



**YMCA of
Greater Vancouver**

Resource Director

YMCA Camp Elphinstone
1760 YMCA Road
Gibsons, BC
V0N 1V6

Rate of Pay: \$115-\$118/day

Position Status: Seasonal Contract, Full time

Term: June 15th – August 31st, 2019

Reports To: Summer Camp Director

Nature & Scope

YMCA Camp Elphinstone is seeking individuals to fill the role of Resource Director.

The Resource Director supervises all aspects of transportation at Camp Elphinstone, including coordinating ferry/bus transportation and sign-in/out processes for first and last days of sessions, scheduling out-trip and day camp transportation, ensuring all vehicles and trailers are regularly checked by all drivers to ensure they are in proper working order, keeping logs and paperwork up to date, reporting deficiencies and protecting the assets of the YMCA through appropriate use.

The Resource Director will be required to drive for camp purposes on a regular basis and will supervise the Camp Driver. The Resource Director will also assist in administrative tasks, including creating camper lists, organizing and distributing lost and found items, and communicating with parents/guardians. This position requires a highly organized individual with special attention to detail.

The Resource Director is a member of the senior staff team at camp. The senior staff team will work directly with the Summer Camp Director and Assistant Summer Camp Directors as a leadership team to build a positive camp culture and ensure the safety and overall wellbeing of all camp participants.

Organizational Overview

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility, and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind, and body. As one of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, childcare, camping, and employment & community to over 95,000 participants annually.

This position requires a commitment to the YMCA mission and core values – Do the Right Thing, Put People First, Keep our Promises, and Lead by example.

Responsibilities

- Provide direct supervision to the Camp Driver. Provide leadership and role modelling to all staff.
- Coordinate all aspects of transportation including ferry reservations, out-trip pick-up/drop-offs, camper luggage, the day camp bus route, and shuttles for international groups.
- Create the staff driving schedule and schedule all staff for first and last day of camp responsibilities.
- Ensure that all camp vehicles and trailers are in working order, logs and paperwork are up to date, and that all driving staff are aware of our transportation policies and procedures.
- Assist the Summer Camp Director and Assistant Summer Camp Directors with logistics, camper lists, and transportation/travel lists.
- Ensure the safety of all members, participants, staff, and property by following YMCA standards/policies/procedures and ensuring they are maintained amongst all participants and staff.

Qualifications

- Standard First Aid, CPR-C
- NLS
- Class 4 Driver's License and experience driving with trailers
- Criminal Reference Check with a Vulnerable Sector Screening issued no later than six (6) months preceding start date
- 3 successful reference checks

Additional Qualifications (assets)

- Pleasure Craft Operator's Card
- Occupational First Aid Level 3

Application Process:

To submit application click [HERE](#).

Deadline: December 2, 2018

Requisition # 3177

Questions? Contact Mat Hughes at mat.hughes@gv.ymca.ca



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YMCA Camp Elphinstone

YMCA Camp Elphinstone is located on the Sunshine Coast near Gibsons, a 40-minute ferry ride from Vancouver. It is situated on 144 acres of temperate rainforest along the shores of Howe Sound. Camp Elphinstone operates as a residential summer camp during July and August offering programs like one and two week camp, Sailing Camp, Leadership Development, and out-trips to Desolation Sound and the Sunshine Coast Trail.

From September to June, Camp Elphinstone operates as an Outdoor Education, Recreation and Retreat Centre for schools, businesses, clubs, and other special interest groups. Camp Elphinstone currently serves over 12,000 participants annually.

YMCA Camp Elphinstone has accommodation and dining for up to 400 people and has programs and equipment for swimming, canoeing, kayaking, sailing, stand up paddleboarding, low/high ropes, rock climbing, wilderness and environmental programs, archery, crafts and more. Camp Elphinstone employs approximately 140 staff/volunteers during July and August, with a team between 20-50 for the spring and fall Outdoor Education seasons, and a smaller core team of 10 staff during the winter season. Successful Camp Elphinstone staff are self-motivated individuals whose ambition is to help children and youth develop in an outdoor camp setting.