



2019 Staff Information Package

Dear applicant,

Thank you for exploring Circle R Ranch as an option for your summer job. Maybe working at camp is a brand-new concept or maybe you are a camp veteran searching for your next great adventure. Either way, working at camp is an experience that you would never forget. Camp is a place where every moment is an opportunity to make a difference in the world around you. It's a chance to build community, develop leadership skills, build great kids, and so much more. Here at Circle R, we connect people with nature, animals, and each other through having a blast with camp activities. We build life skills in the staff and campers to help everyone with wherever they go in life. This is a place where the staff are just as important as the campers. It's a place to be a part of something that is bigger than any individual, but also something that becomes a part of each person and teaches everyone deeply about they are.

Circle R Ranch employs a number of individuals each summer in a variety of roles and specialities. Each staff member is selected based on their previous experience, skills, and qualifications. This package is meant to provide you with more information about working at Circle R Ranch, and to help you find out which job you are most interested in.

If you have any questions, please don't hesitate to contact our office. Positions fill quickly so apply as soon as possible. Good luck, and we hope to see you at camp this summer!

With gratitude,

Joan

Joan Russell,
Co-Camp Director

Cathy

Cathy Tandy,
Co-Camp Director

Nigel

Nigel Tracy,
General Manager

Coty

Coty Robinson,
Program Director



OUR MISSION

To connect people with nature through outdoor recreation and experiential learning.

ABOUT CIRCLE R RANCH

Circle R Ranch was established in 1966 by John and Milly Russell, who realized there was a need for a top quality youth camping program near London, Ontario. For 49 years, our speciality has been western horseback riding on our beautiful 220 acre property, featuring trails through old growth forest and open meadows in the Dingman Creek valley. What began as a small operation has blossomed into a renowned and respected summer camp and year-round outdoor recreation centre for youth, families, school and organizations. Our mandate is to provide quality experiential learning experiences in a safe environment for participants of all ages. The result of a visit to Circle R can truly be both a memorable and lasting experience for everyone.



CAMP PROGRAMS

Western Horseback Riding is our major program. We believe that campers and staff can learn valuable life lessons about communication, problem solving, responsibility and relationships with others by working with horses. Campers ride everyday and experience the special bond between people and horses. *Experience with horses is an asset; however, many positions at Circle R do not require any previous horse experience.*

Other Camp Programs

Campers and staff enjoy a wide range of additional programs, including (and certainly not limited to): swimming, canoeing, kayaking, boating, arts and crafts, MeowTown, archery, garden, environmental programs, mountain biking, overnight camping trips (out-tripping), day trips, low ropes course, tree climbing, wide games and many other special activities such as campfires, skit nights, and special event days. Campers choose many of the activities that they participate in; however, we believe that a well rounded program includes elements of structured activity, group choice, individual choice and all-camp activities.

QUALITIES OF AN EXCELLENT STAFF MEMBER

At Circle R Ranch, we are looking for people with the ability to be good role models for children and interested in their own personal growth. Staff must be able to represent our philosophy of creating friendships, building leadership skills, having fun, connecting with nature, and providing the best possible experience for the campers. We need our staff to be self motivated, cooperative, and adaptable. Through dedication and personal care, staff are able to handle the demanding work of camp. Through challenging situations, staff go outside their comfort zones and are therefore able to actually develop further as a person. It takes resilience, commitment, and problem solving to handle the issues that are bound to arise. Anyone applying to Circle R needs to understand that camp is difficult as much as it is fun. However, there are many forms of support for staff to help them through the hard times.

Despite the challenges, and because of them, there are infinite rewards from working at camp. However, it is your responsibility to choose how you embrace life experiences and the learning that may come. Programs like this are needed in the world to help staff and campers gain the skills they need to be happy, healthy, and generally successful in life. Circle R Ranch will teach you about self-esteem, confidence, initiative, and an ethic of care for the environment. You'll also discover more about what it means to be creative, compassionate, respectful, and gracious. Overall, staff are key to providing the best possible experiences for children (and for themselves).



HEALTH & SAFETY

Circle R is highly committed to the health and safety of all campers and staff. All staff directly working with children must be certified in **Standard First Aid and CPR C**. We also accept Bronze Medallion, Bronze Cross, National Lifeguard, or health care provider certifications. Other certifications are required and/or encouraged depending on position. Staff members are expected to practice enough personal care to handle job duties and complete the contract. Health and wellness staff are also onsite to assist staff members in learning more about how to take care of themselves.

APPLICATION, INTERVIEW AND SELECTION PROCESS

Once you have reviewed this information package, you must complete a Staff Application Form (available from the camp office or online at www.circlerranch.ca) and submit this form along with a resume. Include photocopies of any relevant qualifications. A Police Information Check is accomplished during the interview process. Circle R Ranch works with a company called BackCheck to make this a convenient and cost-effective process for staff. This can be done completely online and costs about \$30 (cheaper and more thorough than going to the police station).

MINIMUM JOB REQUIREMENTS

Staff members must believe in the value of camp, be committed to the contract, and be finished Grade 11 at minimum). Applicants also need Standard First Aid and CPR C (at minimum), a clear police information check, and other certifications based on the role. Finally, staff are expected to develop and implement "Goals of an Excellent Staff Member" as listed on the website. Preference goes to graduates of Circle R Ranch Leaders in Training. Previous camp and/or leadership experience is an asset but not necessary.

TERMS OF EMPLOYMENT

Contracts outlining rate of pay and dates of employment will be issued for all staff positions. These contracts must be signed and returned to the program director prior to commencing employment. Contract dates are specified in the staff application. Note: Overnight staff live on site during training periods, and will live either in staff residences areas or in tents. It is preferred that day camp staff live at home, though the possibility to live on site is available.

SPRING STAFF

Circle R Ranch also hires spring staff (May and June) to work with school groups. Many summer staff also work during the spring season. This is a great time to bond with fellow staff and become familiar with Circle R programs and horses. If you are interested in an extended spring staff contract, please indicate this in your cover letter. For further inquiries, please contact the office.



OVERNIGHT CAMP STAFF POSITIONS

Summer residence camp positions require staff to live on site. Honourariums include room and board. All staff must complete a criminal background check to be employed at Circle R Ranch. Standard First Aid with CPR C certification is also required.

OVERNIGHT CAMP COUNSELLORS

- Work directly with children grade 2 to grade 8
- Responsible for the everyday care, safety and well being of campers
- Live on-site with your group, establish daily routines, participate in program areas (See below), have fun!
- Bronze Medallion, Bronze Cross, NLS are assets
- Previous riding experience is an asset, but not required
- Standard First Aid with CPR C certification is required



SECTION HEADS

- Provide leadership, support, and guidance for counsellors and campers in designated age-groups: Juniors (gr. 2 to 4), Intermediates (gr. 5 to 6), Seniors (gr. 7 to 8)
- Live in group area to promote camper safety, cleanliness, behavioural expectations, and group cohesion
- Work with Program Director to plan and lead a variety of camp activities
- Bronze Medallion, Bronze Cross, NLS are assets
- Previous camp counselling and leadership experience with particular age groups is an asset
- Previous riding experience is an asset, but not required
- Standard First Aid with CPR C certification is required

PROGRAM AREAS FOR COUNSELLORS AND SECTION HEADS

■ Section heads and counsellors have the opportunity to lead camp activities during camper choice periods throughout the session.

These activities include: Crafts, Archery, Boating, Camp Crafts, MeowTown, Garden, Games Fests, String Games, Initiative Tasks (low-ropes courses), horsemanship, and more.

- Develop and execute appropriate one or two-day programs for campers of various age groups
- Ensure activities are executed in a safe, well-prepared, non-competitive environment. Responsible for set-up and cleaning up the area of the activity, and reporting any maintenance or safety concerns.
- Previous instructional experience with a young age group is an asset
- Program to YOUR strengths! Do you have a passion for an activity we don't already do at Circle R? Our flexible Camper Choice program makes room for staff to choose what they want to program as well. Previous programs brought to us by our skilled staff have included: dance, mindfulness with horses, yoga, card tricks, natural dying, and many more. Let us know what YOU'RE good at!



PROGRAM STAFF

- Positions include: **Crafts Head, MeowTown Specialist, Out-Tripper.** Please specify which program position you are interested in when applying
- Deliver appropriate programs to campers of all ages
- Participate fully in other camp program and activities, including the development of full-camp evening activities
- Provide support for counselling staff in working with campers
- Keeping the craft area clean, safe, and well-stocked
- Previous instructing or teaching experience, and experience leading related programs is an asset
- Standard First Aid with CPR C certification is required

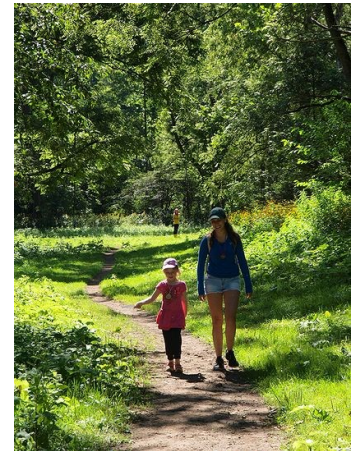


RIDING DIRECTOR

- The Riding Director is responsible for overall supervision of the riding program and riding instructors, care of the horses and related equipment, program development and delivery, and administrative duties including delivering staff evaluations.
- Teach and support Riding Instructors with trail ride facilitation, teaching horsemanship, leading overnight trips with horses on Circle R Ranch property
- A strong riding background and instructional experience are essential
- Supervisory Experience
- At least have completed 1 year of university or college (or relevant job experience)
- Standard First Aid with CPR C certification is required
- Equine First Aid is an asset

RIDING INSTRUCTORS

- The Riding Instructors are responsible for care of the horses and related equipment and program development and delivery.
- Assess and instruct camper groups on trails and in the corral, including horsemanship lessons, and lead overnight trips with horses on Circle R Ranch property.
- A strong riding background
- Horseback riding instructional experience (especially with children)
- At least have completed 1 year of university or college (or relevant job experience)
- Standard First Aid with CPR C certification is required



HEALTH CARE DIRECTOR

- Attend to campers and staff who require medical attention
- Organize and give out medications
- Support Wellness Director with emotional first aid of staff and campers
- Assist with other administrative and program duties as needed
- First aid experience required (nursing students are encouraged to apply)
- Valid G driver's license required (for driving to and from hospital)
- Standard First Aid with CPR C is minimum certification required
- At least 1 year post secondary education required

WELLNESS DIRECTOR

- Attend to campers and staff who require mental/emotional/social support
- Teach staff basic self care (relaxation sessions, etc.)
- Overseeing personal staff check-ins
- Assist with program duties as needed
- Mental Health First Aid certification required
- Valid G driver's license is an asset
- Standard First Aid with CPR C certification required
- At least 1 year post secondary education required



ASSISTANT PROGRAM DIRECTOR:

- Work closely with the Program Director to ensure a positive and successful summer camp experience
- Assist in developing camp schedules and leading the program team
- Staff training development
- Creation and development of program activities, rain plans
- Ability to effectively work with both campers and staff in supervisory and mentoring roles
- Previous program development, instruction, and supervisory experience required. Previous camp experience an asset
- Standard First Aid with CPR C certification is required

WATERFRONT DIRECTOR



- Responsible for the overall supervision of the waterfront including lifeguard duties
- Development, implementation and administration of the waterfront programs (including canoeing and kayaking)
- Facilitates one Bronze Medallion Lifesaving course (with Emergency First Aid) for leadership campers
- National Lifeguard Certification (lifeguards and director)
- Bronze Medallion Instructors certification for director
- Emergency First Aid Instructors certification for director
- 200 hours of previous lifeguarding experience and 18 years or older (OCA Standard)
- Youth programming experience is an asset
- Basic canoeing and kayaking experience (ORCKA qualifications are an asset)

LIFEGUARDS

- Responsible for lifeguard duties on a natural, spring-fed pond
- Development and implementation of the waterfront-related activities (canoeing, kayaking, and other games)
- National Lifeguard Certification (you do not need the Waterfront Lifeguard Cert)
- Previous lifeguarding experience
- Youth programming experience is an asset
- ORCKA qualifications are an asset
- Basic canoeing and kayaking experience (ORCKA qualifications are an asset)
- Support other camp duties when not lifeguarding (programming, maintenance, etc.—based on skill and interest)



LEADERSHIP DIRECTORS

Roles

- Leadership Adventure Program Director: directs the Leadership Adventure Program (LAP, 4 weeks) and the Leadership Essentials Program (LEP, 2 weeks) for campers completed Grade 9
- Leaders in Training Director: directs the Leaders in Training Program (LIT, 4 weeks) for campers completed Grade 10
- Leadership Program Director: Responsible for supporting the Leadership Adventure Program Director and the Leaders in Training Director

Qualifications:

- Responsible for implementing the Circle R Ranch leadership programs
- Facilitate outdoor-based experiences (hikes, basic nature education, etc.) and implement leadership-based lesson plans
- Be creative and collaborate with other directors to create sessions
- Proficient in Microsoft Word and Excel basics
- Prepare campers for leadership roles, including (but not limited to) working on staff at Circle R Ranch in future years
- Experience working with young adults is required
- Previous camp, or related, experience is required
- Completion or enrolment in a relevant post-secondary program
- Swimming qualifications or riding experience is an asset
- Standard First Aid with CPR C certification is required



DAY CAMP STAFF POSITIONS

A week of pre-camp training is required before camp during which all staff are able to live onsite. There are some opportunities for day camp staff to live onsite all summer.

Circle R Ranch operates a special day camp program for campers in grades SK-4 Monday to Friday each week of the summer (9 weeks). Day Camp staff may be required to travel on the buses with campers each day and to attend a weekly staff meeting outside of normal day camp hours on Sunday evenings before each session.

DAY CAMP COUNSELLORS

- Work directly with campers in SK to grade 4
- Camp day is Monday through Friday, 9 am to 4:30 pm, with a Sunday night meeting before each session
- Responsible for the everyday care, safety and well being of campers
- Bus transportation in and out of London with campers provided
- Bronze Medallion, Bronze Cross, or NLS are assets
- Previous camp counselling experience with young children is an asset
- Previous riding experience is an asset, but not required
- Water activity participation
- Standard First Aid with CPR C certification is required



DAY CAMP RIDING DIRECTOR

- Instruct campers in the riding portion of their program
- Supervise counsellors and volunteers when hand-leading horses and walking with rides, ensuring a safe, fun, and educational time for the camper
- Work closely with the Day Camp Director to maintain a high quality of experience
- A Work with Riding Director when planning ride routes and horses
- Ability to tack and instruct lessons (on horse and groundwork)
- Care for both campers and horses
- Horse and instructional experience is required
- Highly recommended to at least have completed 1 year of university or college
- Standard First Aid with CPR C certification is required

DAY CAMP PROGRAM DIRECTOR

- Work closely with the Camp Directors to plan and implement the program
- Lead a variety of camp activities for young children, including games, crafts, nature activities, archery and more
- May be required to assist with riding program: horse experience is not required but is an asset
- Supervising daily bus transportation and communicating with parents
- Prior camp or equivalent experience, early childhood training, teaching or related experience
- Valid G driver's license is an asset
- Swimming qualifications are an asset



CAMP SERVICE STAFF POSITIONS

Service staff positions ensure residence and day camp runs smoothly during the camp season. Depending on position and experience, service staff may live on or off site. All staff must complete a criminal background check to be employed at Circle R Ranch.

HEAD COOK

- Preparing meals for up to 120 campers and 50 staff
- Responsible for food ordering, meal planning, organizing and supervising of the kitchen staff
- Ensure that working and storage areas are maintained at a high level of cleanliness and meet health standards (including those of the Ontario Camping Association)
- Good personnel skills, supervisory experience and a strong background cooking for large groups required
- Safe Food Handlers certification required



ASSISTANT COOK

- Assisting in meal planning and preparing meals for up to 120 campers and 50 staff
- Organizing the kitchen and ensuring that all working and storage areas are maintained at a high level of cleanliness
- Must have good interpersonal skills and a strong cooking background
- Safe Food Handlers certification is an asset

KITCHEN STAFF

- Responsible for assisting with meal preparation and washing dishes
- Must enjoy working in a kitchen environment and previous related experience is an asset

OPERATIONS STAFF

- Responsible for the general upkeep of the camp buildings, site, roads and fences as well as site services
- Must be prepared to assist with minor plumbing, electrical, and carpentry
- Working with the horses will be required (ie. assisting with feeding), however, no riding experience is required
- Must enjoy working with people, strong organizational skills and basic knowledge of related information
- Valid G driver's license is an asset
- Previous experience operating a tractor and machinery is an asset



March Break Day Camp

March 11th-15th, 2019

Can't wait until summer camp? Neither can we! Join us through the year for our March Break and PD Day Camps!

PD Day Camps

April 5th, 2019

June 7th, 2019

Everyone Welcome!
May 5, 2019
10am to 4pm

Circle R Ranch Open House

A great opportunity to see what Circle R Ranch has to offer!

Visit us online for more information: www.circlerranch.ca

Meet the staff
and animals!
Lots of fun
and activities!

COMMONLY ASKED QUESTIONS

How do Police Information Checks work? We use a company called BackCheck. The check can be completed online and costs \$30. We send an email link for this during the interview process.

Can I bring my cell phone to camp? Yes, but it can only be used between 10pm and 7am and only in the staff room. Campers must not see staff using cell phones. Cell phones cannot be used for alarms.

Can I use the internet at camp? Yes, we have Wi-Fi and a desktop computer available to staff between 10pm and 7am. No streaming is allowed.

I don't have a cell phone but need to make a call. We have landline phones that can be used for local calls.

How does laundry work at camp? It works best for staff to do laundry on time off. Our laundry facilities are only available for staff who do not live in London or the surrounding areas.

Can my friends or relatives come visit me at camp? Staff are generally not allowed to invite friends or relatives into camp during the summer. If you would like to show camp to a friend or relative, they can visit during pick up time when a session is over. We also have an Open House in May that is a good time to visit.

I have a wedding or exam during the summer. Can I still work? We understand that things can come up during the summer and we are open to discussing this with you prior to your employment at camp. Please contact the Camp Director at least 2 weeks in advance with special time off requests. Exams and graduation ceremonies during Pre-Camp can definitely be accommodated.

Do I get time off? For every two weeks, staff members receive two 24-hour periods off and two "Meal to Meal" time periods. Meal to Meals can be between any meals. All time off must be discussed and approved. This includes changeover between sessions.

Can I bring my car to camp? Yes, we have designated staff parking.

How does compensation work? Staff honorariums are based on the requirements of the position, qualifications, age, relevant experience, and education. Honorariums are a weekly amount that gets combined for paychecks every two weeks and includes vacation pay as well as room and board. Pay periods alternate with weeks worked. This means if a pay period ends, the paycheck will be available the following Friday.

Do you train all the staff before the kids come? Yes! All staff are required to attend Pre-Camp training which occurs in the week before the first week of summer camp. (See staff application form for current dates).

Where can I go when I'm on my time off in camp? Staff may go off property or stay at the Ranch. While at the Ranch on time off, staff are expected to either be in their tent resting or in the Staff Room. Staff also have access to Wi-Fi, a desktop computer, and land-line phones (local calls only).

You'll have the most fun ever, make friends to last a lifetime, and learn skills to enable success in and out of camp.

MORE COMMONLY ASKED QUESTIONS

Is Circle R Ranch religious? No, we are a non-denominational camp with no religious affiliations. We have an open and accepting environment here at Circle R.

How is the food? Breakfast includes a main dish as well as a breakfast bar with yogurt, granola, fruit, and more. There is always a salad table at lunch and dinner including toss salads, many toppings and dressings, various side dishes, and supplements from our permaculture garden (all organic). The main dish for all meals is served family style and there is enough for everyone to get their fill. We provide gluten-free, vegetarian, and vegan options upon request. Other dietary restrictions are accommodated on an individual basis. Types of food are geared towards things kids will eat but the head cooks also get creative to keep the staff happy!

I have a commitment and would have to come late/leave early is this okay? Preference goes to staff who can be here the whole contract. There may still be some position options so be encouraged to still apply.

How many staff do you have? How many are new to Circle R Ranch? We have approximately 55 summer staff and about 10 are usually brand new to Circle R Ranch each summer.

How old are your campers? Our campers are ages 7-14. Grade 9 graduates are in our Leadership Adventure Program or our Leadership Essentials Program. Grade 10 graduates are Leaders in Training.

Is there work before or after the summer? There may be positions available in fall and spring. Note this interest at time of applying.

How many campers are in each tent? There are generally two tents per group. Each tent can house 4 campers and 1 staff.

Do counsellors get to choose the age groups they work with? We match the counselors to the age groups depending on what they request but mostly on the skills shown. As summer progresses, there are more opportunities to request different age groups.

What are the dates for summer employment? Please see the staff application for updated contract dates.



Join our camp family today!