

Y **CAMP**
YMCA-YWCA **THUNDERBIRD**
Greater Victoria

Seasonal Staff Information and Application Forms



A BETTER PLACE TO WORK

On behalf of all the people who take part in our programs each season, thanks for taking time to explore the opportunities that Camp Thunderbird provides.

We create a fun environment that campers and staff want to return to year after year. Our 1200 acres of wilderness and our commitment to camping excellence ensure that children leave with increased confidence, self-esteem, new skills and an understanding of the importance of community. The campers and staff will have a chance to participate in some or all of the following activities:

- Out trips (1 - 12 nights)
- Rock Climbing
- Swimming
- Environmental Ed.
- Orienteering
- Hiking/backpacking
- Campfires
- Sea kayaking
- Archery
- Canoeing
- Music, Drama, Arts and Crafts
- Ropes Course (high and low)
- Frisbee Golf

We aim to provide quality leadership that recognises each individual and provides a creative, educational experience.

We employ people who possess competencies and exhibit behaviours which best serve the needs of our campers, families and clients. Our staff are the best in this business and possess:

- A healthy work ethic
- A willingness to learn and grow
- A love of working with children and youth
- Exceptional interpersonal skills
- Honed problem solving skills
- Abundant creativity

This package includes an overview of our seasonal positions. Take the time to explore the opportunities that Thunderbird holds for you. We make the commitment to invest in your training, to support your goals, and to evaluate your performance during your work with us and upon the completion of your contract.

It is through the collective effort of our staff that we deliver on our mission of building strong kids, strong families, and strong communities.

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Summer Camp Program
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Summer Camp Staff Structure

Campers and their Families														
128 Explorers		320 PIO 6-day campers		96 PIO 13-day campers		192 OP Campers		64 Wilderness Campers		16 LD1s		16 LD2s		
Total campers = 832														
Outdoor Education Program Coordinator	Doctor /Nurse	Counsellors (10) Program Assistants		Counsellors (8)		Enviro (1)	Wellness (1)	Mass Program Coordinator (1)	LD Staff (3)	OT Leaders (8)	WOC Staff (2)	Cook / Dishwasher	Cook / Dishwasher	Maintenance Assistant (1)
												Evening Head Cook	Morning Head Cook	
		Pio/Ex SDs (2)	OP/WILD SD (1)		Summer Camp Program Coordinator					Food Services Coordinator		Maintenance Coordinator		
Branch Manager														
YMCA-YWCA of Greater Victoria CEO														

Outdoor Education Staff Structure

Students (12/activity group) Parents Teachers								
Summer Camp Program Coordinator	Outdoor Education Instructors			Outdoor Education Instructors- Bilingual Specialization	Outdoor Education Instructors- Marine Explorations Specialization	Cook / Dishwasher		Maintenance Assistant
	Assistant Program Coordinator	Group Coordinator- Outdoor Recreation Specialization	Group Coordinator- Teambuilding Specialization	Group Coordinator- Bilingual Specialization	Group Coordinator- Marine Explorations Specialization	Evening Head Cook	Morning Head Cook	
	Outdoor Education Program Coordinator					Food Services Coordinator		Maintenance Coordinator
Branch Manager								
YMCA-YWCA of Greater Victoria CEO								

APPLICATION INFORMATION

Who is Thunderbird Looking for?

We select people based on character, knowledge, experience and maturity. Staff are positive role models and are committed to ensuring safe and enjoyable experiences that reflect the values of the YMCA-YWCA of Greater Victoria and Camp Thunderbird. As a successful applicant to Thunderbird:

- You are committed to the personal growth and development of children, young adults, and yourself.
- You have a background working with these age groups, and are highly flexible, willing to learn, and possess a strong work ethic.
- You will spend a portion of every work day cleaning.
- You are committed to achieving high quality outcomes.
- You will actively participate in all aspects of the camp's program, and will give active and loyal support to the camp, its philosophy and objectives and abide by all camp regulations and policies.
- You will use a supportive and professional manner when working with fellow staff members, visitors, campers and clients.
- You will maintain a professional appearance that promotes the positive values of good health and hygiene.

Who Can Apply?

Anyone may apply, however, there are minimum requirements for each position. Please read the position description for details. Although not required at the time of application, requirements must be met by the start of employment or May 15 (whichever comes first) to secure employment.

What are the Benefits?

The YMCA-YWCA of Greater Victoria agrees to provide opportunities for the staff to excel within the position they hold at camp. Formal and informal feedback is provided throughout employment. The opportunity to express any concerns or grievances is also provided throughout employment. The camp will provide opportunities for training and development before employment begins and during the work term. Some training is mandatory and unpaid.

Outdoor Education Seasons

- Pay: \$64.00-\$71.00 per day (See specific positions for support staff wages)
- 4-6 days/week (5 days/week for support staff)
- Free Room and Board (optional for support staff positions)
- Free Uniforms
- Free fitness centre membership
- 4% Vacation Pay

Summer Camp Season

- Pay: \$384.00-\$425.00 per week (See specific positions for support staff wages)
- 6 day work week (5days/week for support staff)
- Free Room and Board (optional for support staff positions)
- Free Uniforms
- Free fitness centre membership
- 4% Vacation pay

How to Apply

Read this package thoroughly. Complete the enclosed application and return it with photocopies of all qualifications (faxed applications are accepted). If you do not have a qualification but are planning to take the course before employment, please note this on your application. A trip log is also required if the position involves out-tripping.

Interviews begin in January. Only those individuals offered an interview will be contacted.

Applications are dated upon receipt and are considered accordingly.

Criminal Reference Checks

New **and** returning staff members will need to have the Y complete a criminal record check in order to have their employment confirmed. It must be one of our CRCs. The fee for this will be deducted from your first pay (\$20.00).

The Y will pay for the criminal record check process for volunteer staff members.

Support Staff

<p><i>Maintenance Assistant (1)</i> Wage: \$8-\$13/hr Employment Period: April 27-August 21 Supervised by: Maintenance Coordinator Minimum Requirements</p> <ul style="list-style-type: none"> - Standard First Aid and CPR - Ability to drive standard <p>Additional Assets</p> <ul style="list-style-type: none"> - Class 4 DL - OFA level 1 - WHMIS Training - Experience with a variety of manual and power tools 	<p><i>Food Services Coordinator (1)</i> Wage: \$15-\$21/hr Employment Period: April 1-October 31 Supervising: Kitchen Shift Supervisors Supervised by: Branch Manager Minimum Requirements</p> <ul style="list-style-type: none"> - OFA level 1 - Foodsafe level 2 - Previous kitchen experience - Supervisory experience - Menu planning and food ordering experience <p>Additional Assets</p> <ul style="list-style-type: none"> - Class 4 DL - WHMIS Training
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<p><i>Kitchen Shift Supervisors (2)</i> Wage: \$13-\$16/hr Employment Period: April 1-October 31 Supervising: Cooks/Dishwashers Supervised by: Food Services Coordinator Minimum Requirements</p> <ul style="list-style-type: none"> - Standard First Aid and CPR - Foodsafe level 1 - Previous kitchen experience <p>Additional Assets</p> <ul style="list-style-type: none"> - Previous supervisory experience - WHMIS Training 	<p><i>Cook/Dishwasher (4)</i> Wage: \$8-\$13/hr Employment Period: April 1-October 31 Supervised by: Shift Supervisors Minimum Requirements</p> <ul style="list-style-type: none"> - Standard First Aid and CPR <p>Additional Assets</p> <ul style="list-style-type: none"> - Previous kitchen experience - Valid driver's license
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Outdoor Education Program Staff

Outdoor Education group coordinators and instructors work with school and weekend user groups providing programming and overseeing the smooth delivery of service. In addition, group coordinators liaise with teachers and supervise instructors. The outdoor education team will also work on maintenance/janitorial tasks ensuring the Thunderbird site is able to accommodate all users.

Outdoor Education staff are paid on a per day basis on a 4-6 day work week. These staff are generally experienced camping staff and will fill positions in the summer as well. There are part-time Outdoor Education Positions in the Spring that would require the same training dates but a later start to employment.

Assistant Program Coordinator (1)

Training: April 21-23.
Employment Period: April 24-June 25
Supervising: OE Instructors
Supervised by: Outdoor Education Program Coordinator

Minimum Requirements

- Standard First Aid
- CPR-C
- Bronze Cross
- OFA Level 1

Additional Assets

- High Ropes Course Certification
- Class 4 Driver's License, Ability to Drive Standard
- NLS

The Assistant Program Coordinator would have similar responsibilities as the Group Coordinators and work with some client groups. S/he would also assist with logistics, keeping track of program supplies, and subbing into program when necessary. The Assistant Program Coordinator may be required to take on Duty Manager responsibilities.

Group Coordinator with Marine Explorations Specialization (1)

Training: April 21-April 23
Employment Period: April 24-June 25
Supervising: OE Instructors
Supervised by: Outdoor Education Program Coordinator

Minimum Requirements

- Standard First Aid
- CPR-C
- Bronze Cross
- Class 4 Driver's License
- Paddle Canada Sea Kayaking Skills 1 & 2

Additional Assets

- Marine Radio Operating License
- NLS

The Group Coordinator with Marine Exploration Specialization would be supervising the instructors, liaising with teachers and parents, and organizing, planning, and implementing programming. The Marine Exploration Program would be coordinated by her/him; staff would be trained and changes and enhancements to program would be implemented.

Group Coordinator with Teambuilding Specialization (1)

Training: April 21-23.
Employment Period: April 24-June 25
Supervising: OE Instructors
Supervised by: Outdoor Education Program Coordinator

Minimum Requirements

- Standard First Aid
- CPR-C
- NLS

Additional Assets

Group Coordinator with Outdoor Recreation Specialization (1)

Training: April 21-23.
Employment Period: April 24-June 25
Supervising: OE Instructors
Supervised by: Outdoor Education Program Coordinator

Minimum Requirements

- Standard First Aid
- CPR-C
- NLS

Additional Assets

<ul style="list-style-type: none"> - High Ropes Course Certification - Class 4 Driver's License, Ability to Drive Standard <p>The Group Coordinator with Teambuilding Specialization would be supervising the instructors, liaising with teachers and parents, and organizing, planning, and implementing programming. This coordinator would head-up the staff training and ongoing in-services in the Teambuilding & Leadership program areas. This coordinator would also be the group coordinator and staff consultant for any client groups participating in the Teambuilding & Leadership Program.</p>	<ul style="list-style-type: none"> - High Ropes Course Certification - Class 4 Driver's License, Ability to Drive Standard <p>The Group Coordinator with Outdoor Recreation Specialization would be supervising the instructors, liaising with teachers and parents, and organizing, planning, and implementing programming. This coordinator would head-up the staff training and ongoing in-services in the Outdoor Adventure Program areas, such as rock climbing, kayaking, canoeing, and archery.</p>
<p><i>Group Coordinator with French Language Specialization (1)</i></p> <p>Training: April 21-23. Employment Period: April 24-June 25 Supervising: OE Instructors Supervised by: Outdoor Education Program Coordinator</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> - Standard First Aid - CPR-C - Bronze Cross - Fluent in French & English <p>Additional Assets</p> <ul style="list-style-type: none"> - Class 4 Driver's License, Ability to Drive Standard - NLS <p>The Group Coordinator with French Language Specialization would be supervising the instructors, liaising with teachers and parents, and organizing, planning, and implementing programming. This coordinator would head-up the staff training and ongoing in-services with the Bilingual OE Instructors. This coordinator would also be the group coordinator and staff consultant for any client groups participating in the French Program.</p>	<p><i>Bilingual Outdoor Education Instructors (5)</i></p> <p>Training: April 26-April 30 Employment Period: May 1-June 25 Supervised by: Group Coordinators</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> - Standard First Aid - CPR-C - Bronze Cross - Fluent in French & English <p>Additional Assets</p> <ul style="list-style-type: none"> - Class 4 Driver's License, Ability to Drive Standard - NLS <p>Bilingual Outdoor Education Instructors are trained to lead client groups through our Outdoor Adventure, Teambuilding & Leadership and Environmental Stewardship Programs. These staff are also trained to lead the Outdoor Adventure and Teambuilding & Leadership Programs in French.</p>

Marine Explorations & Outdoor Education Instructors (4)

Training: April 26-April 30
Employment Period: May 1-June 25
Supervised by: Group Coordinators

Minimum Requirements

- Standard First Aid
- CPR-C
- Bronze Cross

Additional Assets

- Paddle Canada Sea Kayak Skills 1 & 2
- NLS

Marine Biology & Outdoor Education Instructors are trained to lead client groups through our Outdoor Adventure, Teambuilding & Leadership and Environmental Stewardship Programs. These staff are also trained to instruct our Marine Biology Program which consists of shoreline and ocean education both on land and in sea kayaks.

Outdoor Education Instructors (2 full time, 7 part time)

Training: April 26-April 30
Employment Period: May 1-June 25
Supervised by: Group Coordinators

Minimum Requirements

- Standard First Aid
- CPR-C
- Bronze Cross

Additional Assets

- NLS

The Outdoor Education Instructors are trained to lead client groups through our Outdoor Adventure, Teambuilding & Leadership and Environmental Stewardship Programs.

Summer Camp Program Staff

Camper Care

Camper care staff are responsible for the day to day care and programming for campers in their care. Counsellors, Program assistants and Out Trip Leaders live with a group of campers (8-10). Responsibilities include supervision and care of campers, developing and maintaining lesson plans, teaching activities, providing leadership, and supporting section (organized by age group) and all-camp programs. Our campers range in age from 6-17yrs.

<p><i>Volunteer Program Assistants (10)</i> Training: June 26- July 2 Employment Period: July 4-August 27 Supervised by: Section Directors</p> <p>Minimum Requirements</p> <ul style="list-style-type: none">- 17 years old- Standard First Aid- CPR-C- Bronze Medallion <p>The majority of a PA's time will be spent paired with a Counsellor to assist with programming, generating new ideas, participating in activities, and caring for the children under their supervision. The remainder of their time will be spent in program activity areas or learning about the support service at camp. Program Assistants are excellent candidates for future paid employment at Camp Thunderbird.</p>	<p><i>Counsellors (18)</i> Training: June 26- July 2 Employment Period: July 4-August 27 Supervised by: Section Directors</p> <p>Minimum Requirements</p> <ul style="list-style-type: none">- 17 years old- Standard First Aid- CPR-C- Bronze Cross (NLS preferred) <p>Additional Assets</p> <ul style="list-style-type: none">- High Ropes Course Certification- Wilderness First Aid- Canoeing, Kayaking, Rock Climbing certifications- Class 4 Driver's License, Ability to Drive Standard <p>Counsellors at Thunderbird may work with any age group through the summer and their primary focus is on camper care. Counsellors create fun opportunities for growth using the programs and activities available. Some counsellors are also responsible for mentoring the Program Assistant they work with.</p>
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Leadership 1 Counsellors (2)

Training: June 26- July 2
Employment Period: July 4-August 27
Supervised by: Summer Camp Program Coordinator

Minimum Requirements

- Same as Counsellors +
 - o Wilderness First Aid
 - o High Ropes Experience
 - o Extensive Out tripping experience with Log book
 - o Sea Kayaking and or canoeing certification

The Leadership I counsellors are responsible for coordinating the first year of the two-year Leadership program (See website or brochure for program details).

Leadership 2 Counsellor (1)

Training: June 26- July 2
Employment Period: July 4-August 27
Supervised by: Summer Camp Program Coordinator

Minimum Requirements

- Same as Counsellors +
 - o High Ropes Experience
 - o 3 yrs counseling experience

Additional Assets

- o Sea Kayaking and or canoeing certification
- o Class 4 DL
- o Wilderness First Aid

The Leadership 2 counsellors are responsible for coordinating the second year of the two-year Leadership program (See website or brochure for program details).

Out Trip Leaders (8)

Training: June 26- July 2
Employment Period: July 4-August 27
Supervised by: Out Trip Program Coordinator

Minimum Requirements

- Same as Counsellors +
 - o Wilderness First Aid
 - o Extensive Out tripping experience with Log book

Additional Assets

- o Class 4 DL
- o Sea Kayaking and or canoeing certification

The Out Trip Leaders work only in the Outpost and Wilderness Sections of camp and are paired with a counselor. These people hold the same responsibilities as counselors while their group is at camp but are the primary decision maker, planner and leader while the group is off-site on their 4 or 7 day out trip. They also work with WOC staff to maintain the OT gear.

Leadership Expedition Counsellors (2)

Training: June 26- July 2
Employment Period: July 4-August 27
Supervised by: Summer Camp Program Coordinator

Minimum Requirements

- Same as Counsellors +
 - o Wilderness First Aid
 - o High Ropes Experience
 - o Extensive Out tripping experience with Log book
 - o Sea Kayaking and or canoeing certification

The Leadership Expedition (LDX) counsellors are responsible for coordinating the LDX program (See website or brochure for program details).

Resource Staff and Supervisors

Resource staff are the camp's counselor support team, possessing exceptional programming and teaching skills in their particular area of expertise. These individuals will provide counsellors with self-serve activities and will assist in the delivery of the more elaborate programs. They will also provide supervision, hands-on counseling support and administrative support. All resource staff are expected to attend (by phone or in person) resource staff meetings during the spring. Additional volunteer preparation during spring may be requested to prepare for the summer.

<p>Mass Program Coordinator (1) Training: June 26- July 2 Employment Period: July 4-August 27 Supervised by: Summer Camp Program Coordinator</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> - Same as Counsellors + <ul style="list-style-type: none"> o NLS o Previous Counseling experience <p>Additional Assets</p> <ul style="list-style-type: none"> o Class 4 DL o High Ropes Certification o OFA level 1 o Sea Kayaking and or canoeing certification o Wilderness First Aid <p>This person plays a major role in supporting the counseling staff. They will plan and lead mass programs, coordinate our discovery hour and polar bear swim programs, lifeguard during some cabin swims and provide general support to almost every area of camp. They take the lead role in ensuring that our swimming area and swim programs are safe by communicating policies, training staff and monitoring the condition of safety equipment.</p>	<p>Environmental Program Coordinator (1) Training: June 26- July 2 Employment Period: July 4-August 27 Supervised by: Summer Camp Program Coordinator</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> - Same as Counsellors + <ul style="list-style-type: none"> o Education and/or experience in environmental sciences o Previous Counseling experience <p>Additional Assets</p> <ul style="list-style-type: none"> o Class 4 DL o Wilderness first aid <p>The primary focus of this position is to develop and run our environmental education programs for every age group at camp. They will also provide general support to all areas of camp.</p>
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Wellness Centre Coordinator (1)

Training: June 26- July 2

Employment Period: July 4-August 27

Supervised by: Summer Camp Program
Coordinator

Minimum Requirements

- Same as Counsellors +
 - o OFA level 3 or 2 years of nursing school

Additional Assets

- o LPN or RN
- o Class 4 DL

The primary focus of this position is to coordinate the wellness centre's supervision and supplies. Ensuring that the wellness centre is clean and appropriately stocked to manage typical camp wellness issues. This person will support the volunteer Camp Nurse or Doctor in managing illness/injuries and may also play a role in dispensing medications.

Section Directors (3)

Training: June 23- June 25

Employment Period: June 26 -August 27

Supervising: Counselors and PAs

Supervised by: Summer Camp Program
Coordinator

Minimum Requirements

- Same as Counsellors +
 - o NLS
 - o Previous Counseling experience
 - o Class 4 DL (Required by June 9th)

Additional Assets

- o High Ropes Certification
- o OFA level 1
- o Sea Kayaking and or canoeing certification
- o Wilderness First Aid

These people spend most of their time supporting and supervising other staff but also contacting parents with any camper issues, dispensing medications to campers, creating cabin groups and ensuring that we have all necessary camper information prior to arrival.

<p>Out Trip Program Coordinator (1) Training: June 23- June 25 Employment Period: July 4-August 27 Supervising: OT Leaders and WOC staff Supervised by: Summer Camp Program Coordinator</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> - Same as Counsellors + <ul style="list-style-type: none"> o Previous Counseling experience o Extensive guiding/trip leading experience o Wilderness First Aid o Class 4 DL <p>Additional Assets</p> <ul style="list-style-type: none"> o OFA level 1 o Sea Kayaking and or canoeing certification <p>The out tripping program is our most complicated and expensive. This person will test and inventory all out trip gear, purchase new equipment and supplies while adhering to a strict budget, train staff, drive trips, manage paperwork and coordinate off-site support. Ensuring that all trips leave camp with the necessary safety equipment in working order is a primary focus of this position.</p>	<p>WOC (Wilderness Out trip Centre) Logistics Coordinators (2) Training: June 20-26. Employment Period: July 4-August 27 Supervised by: Out trip Program Coord.</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> - Same as Counsellors + <ul style="list-style-type: none"> o Previous Counseling experience o Wilderness First Aid o Class 4 DL <p>Additional Assets</p> <ul style="list-style-type: none"> o Sea Kayaking and or canoeing certification o Previous guiding experience <p>These people will test and repair out trip gear, order and package out trip food with the help of our food services coordinator, support OT leaders and counsellors with trip prep, drive trips, manage paperwork and provide off-site support.</p>
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SUPPORT FOR TRAINING

Camp staff returning to Thunderbird are eligible to apply for assistance toward certifications necessary for the position offered. Some certifications (i.e. Swimming, First Aid) are not applicable. Please speak to Luke Ferris for more information.

HIGH SCHOOL EXAMS

If you have exams during the week of staff training, you are required to attend a catch-up training weekend (June 5-6) in order to cover any sessions that you will miss during our pre-camp training week. The provincial exam schedule is available on the internet. To register for this weekend, please contact the Summer Camp Program Coordinator.

TRAINING OPPORTUNITIES

May 7-9: A **Wilderness First Aid** course will be held at camp. This course is a requirement for any Thunderbird staff wishing to be eligible for off-site trips during the summer. It is also useful

to anyone who is active in the outdoors. You must provide proof of current Standard First Aid and CPR-C prior to the start of the course. The course will start at 6:30pm on May 7th and end at 4pm on May 9th. Registration will start in early 2010.

May 28-29: A training session for the **Campers with Special Needs Program** (see website for more program information) will take place covering the reasons for and principles of integration, types of disabilities and strategies for integration of campers with special needs. Counselors and program assistants who attend this training will be eligible to be one-on-one support staff for campers with special needs for one or more weeks in the summer. The training will start at 6:30pm on May 28th and finish at 5pm on May 29th. Registration will start in early 2010.

YMCA-YWCA OF GREATER VICTORIA

Camp Thunderbird

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Victoria, BC V8W 1E5

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Fax: (250) 380-1933

tbirdmanager@victoriay.com

YMCA – YWCA of Greater Victoria

Volunteer/Employment Application

Mission Statement:

The YMCA-YWCA of Greater Victoria is a charitable, community based association of volunteers and staff working together to enhance the quality of life in the local and global communities based on the principles of human dignity, justice and peace.

The Association's Mission is to provide quality community leadership, programs, services & education for individuals and families that encourage and support a balanced approach to develop in body, mind and spirit.

APPLICATION FOR: VOLUNTEER
EMPLOYMENT
PERSONAL INFORMATION

Surname	Given Name(s)		
Home Address	City	Province	Postal Code
Day Telephone Number	Evening Telephone Number	E-mail	
Position Applying For	Date Available To Begin Volunteer/Work		
Are you legally entitled to work in Canada?			Yes <input type="checkbox"/> No <input type="checkbox"/>

EDUCATION INFORMATION

Secondary Education					
School Name		Highest Grade Completed		Year	
Post Secondary Education (University / Business / Technical)					
School Name	Degree / Diploma	Majors / Specialization		Length of course	Completed
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Courses, Workshops, Seminars					
Course Name		Institution		Year Completed	

VOLUNTEER / EMPLOYMENT HISTORY

Start with the present or most recent

Name of Employer and Address	Position Title	From (month / year)	To (month / year)
	Responsibilities		
	Reason for Leaving		
Name of Employer and Address	Position Title	From (month / year)	To (month / year)
	Responsibilities		
	Reason for Leaving		
Name of Employer and Address	Position Title	From (month / year)	To (month / year)
	Responsibilities		
	Reason for Leaving		

REFERENCES

I authorize you to obtain references from my past and present employers/supervisors

Name	Relationship to you	Years known	Phone number

WORK AND VOLUNTEER-RELATED SKILLS

Describe any of your work-related skills and/or volunteer-related skills or experience that relate to the position being applied for.

NOTICE TO APPLICANT

It is the policy of the YMCA-YWCA of Greater Victoria that applications are accepted and positions filled without regard to the applicant's race, ancestry, place of origin, colour, ethnic origin, handicap, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, or family status.

It is a condition of employment that all employees agree to:

1. Be bound by the policies and procedures of the YMCA-YWCA of Greater Victoria and;
2. Provide a Canadian Criminal Record Clearance letter, or permission for a criminal record check to be conducted on his/her behalf.

The personal information collected on this application form will be used for the purposes of establishing and maintaining the employment relationship and will not be used for any other purpose or disclosed to any third parties without first notifying you.

The YMCA-YWCA of Greater Victoria shall protect personal information by security safeguards appropriate to the sensitivity of the information. We will protect personal information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction, through appropriate security measures.

The employment application form will be retained for one year in the case of an unsuccessful applicant and for twenty (20) years if the applicant is successful and becomes an employee of the YMCA-YWCA of Greater Victoria.

I, the undersigned, declare that the information provided herein is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal. I authorize any person, educational institution, or organization I have listed as a reference to disclose in good faith any information they may have regarding my qualifications for employment. I will hold you and any of my former employers, educational institutions and any other persons giving references free of liability for providing this information and any other reasonable and necessary information related to my application for employment.

Signature	Date
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Thank you for completing this application form and for your interest in employment with the YMCA-YWCA of Greater Victoria.