very challenging one, requiring patience and enthusiasm, but it is also a rewarding position. The Nurse must be certified and registered as an RN and/or OFA III. The Camp Nurse reports directly to the Camp Director.

Qualifications:

- Registered RN or Occupational First Aid Level 3 Attendant
- Previous experience working with children and young people
- Clean Criminal Record Check (Vulnerable Sector)

Applicants interested in the Camp Nurse position are advised to contact Marc Couture, Camp Director, directly to discuss the position (camp@bgcbc.ca).

Camp Administrator

Summary:

The Camp Administrator is a highly motivated and organized individual who is responsible for the management of Camp Potlatch's on-site office. Key responsibilities of this position include answering inquiries over the phone and by email, liaising with the Registrar's Office in Vancouver, distributing mail to campers on a daily basis, and relaying sensitive information to the Head Cook and Nurse in a timely manner. Other duties may include helping organize and facilitating camper transportation day, compiling data from camper surveys, and managing camper lost and found. The ideal candidate for this position is someone who is a self-starter, takes initiative, and is detail oriented.

Qualifications:

- Strong interpersonal skills including communicating professionally by email and over the phone
- Knowledge and experience working with Microsoft Office, Excel, and CampBrain considered an asset
- Standard First Aid with CPR "C"
- Pleasure Craft Operator's Card
- Clean Class 5 Driver's License
- Clean Criminal Record Check (Vulnerable Sector)



Assistant Caretaker

Summary:

The Assistant Caretaker is a key member of the resource staff team who works alongside the Camp Caretaker to ensure the proper upkeep of the entire camp facility. Camp Potlatch is a unique, boat-access, off-grid site and this position will provide plenty of opportunities to learn and grow skills. The responsibilities of the Assistant Caretaker continually change based on need, but could include the following: helping to re-roof a cabin, repair broken windows, driving the boat to pick up food orders, as well as cleaning the washrooms and dining hall. Previous related experience is preferred. Assisting with camp programs and substituting for Cabin Leaders in their absence is required on a periodic basis.

Qualifications:

- Experience with small engines (i.e. lawn mowers, outboards, water pumps)
- Experience working with power tools
- Experience wood working
- Able to lift up to 50 lbs
- Bronze Cross & Standard First Aid with CPR “C”
- Pleasure Craft Operator’s Card
- Clean Criminal Record Check (Vulnerable Sector)



Outdoor Centre Positions

6 to 8 Outdoor Centre staff members are hired for the Spring and Fall Outdoor Centre Seasons.

These positions begin in late April/early May and the first week of September, respectively. Preference for spring staff will be given to applicants who will be continuing into positions during the summer season.

These positions require experienced and mature camp professionals. All applicants must be at least 19 years of age by April 1, 2020. Applicants must also be able to get to and from Porteau Cove or Britannia Beach for the start and end of each work week.

A minimum of 3 seasons experience at a provincially accredited summer camp is required.

Required Qualifications:

- National Lifeguard
- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- Pleasure Craft Operators License

Camp Potlatch Outdoor Centre Program Instructors work a mix of program delivery, kitchen duties, maintenance, and general cleaning of the site.

Outdoor Centre staff are responsible, under the supervision of the Outdoor Centre Coordinator, for the following:

- Leading program activities, including:
 - Canoeing
 - Kayaking
 - Rock Climbing
 - Hikes
 - Archery
 - Team Building
 - Group Games
 - Campfires
- Cleaning of camp facilities, including washrooms, cabins, common areas, and program spaces
- Maintenance and facility tasks as assigned by Camp Director

Outdoor Centre staff are provided room and board while on-site and are required to work a flexible schedule determined by Outdoor Centre bookings.

In addition to requirements listed above, all Outdoor Centre applicants must be able to pass an in-house rock climbing course.



How to Apply

Please submit a cover letter, resume, and contact information for two references to the camp office.

We welcome all those interested to apply, however only those candidates who qualify for an interview will be contacted. Since there are only a limited number of positions, we strongly encourage you to apply as soon as possible. Hiring is ongoing until the position is filled.

If you have previously worked as a staff member at Camp Potlatch in 2019, please fill out a Returning Staff Application (available on our website at www.bgcbc.ca) and send it to our head office with an updated resume. Please be sure to include a current phone number, email, and mailing address in the spaces provided.

Please send your cover letter, resume, current certifications, and two references to:

Katie Ellison
Summer Camp Coordinator
summer@bgcbc.ca

Phone: 604-324-2267

Fax: 604-325-0596

7595 Victoria Drive, Vancouver, BC V5P 3Z6

