



South Coast BC

CAMP POTLATCH

# Staff Application Guide

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# CAMP POTLATCH



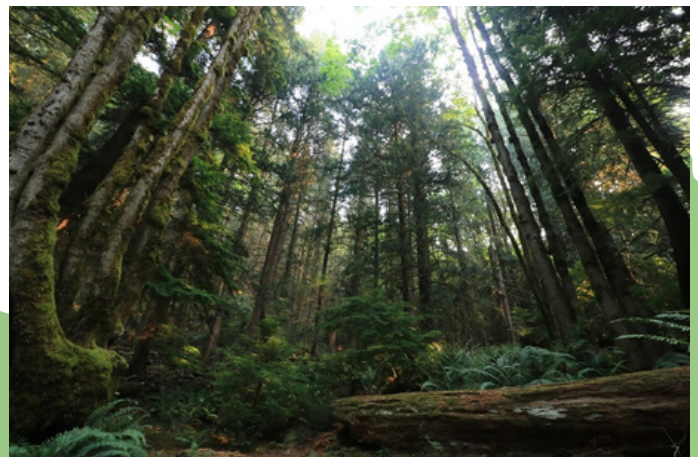
## Welcome to Camp Potlatch!

Thanks so much for your interest in joining our team. The countdown to the 2025 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 BGC South Coast BC, Camp Potlatch, the employment opportunities available in 2025, and our application process.

Don't hesitate to reach out to our Camp Coordinator, William Crighton, if you have any additional questions about our application and hiring process after navigating the information provided here. Connect with him at our Vancouver Office 604-324-2267 or by email: [wrighton@bgcbc.ca](mailto:wrighton@bgcbc.ca).



**Adventure Starts  
HERE!**



# Who We Are

## 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 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 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 1,000 kids per day, and more than 10,000 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.

## BGC FACTS

- Nearly 1,000 youth enjoyed an incredible wilderness experience last summer and another 2,000 youth and adults visited during the Spring and Fall Outdoor Centre seasons.
- Last year we served almost 1500 kids in our 11 Clubs around the Lower Mainland.
- Last year, more than 320 individuals received assistance from Employment Services.
- Counselling & Support programs served over 1,200 youth and families throughout the year.
- Hundreds of volunteers provided thousands of hours of support to our programs.







# 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 80 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 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. Groups are rapidly filling up our remaining available 2025 spots!





# 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 promote positive 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 Will at [wrighton@bgcbc.ca](mailto:wrighton@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- must be taken within 2 years (all paid positions)
- Bronze Medallion Swimming Certification- must be taken within 2 years (all volunteer positions)
- Previous camping experience
- Previous experience working with children
- FOODSAFE Level 1

## PREFERRED QUALIFICATIONS

**Required for some positions, outlined in job descriptions.**

- 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

**\* 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 and willing to obtain qualifications prior to the start of their contract.**



## Camp Director and Coordinator Team



**MARC COUTURE**  
DIRECTOR

Marc has been the Camp Potlatch Director for 15 years.

**Contact: [camp@bgcbc.ca](mailto:camp@bgcbc.ca)**



**WILL CRIGHTON**  
CAMP COORDINATOR

Will is in his third season as Camp Coordinator at Potlatch.

**Contact: [wrighton@bgcbc.ca](mailto:wrighton@bgcbc.ca)**



**JULIANA BENOIT**  
SUMMER COORDINATOR

Juliana is in her third season as Summer Coordinator at Potlatch.

**Contact: [summer@bgcbc.ca](mailto:summer@bgcbc.ca)**



**RACHEL BATTIE**  
OUTDOOR CENTRE COORDINATOR

This is Rachel's second year as Outdoor Centre Coordinator

**Contact: [adventure@bgcbc.ca](mailto:adventure@bgcbc.ca)**





## 2025 Positions Available

	POSITION	NUMBER	CONTRACT LENGTH
Support Counsellors & Cabin Leaders	Support Counsellor	1-2	53 days
	Female Cabin Leaders	10	51 days
	Male Cabin Leaders	10	51 days
	Volunteer Cabin Leaders	5-10	15-51 days
Program Staff	Program Director	1	53 days
	Out-trip Director	1	
	Adventure Area Head	1	51 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	53 days
	Male Leadership Staff	2	51 days
	Female Leadership Staff	2	
Kitchen Staff	Head Cook	1	6 Months
	Relief Cook	1	2-3 days/week
	Kitchen Assistants (Full & Split)	6-8	51 days
Resource Staff	Camp Nurse/ First Aid Attendant	1	51 days
Outdoor Centre Staff	Spring Staff	6-8	May & June
	Fall Staff	6-8	September



# Employment Information

- Job postings 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.) Camp is a dynamic work environment that requires staff to be equally adaptable.
- All applicants must provide a criminal record check with vulnerable sectors 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 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.

## TYPICAL CAMP SCHEDULE:

7:15am – Wake Up Bell  
7:35am – Morning Flagpole/Salmon Run  
8:00am – Breakfast  
8:45 – 9:30am – Half staff meeting/cabin cleaning  
9:30am – 12:30pm – Programming Blocks\*  
12:30pm – Lunch  
1:30 – 2:30pm – Zero Activity Programming – Cabin Time  
2:30 – 5:30pm – Programming Blocks\*  
5:30pm – Dinner  
6:45 – 9:00pm – Evening Programming/Invitations/Campfire  
9:00 – 9:45pm – Downtime/Get ready for bed  
10:00pm – Lights out\*\*  
11:59pm – 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 10:00pm to 11:59pm every other night**







## 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 as a staff team 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 strive as a team and have the best summer experience.

## TIME OFF

- **Time off at Camp**
  - You will have a 1-hour schedule break during programming blocks each day (with the exception of OT day)
  - You will also rotate nights off with your Co-Cabin leader from 10:00-11:59
- **Time off away from Camp**
  - Take this time 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, 2025. Time off requests will be assessed on a case by case basis and we cannot guarantee all time off requests will be approved.

## 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. There is limited cell reception around camp, but cell phones are to be used only during your break, away from campers.

## DIETARY

Our Cook and Kitchen Assistants can cater to most allergy and dietary needs for campers and staff members. Please let us know of any special dietary requirements you may have prior to the summer so that we can make sure the kitchen will be able to accommodate your needs.

## SMOKING AND VAPING

Camp Potlatch is smoke and vape free environment. Staff members, volunteers, and campers are all required to leave any smoke and vape devices at home. Please be sure you can commit to this policy before applying.

## YOUR MENTAL & PHYSICAL HEALTH:

- **Charge your batteries**
- **Get enough sleep**
- **Get enough to eat**
- **Shower/maintain personal hygiene**





## CAMP STAFF SCHEDULE – SUMMER 2025 TENTATIVE DATES

Session	Start Date	End Date
Staff Training	June 21	June 27
1 & 2	June 30	July 10
3 & 4	July 14	July 24
5 & 6	July 28	August 7
7 & 8	August 11	August 21
Post Camp	August 21	August 22

- Start of sessions 1, 3, 5 and 7 dates are all Mondays
- Change-over dates between 1&2, 3&4, 5&6, 7&8 are all Saturdays
- End of sessions 2, 4, 6 and 8 dates are all Thursdays.
- There may be one or two additional “pre-staff training” training/planning days for certain roles (OT Director, Leadership Director, Program Director, Camper Support, Area Heads)

**\*Tentative dates based on a Monday-Saturday-Thursday Schedule, final dates to be confirmed.**





# Job Descriptions





# Support Counsellor and Cabin Leaders

## SUPPORT COUNSELLOR

### Summary:

The Support Counsellor team is comprised of one to two individuals who are responsible for providing support to designated cabins and campers to ensure inclusion within the cabin and greater camp community.

The type of support given to cabins and designated campers may vary from week to week but could look as follows: one-on-one support where a Support Counsellor 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.

Other duties may include helping organize and facilitating camper transportation, assisting in camp program areas, and managing camper lost & found/laundry.

The Support Counsellor ensures 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 Camp Coordinators 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, 2025
- 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
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Non-Violent Crisis Intervention Training
- Standard First Aid with CPR "C"
- National Lifeguard (NL)
- Pleasure Craft Operator's Card
- Mental Health First Aid considered an asset
- FOODSAFE Level 1







## 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 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. Program areas are assigned based on relevant skills, certifications, and training, as well as the general staffing needs of each area. We cannot guarantee everyone/anyone will be placed in their preferred Area. 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 overnight 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 one of their campers. Cabin Leaders are a cornerstone of the Potlatch community and are the reason campers come back summer after summer.

### Qualifications:

- Previous experience working with children (in a day camp or overnight camp setting, preferred)
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Must be 17 years old by July 1, 2025
- Standard First Aid with CPR "C"
- Bronze Cross (National Lifeguard preferred)
- FOODSAFE Level 1







## 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 volunteer 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, 2025
- Previous experience working with children preferred
- Must be available to attend Staff Training
- Ability to commit to at least 2 sessions throughout the summer
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Standard First Aid with CPR "C"
- Bronze Medallion
- FOODSAFE Level 1







# Program Staff

## 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 programs 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, 2025
- 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 or day camp programming for youth
- Available to work both Spring and Summer contracts
- Clean Criminal Record Check (Vulnerable Sector)

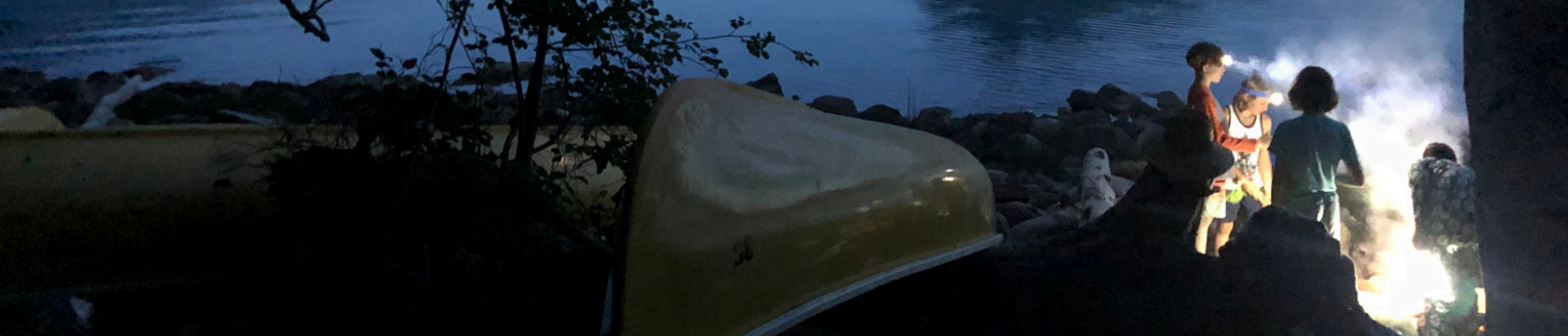
### Required Certifications:

- Standard First Aid with CPR "C"
- National Lifeguard (NL)
- Pleasure Craft Operators License
- FOODSAFE Level 1

### Preferred Certifications:

- Belay Training
- Provincial Canoe/Kayak Levels
- Clean Class 4 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 (hiking/walking) or water (canoeing) based, and can either be on-site or off. The ideal candidate for this position is highly organized, responsible, and who has extensive out-tripping/camping 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/food packing 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 and areas as required, as well as to participate in all camp-wide activities.

### Qualifications:

- Must be at least 19 years old by July 1, 2025
- 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
- Clean Criminal Record Check (Vulnerable Sector)
- Available to work both Spring and Summer contracts

### Required Certifications:

- Wilderness First Aid
- Standard First Aid with CPR C
- National Lifeguard (NL)
- Pleasure Craft Operators License
- FOODSAFE Level 1

### Preferred Certifications:

- Provincial Canoe/Kayak Levels
- Clean Class 4 Driver's License or equivalent







# Area Head Positions

## AREA HEADS – GENERAL OVERVIEW

### **Summary:**

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, 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, plan 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, 2025
- Previous experience working with children in an overnight camp or day 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)
- FOODSAFE Level 1



## 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, 2025
- Previous experience working with children in an overnight camp or day 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)
- FOODSAFE Level 1

## 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, 2025.
- Previous experience working with children in an overnight camp or day 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)
- FOODSAFE Level 1





## ADVENTURE AREA HEAD

### **Summary:**

The Adventure Area Head plays a vital role in providing positive outdoor climbing, 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, 2025
- 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
- Clean Criminal Record Check (Vulnerable Sector)

### **Required Certifications:**

- Standard First Aid with CPR "C"
- Bronze Cross (National Lifeguard preferred)
- FOODSAFE Level 1

## 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, 2025
- Previous experience working with children in an overnight camp or day 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

### **Preferred Certifications:**

- Provincial Canoe/Kayak Levels
- Pleasure Craft Operators License
- FOODSAFE Level 1



## 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, 2025
- Previous experience working with children in an overnight camp or day 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
- Provincial Canoe/Kayak Levels (previous canoe tripping experience considered an asset)
- FOODSAFE Level 1

### **Preferred Certifications:**

- Pleasure Craft Operators License







# 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, 2025
- A minimum 2 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)

### Required Certifications:

- Standard First Aid CPR C & Wilderness First Aid (must be willing to obtain)
- National Lifeguard
- Clean Class 4 Driver's License or equivalent

## LEADERSHIP 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, 2025
- Previous experience working with children in an overnight camp or day camp setting
- Previous experience with wilderness out-tripping
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Standard First Aid with CPR C
- Wilderness First Aid
- National Lifeguard
- Provincial Canoeing/Kayaking levels preferred, previous canoe tripping experience an asset
- FOODSAFE Level 1



# 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 Level 1
- 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
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- FOODSAFE Level 1
- Standard First Aid with CPR "C"





## KITCHEN ASSISTANT – FULL SUMMER

### **Summary:**

This position is intended for staff members who love summer camp but would like to contribute to camp operations in a more “behind the scenes” role, and those with a strong interest in food preparation/service. Kitchen assistants spend the majority of the day in the kitchen but do have the opportunity to participate in camp activities like invitations and out trips. Kitchen assistants live in a shared staff cabin. Duties for this position, as assigned by the Head Cook, include, but are not limited to, food preparation, food service, dishwashing, and kitchen cleanup. Food packing for out-trips will be required and is supervised by the Out-trip Director. Kitchen Assistants go on Main Camp Out-trips.

### **Qualifications:**

- Previous experience working with children preferred
- Previous kitchen experience is valued
- Clean Criminal Record Check (Vulnerable Sector)
- Must be 17 years old by July 1, 2025

### **Required Certifications:**

- FOODSAFE Level 1
- Standard First Aid with CPR “C”
- Bronze Medallion

## KITCHEN ASSISTANT/CABIN LEADER – SPLIT POSITION

### **Summary:**

This position is intended for staff transitioning from leadership camper to Potlatch staff, 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 Cabin Leader and time spent as a Kitchen Assistant as outlined below. Kitchen assistants live in a shared staff cabin during their time in the kitchen.

Duties for this position, as assigned by the Head Cook, include, but are not limited to, food preparation, food service, dishwashing and kitchen cleanup. Food packing for out-trips will be required and is supervised by the Out-trip Director. Kitchen Assistants go on Main Camp Out-trips. Returning staff can attest that the role of Kitchen Assistant is a great way to start off your camp career and learn about the inner workings of how camp runs, as well as gain valuable work experience in both the kitchen and cabins.

### **Qualifications:**

- Previous experience working with children, preferably in an overnight summer camp program
- Previous kitchen experience is valued
- Clean Criminal Record Check (Vulnerable Sector)
- Must be 17 years old by July 1, 2025

### **Required Certifications:**

- FOODSAFE Level 1
- Standard First Aid with CPR “C”
- Bronze Cross



## VOLUNTEER KITCHEN ASSISTANT

### Summary:

This is an experience targeted toward first-year staff members, camp alumni that are unable to commit for a full summer season and those who would like to contribute to camp as a volunteer in a more “behind the scenes” role. Candidates selected for this position will be able to contribute to the overall operation of Camp Potlatch by assisting in one of the most important aspects of camp- the food!

Duties for this position, as assigned by the Head Cook, include, but are not limited to, food preparation, food service, dishwashing and kitchen cleanup. Food packing for out-trips will be required and is supervised by the Out-trip Director. Kitchen Assistants go on Main Camp Out-trips. Returning staff can attest that the role of Kitchen Assistant is a great way to start off your camp career and learn about the inner workings of how camp runs, as well as gain valuable kitchen experience.

### Qualifications:

- Must be 17 years old by July 1, 2025
- Previous experience working with children preferred
- Previous experience working in a kitchen preferred
- Must be available to attend Staff Training
- Ability to commit to at least 2 sessions throughout the summer
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Standard First Aid with CPR “C”
- Bronze Medallion
- FOODSAFE Level 1







# 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](mailto:camp@bgcbc.ca)).**







# 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, 2025. Applicants must also have reliable transportation to and from Porteau Cove Provincial Park 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
- FOODSAFE Level 1

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
- Assisting the Camp Cook with kitchen duties including meal prep, meal service, dishes and kitchen closing.
- 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 rental 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. Please include 2 references with your application. If you are a student with limited work references, consider asking teachers, sports team coaches, or someone else who can attest to your work ethic, leadership skills and experience. Staff who worked at Camp Potlatch in previous years will also be asked to fill out a "Returning Staff Questionnaire," which is available at [www.camppotlatch.com](http://www.camppotlatch.com)

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.

PLEASE SEND YOUR COVER LETTER AND RESUME TO:

WILLIAM CRIGHTON  
CAMP COORDINATOR  
[WCRIGHTON@BGCBC.CA](mailto:WCRIGHTON@BGCBC.CA)  
PHONE: 604-324-2267

7595 VICTORIA DRIVE, VANCOUVER, BC V5P 3Z6

