

## Camp TAIGA 2008 Employment Information

The Taiga Adventure Camp (TAC), offers a fun, personalized, and supportive growth experience. It is the only summer camp in the NWT specifically for teenage girls from all communities in the NWT.

Camp TAIGA employs staff members with a wide range of skills necessary to ensure a safe and successful summer camp. All staff must be a minimum of 18 years of age before camp begins. Please read all the information below carefully while filling out your application

### Employment Information

**Period of employment** for all staff excluding Camp Manager and Camp Director is **June 30 to July 31** (All published dates subject to change.)

**Location:** Ft. Smith, Northwest Territories

**Salaries:** Salaries are based on the position, an applicant's qualifications and their experience. The salary of each position is outlined in the job descriptions described on the bottom of this page. Vacation pay of 4% will be paid in addition to quoted salaries in job offer. Room and board benefits are provided. Salaries are paid bi-weekly.

**Job Notification:** Due to the large number of applicants, Camp Taiga Administration will only respond to those applicants selected for an interview. You will be notified by telephone of the place and date for an interview. Applications received after the deadline will be placed on a waiting list.

**Application Information for all Staff Positions:** All camp staff applicants will be required to provide a Police Security Check dated no more than three months prior to interviews and proof of qualifications at the interview.

### Send job application to

[kirsten@taigacamp.com](mailto:kirsten@taigacamp.com)

or mail to:

[Taiga Adventure Camp](#)

[PO Box 1196, Yellowknife, NT X1A 2N8](#)

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*The deadline for applications is **June 11, 2008***

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More information:

[www.taigacamp.com](http://www.taigacamp.com) Telephone: 867.445.5300

## **JOB DESCRIPTION: Camp Counsellor**

Minimum age 18. The position will run from June 30, 2008 to July 31, 2008 (dates subject to change). The salary for the position is commensurate with experience. The total duration includes 5 days of training, 2x 10 camp sessions (for a total of 20 camp days), and 4 days of time off between sessions. Taiga Adventure Camp will pay for counsellor's travel and room and board.

### **Staff Expectations:**

Staff are expected to work together to create a safe, fun, educational and empowering atmosphere for all participants. Staff attitude should be positive, nurturing, inspiring and always mindful that the goal is to effect positive change in the lives of each camper, whilst also striving to build a rewarding personal experience for oneself and fellow staff.

### **Qualifications:**

Interested in working with young people. Strong leadership and supervision skills. This position requires Standard First Aid and CPR certification. Life guarding certification and experience an asset. Wildlife safety training will be provided during the Taiga Camp orientation.

**Reports To:** Camp Director

### **Responsibilities:**

- Responsible for promoting a positive healthy environment for all campers
- Directly responsible for the leadership of a group of campers/cabin unit (5 campers)
- Assist in the teaching and understanding of safety and health regulations to the campers.
- Responsible for camper safety and enjoyment.
- Supervise and instruct a camp-related activity (e.g. arts & crafts, canoeing, swimming, theatre, etc.)
- Participate and take a leadership role in all camp events.
- Supervise and maintain a clean and safe cabin environment at all times.
- Develop a good working relationship with the program staff, kitchen staff, and camp director.
- Provide support to peer counsellors.
- Work with the other staff as required or any other duties as assigned by the Camp Director or designated person in charge.

## **JOB DESCRIPTION: Camp Director**

The position will run from mid-June to early August 7, 2008 (dates subject to change). The salary for the season is commensurate with experience. Salary includes room and board during pre-camp and camp sessions.

### **Staff Expectations:**

Staff are expected to work together to create a safe, fun, educational and empowering atmosphere for all participants. Staff attitude should be positive, nurturing, inspiring and always mindful that the goal is to effect positive change in the lives of each camper, whilst also striving to build a rewarding personal experience for oneself and fellow staff.

### **Qualifications:**

This position requires teaching, leadership and camping experience, team management, supervision and evaluation of staff and camp operations. Standard First Aid and CPR. Life guard certification required. Wildlife safety training will be provided during the Taiga Camp orientation.

**Reports To:** Camp Manager

### **Responsibilities:**

- Teach, monitor and enforce safety and health procedures, emergency procedures and camp rules and policies. The Manager is responsible for leading the team to ensure the safety of campers at all times.
- In collaboration with Camp Manager, develop and manage camp program activities
- Promote a positive healthy & environment for the campers to develop and practice personal leadership skills.
- Supervise the ordering of food, supplies, and equipment.
- Supervise counsellors, kitchen staff and guest speakers
- Attend and facilitate staff meetings.
- Schedule and monitor staff time off. Provide verbal and written evaluations for staff under your direct supervision.
- Supervise water program, water safety, life guarding and equipment.
- Substitute for staff who are not present
- Maintain camper records
- Inform Camp Manager of ethical considerations or issues or potential parental concern that affect the experience of campers or staff at Camp Taiga.
- Facilitate parent phone calls and arrangements in the event a camper is sent home.

**Camp TAIGA 2008 Application for Employment**

Name ..... Tel (home) # .....

Email ..... Tel (school/cell) # .....

Date of Birth D.....M.....Y..... Age as of July 1 of camp year applying for .....

Home Address .....

Town .....Province/ Territory ..... Postal Code .....

Position Applied for

1) ..... 2) ..... 3) .....

What school and/or community activity have you been involved in which have given you experience in working with youth? Explain in detail.

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Have you had experience in leading groups? Explain

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List several character traits which describe who you are and the way you relate to people.

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Describe situations where you have had the opportunity to make a difference as a role model?

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What disciplinary measures, if any, would you take with campers who misbehave or do not fulfill your expectations.

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Describe your fitness level. Do you currently participate in any sports, workout, etc.?

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Describe your hobbies or interests:

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Describe any previous camping/outdoors experience:

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What characteristics and values do you think we are looking for in applicants?

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Why should we hire you to work at Camp Taiga?

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What experience do you have as a:

camper?

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camp staff member?

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Is there anything else which you think we should know about?

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Camp Taiga is a residential camp. Staff remain on site 24 hours a day when a camp is in session. Time off is given between camps. This can range from 24 hours to 36 hours. Is this understood and satisfactory with you.

Swimming Certificates : .....Expiry Date .....

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Canoe Certificates : .....Expiry Date .....

First Aid Certificate : .....Expiry Date .....

CPR Certificate : .....Expiry Date .....

**REFERENCES:**

Please list two (2) references who we may call. The references may include former Camp Directors, employers, teachers or any other non relative person who may give an accurate evaluation of your suitability for the position

1. Name ..... Phone # .....

Address .....

Occupation ..... Relationship to you .....

2. Name ..... Phone # .....

Address .....

Occupation ..... Relationship to you .....

Are you available for the full summer? (see dates of employments for positions applying for) Yes ..... No .....

Please attach additional comments and / or resume to this application form

Date: ..... Signature of applicant .....

Please email:

[kirsten@taigacamp.com](mailto:kirsten@taigacamp.com)

[867.445.5300](tel:867.445.5300)

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