

# Camp Potlatch

## 2023 Staff Application Guide

Spring, Summer, and Fall Employment Opportunities



South Coast BC

## Introduction

Thanks so much for your interest in joining the Camp Potlatch team! The countdown to the 2023 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 having kids 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 BGC South Coast BC, Camp Potlatch and the employment opportunities available in 2023, and our application process.

Don't hesitate to reach out to our Camp Coordinator, Ian Richardson, if you have any additional questions about the application and hiring process after reviewing the information provided here. You can connect with Ian at our Vancouver Office 604-324-2267 or by email: [adventure@bgcbc.ca](mailto:adventure@bgcbc.ca).

## Who Are We?

### BGC South Coast BC

BGC South Coast BC (BGC) was founded in 1936 and has been serving young people and their families in BC's Lower Mainland for over 85 years. At our neighbourhood-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 use services for youth, youth employment services, and parent support and early years programs. Across the Lower Mainland we serve thousands of children, youth, and families each year.

### Mission

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.

### 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.





## Camp Potlatch

As part of BGC, Camp Potlatch is true to BGC's mission, and is also influenced by the general philosophies that guide overnight camping programs. 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.

Camp Potlatch was closed for the 2020 and 2021 seasons due to the COVID-19 pandemic, but in previous years over 1,000 youth enjoyed an incredible wilderness experience each summer and another 2,000 youth and adults participated in the Spring and Fall Outdoor Centre seasons.

When we reopened in 2022, we intentionally operated at reduced capacity, and welcomed about 650 children and youth back to Camp Potlatch for the summer.

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 75 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.

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.

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 programs. Camp Potlatch's Outdoor Centre offers experiential learning opportunities, outdoor education, corporate retreats, and special events. We tailor 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 built a solid reputation within the community for the quality of programs delivered and fine attention to detail. Groups are rapidly filling up available 2023 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 will enhance our camp community. Above all else, it's our staff team's desire to bring out the best in kids, and their 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 reinforcement 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\*

Please contact Ian at [adventure@bgcbc.ca](mailto:adventure@bgcbc.ca) if there are any concerns, questions, or if you require guidance or assistance in meeting minimum qualifications.

- Standard First Aid with CPR “C”
- Bronze Cross Swimming Certification (all 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



\* We encourage everyone to apply for positions, regardless of meeting minimum qualifications. Minimum qualifications for roles must be obtained prior to the start of contract. Applicants who are deemed suitable for positions may be offered positions without meeting minimum qualifications, so long as they are able to obtain qualifications prior to the start of their contract.

## The Camp Director & Coordinator



**Marc Couture has been the Director of Camp Potlatch for 16 years.**

Marc Couture – [camp@bgcbc.ca](mailto:camp@bgcbc.ca)



**Ian Richardson has been with BGC for 9 years and is in his 1<sup>st</sup> season as Camp Coordinator.**

Ian Richardson – [adventure@bgcbc.ca](mailto:adventure@bgcbc.ca)



## Camp Potlatch 2023 Available Staff Positions

	POSITION	NUMBER	CONTRACT LENGTH
<b>CAMPER SUPPORT STAFF &amp; LEADERS</b>	Camper Support Staff	4	55 days
	Female Cabin Leaders	7	50 days
	Male Cabin Leaders	7	50 days
	Volunteer Cabin Leaders	10-15	10-50 days
<b>PROGRAM STAFF</b>	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	
<b>LEADERSHIP STAFF</b>	Leadership Director	1	55 days
	Female Leadership Staff	2	53 days
	Male Leadership Staff	2	
<b>KITCHEN STAFF</b>	Head Cook	1	6 months
	Relief Cook	1	2-3 days / week
	Kitchen Assistants	8	50 days
<b>RESOURCE STAFF</b>	Camp Nurse	1	50 days
	Assistant Caretaker	1	50 days
	Camp Administrator	1	50 days
<b>OUTDOOR CENTRE STAFF</b>	Spring Staff Team	7-9	35 days
	Fall Staff Team	6-7	25 days



## General Employment Information

- Camp is a dynamic work environment that requires staff to be adaptable. Job duties and/or requirements are subject to change without notice. You may be asked to take on roles and responsibilities beyond what is outlined in your job description. (Example: supporting kitchen operations, supervising cabins, supporting out-trips, assisting with maintenance tasks and projects.)
- All applicants must provide a criminal record check dated within 4 months prior to their start date.
- Photos or scanned copies of all original 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 the site during time off.
- Staff training is mandatory for **ALL** summer positions.
- Volunteers must commit to a minimum of two sessions.
- 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.

## Schedule – Typical Day at Camp

**7:15 am** – Wake-up Bell  
**7:35 am** – Morning Flagpole/Salmon Run  
**8:00 am** – Breakfast  
**8:45 – 9:15 am** – Half Staff Meeting  
**9:15 am – 12:15 pm** – Programming Blocks\*  
**12:30 pm** – Lunch  
**1:15 – 2:15 pm** – Zero Activity Programming – Cabin Time  
**2:15 – 5:15 pm** – Programming Blocks\*  
**5:30 pm** – Dinner  
**6:45 – 9:00 pm** – Evening Programming/Invitations/Campfire  
**9:00 – 9:45 pm** – Downtime/Get Ready for Bed  
**10:00 pm** – Lights Out\*\*  
**11:59 pm** – Curfew

\*You will have 1 hour scheduled time off during one of the programming blocks either in the morning or afternoon.

\*\*Co-Cabin leaders rotate time off from 10:00 pm to 11:59 pm each night.



## Internet Access

If you require access to the internet to apply for courses, personal appointments, or other important matters, you can come to the onsite office, and you will be able to access it from there.





## Staying Healthy at Camp

Staying healthy while at camp is extremely important to ensure you are bringing the best of your abilities to your daily tasks. This can be challenging at times due to the close nature of living at camp. It is important to know your limits and when to take time for yourself. Camp is a challenging job that requires a lot of time and energy, working together as a team to stay healthy mentally and physically is what makes us thrive as a team and have the best summer experience.

Living at Camp in such close proximity, sicknesses can spread very fast. Camp Potlatch takes every precaution necessary to prevent outbreaks of infectious disease. For example, our COVID protocols during the summer of 2022 included the following:

- All staff were tested prior to arrival on transportation days.
  - If they left, they were retested upon arrival back at camp
  - Kitchen staff were tested daily before entering the kitchen
- If anyone tested negative for COVID-19 and symptoms lasted longer than one day, they were asked to leave site until clear of all symptoms (arrangements were made for out-of-province and international staff).

COVID protocols for 2023 will follow all recommended guidelines established by the local Health Authorities. If there is a suspected outbreak of any communicable disease, the Camp Director and Camp Nurse will consult with and take direction from public health officials.

## Mental & Physical Health

- Charge your batteries
- Get enough sleep
- Get enough food
- Shower/Recharge

## Time Off

- Time off at Camp:
  - You will have a 1-hour schedule break during programming blocks each day time
  - You will also rotate nights off with your Co-Cabin Leader from 10:00-11:59
- Time off away from Camp:
  - Take this to recharge and be ready for the next session.
  - If you require specific dates off during the summer, please submit a Time-off Request Form before June 1, 2023.





## Camp Staff Schedule – Summer 2023

Session	Start Date	End Date
Senior Staff Training	June 21	June 23
Area Head & Leadership Staff Training	June 22	June 23
All Staff Training	June 24	June 30
1* & ** 2***	July 4	July 14
3* & ** 4***	July 18	July 28
5* & ** 6***	August 1	August 11
7* & ** 8***	August 15	August 25
Post Camp	August 25	August 26

\* Start of sessions 1, 3, 5 and 7 dates are all Tuesdays

\*\*Change-over dates between 1&2, 3&4, 5&6, 7&8 are all Sundays

\*\*\*End of sessions 2, 4, 6 and 8 dates are all Fridays



## Job Descriptions

### Camper Support Staff & Cabin Leader Positions

#### Camper Support Staff

##### **Summary:**

The Camper Support Staff team is comprised of four individuals who are responsible for providing support to designated 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 Senior 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 at least 19 years old by July 1, 2023
- Experience working in a Cabin Leader, Area Head or Day Camp Leader role at an overnight summer camp or day camp
- Previous experience working with children with exceptionalities
- Previous experience facilitating a variety of 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
- Clear 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



#### 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. 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 July 1, 2023
- Previous experience working with children
- Clear 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, and camp alumni that are unable to commit for a full summer season. 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 July 1, 2023
- Previous experience working with children
- Ability to commit to at least 2 sessions throughout the summer
- Clear Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

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





## Program Staff & Area Head 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 at least 19 years old by July 1, 2023
- Experience working in a Cabin Leader, Area Head, or Day Camp Leader role at an overnight summer camp or day 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
  - Clear Criminal Record Check (Vulnerable Sector)

#### **Required Certifications:**

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

#### **Preferred Certifications:**

- Belay Training
- Provincial Canoe/Kayak Levels
- Clear 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 at least 19 years old by July 1, 2023
- Experience working in a Cabin Leader, Area Head, or Day Camp Leader role at an overnight summer camp or day 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
- Clear Criminal Record Check (Vulnerable Sector)
- Available to work both Spring and Summer contracts

**Required Certifications:**

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

**Preferred Certifications:**

- Provincial Canoe/Kayak Levels
- Clear 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 July 1, 2023
- Previous experience working with children in an overnight camp or day camp setting
- Post-secondary courses/training in a related field
- Clear 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 19 years old by July 1, 2023
- Previous experience working with children in an overnight camp or day camp setting
- Post-secondary training/courses in a related field
- Clear 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 19 years old by July 1, 2023.
- Previous experience working with children in an overnight camp or day camp setting
- Post-secondary courses/training in a related field
- Clear 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 19 years old by July 1, 2023
- Previous experience working with children in an overnight camp or day camp setting
- Previous experience belaying and facilitating low ropes programs to children
- Post-secondary courses/training in a related field
- Clear 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 July 1, 2023
- Previous experience working with children in an overnight camp or day camp setting
- Post-secondary courses/training in a related field
- Clear Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

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

**Preferred Certifications:**

- 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 July 1, 2023
- Previous experience working with children in an overnight camp or day camp setting
- Post-secondary courses/training in a related field
- Clear Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

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

**Preferred Certifications:**

- 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 at least 19 years old by July 1, 2023
- 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
- Clear Criminal Record Check (Vulnerable Sector)

#### **Required Certifications:**

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

1. 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.
2. 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 July 1, 2023
- Previous experience working with children in an overnight camp or day camp setting
- Previous experience with wilderness out-tripping
- Clear Criminal Record Check (Vulnerable Sector)

#### **Required Certifications:**

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

\*It is preferred that the Leadership Director and Leadership Camp staff have Provincial Canoe/Kayak Levels (*previous canoe tripping experience considered an asset*).





## 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
- Clear 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](mailto: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
- Clear 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 clean-up. 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
- Clear 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
- Clear 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](mailto: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
- Clear Class 5 Driver's License
- Clear 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
- Clear Criminal Record Check (Vulnerable Sector)





## Outdoor Centre Positions

### 7 to 9 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 May 1, 2023. Applicants must also be able to get to and from Porteau Cove or Britannia Beach for the start and end of each work week.

Previous experience at a summer camp, day camp, or outdoor education centre 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 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 a limited number of positions, we strongly encourage you to apply as soon as possible. Hiring is ongoing until all positions are filled.

**Please send your cover letter and resume to:**

**Ian Richardson**  
**Camp Coordinator**  
[adventure@bgcbc.ca](mailto:adventure@bgcbc.ca)

Phone: 604-324-2267

Fax: 604-325-0596

7595 Victoria Drive, Vancouver, BC V5P 3Z6

