



# 2026 Staff Application Information

Your Guide to Everything you need to Know before you Apply

Prepared By:

**CAMP COUCHICHI**

[www.campcouchiching.com](http://www.campcouchiching.com)

# Camp Staff Pre-Application Package 2026

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The version date for this package is located in the footers of Page 2 and on- please note it is subject to change. It is the responsibility of the applicant to ensure that they are looking at the most up to date information and documents.

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### Camp Couchiching's Mission

*"Excellence in camping, fostering individual growth within an inclusive community"*



## Our Guiding Principle

**At Camp Couchiching, we want a staff team which is child-centred.**

**Camper support is our first and foremost priority when hiring and deciding the structure of our staff team.**

### Who are we

Since 1946, Camp Couchiching has run a summer overnight camp and, for 36 years, we have run programming in the spring and fall. In the past 13 years, we've added day camps to our summer programming too. Camp Couchiching's summer programs used to be all of July and August; however, we've now shortened that to run from early July until mid-August. We then provide some programming support for family camp and other partnerships. Camp Couchiching partners with the Ontario Educational Leadership Centre to run our mid-week programming for groups/schools in the Spring and Fall. We will also run programming on weekends for a variety of community groups. We are a registered charity in Canada.

### Who can apply

- Kind, flexible & friendly people who are born in 2009 or earlier
- Open to persons from all inclusive cultures, backgrounds, ability, gender expressions/identity
- People who are available for full contracts
- People who have or who are willing to be qualified with a Standard First Aid with CPR B or C

**Day Camp Staff** - *this role is available for application in March 2026*

- Role description: Day camp staff are responsible for leading and supervising a group of children, ensuring their safety and well-being throughout the day (Monday to Friday, approx 8am-5pm). This position is responsible for supporting camper participation in activities, proactively supporting positive group dynamics and resolving any issues that may arise. National Lifeguard is considered an asset when applying.
- Transportation to and from Orillia is available on a daily basis.
- Wages will be further discussed in the interview.

*The remainder of this document is related to the live-in positions available at Camp Couchiching.*



## New for the 2026 Overnight Staff Team! Our 80th Year!

- We have some changes to our head positions. Firstly, we have a new head position - program and service head (see below for further description). We will have two counselling heads who will have additional responsibilities, focusing on pathways and wellness.
- We are going to have more specialists this year - but not every program will have a specialist. When making cabin co-counsellors, we are going to do our best to put the specialists with a \* in a cabin as a third counsellor. These are the specialists that we are hiring this year:
  - Pottery\*
  - Wind (X2)
  - Swim (X2)
  - Art
  - Special Programs\*
  - Tripping (X3)\*
- All first year counsellors will be program and service staff this year - this will mean that all first year counsellors will be rotated between day camp staff, pathways counsellor, facilities/kitchen support and cabin counsellor.
- Leadership counsellors will be assigned to the leadership program during July; however, they will be assigned other areas during the remainder of the summer. This can include day camp, facilities and cabin counsellor. Some leadership counsellors will support the August leadership program.
- Tripping specialists may be assigned to support camp in various ways when they are not on trip. This may include supporting day camp, intersessions, facilities, or cabin counsellors.



**Important!** During Camp Couchiching's Summer Camp (July and half of August), Camp Counsellors, specialists will live in cabins with campers, eat at the table with campers/LDPs, participate in evening programs and support rest hour and overnight coverage. In any role, you may be asked to support the kitchen, facility, pathways and day camp teams!

## Camp Life

### All Roles

We don't need people to start as experts, we just need people to have a kind and patient demeanor when working with youth, and a willingness to learn and grow with us. Camp involves everyone working as a team; therefore, you may be asked to complete tasks outside of your realm in order to best support camp. **This may include supporting our kitchen, facilities or day camp teams.** The best part of camp is that you always have a team and other people that you can rely on!



## What does camp life look like in different seasons?

- *Spring & Fall:* Most of our work days are 8-10 hours in length with breaks in there as well. Staff live together in staff accommodation with a maximum of 4 people per room. There are washrooms and showers in the accommodation or located nearby. There is electricity and heat in the cabin. Wifi is available in the staff lounge. The majority of the work is program related however we do have some facility work like cleaning cabins in between groups, putting in or taking out docks, prepping program areas for the summer etc.
- *Summer:* In the summer time, almost all staff members live at Camp in the camper cabins, with the exception of support positions. Everyone works similar hours which are long days with breaks occurring throughout the day. There are lots of opportunities for good fun and excellent friendship making opportunities as well. For the most part, we work when campers are at Camp, and we have the same days off. However, there are exceptions (including changeovers, LDP staff and tripping specialists). **All staff should be prepared to work the changeover if needed (July 10-July 12 and August 7-9).** If you work the changeover, you will have different days off - this can be an opportunity for folks who need specific days off (ex. wedding). Please ensure these dates are provided on your staff application.



**Co-op Opportunity!!** For Staff who are in Ontario Secondary School- For no charge, you can take a double co-op through Camp. The marks don't count in your top 6 grades however they help towards your average and assist with helping you stand out for acceptance, bursaries and scholarships. Persons outside of Ontario can take the courses as well but there is a fee they have to pay to the school board. Staff must work with us for a full contract in order to be eligible.

## Your Pay is...

- Base pay is the same for everyone if staff are staying full contract/priority for full contracts
- Students who apply to be camp staff are our top priority in hiring. A student is defined as either you are just leaving school or plan on returning to school.
- Please note that if the Camp receives grants or subsidies to increase wages or offset the costs of courses/qualifications then we will pass these increases and opportunities to the staff team
- Room and Board are provided at no cost.
- Our wages include complimentary laundry service for international staff members. At times, the Camp may offer complimentary laundry service for the full staff team.

- Most specialty diets can be accommodated. More complex dietary requirements may require some of your help in obtaining and paying for products.
- Rates of pay
  - First Year at Camp Couchiching= \$200/week + 4% vacation pay
  - Second Year= \$250/week + 4% vacation pay
  - Third year = \$325/week + 4% vacation pay
  - Fourth year= \$400/week + 4% vacation pay
  - Support staff have various rates of pay based on their roles, we will discuss rates of pay on an individual basis. Some specialists may be provided additional compensation, based on their responsibilities and required qualifications.
- Additional End of Season Pay Bonuses- IMPORTANT- these are paid out at the end when the full length of contract is fulfilled and the quals must be current for full length of contract. If Camp pays for you to get the qualification then you do not receive the additional bonus.
  - Wilderness First Aid= additional \$40/week for summer contract weeks
  - NLS= additional \$40/week
  - Ropes Qual (not just in-house training)= additional \$40/week per level
  - Sail Instructor= additional \$100/week for summer contract weeks
  - Windsurf Instructor= additional \$100/week for summer contract weeks
  - LSS Swim Instructors or Examiners= additional \$20 to 40/week for summer contract weeks if used by Camp
  - Other quals to be reviewed/determined by Camp Management

**Returning Staff Members' Inside Scoop for New Staff-** When you work at an overnight Camp you actually save more money than other jobs. You don't go out with friends or for movies, etc at night. You don't have to buy your meals and specialty drinks. You don't need transportation time or have expenses related to transportation like gas or a bus pass. Consider these things, add them up and you'll agree that Camp is a great spot to save money at!

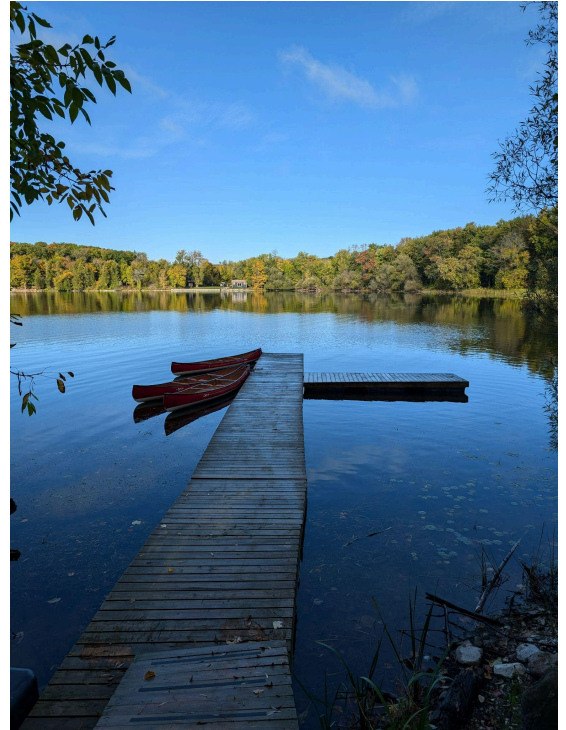




Anyone found with vaping, tobacco, alcohol or cannabis products or paraphernalia, regardless if they have used it or not, will immediately have to leave the site and your contract will be terminated. If persons of age need to keep legal products at camp, (ex. you are returning from your time off and don't have a place to leave it), there will be a space that people can sign in/out products before/after their time off.

## Contract dates

- Spring- May 1 - June 21 plus...
- Summer
  - Start Date:
    - Counsellors, Program and Service and Leadership contracts all start on June 21
    - Director positions start on June 8
    - Head positions start on June 15
    - Specialists positions start on June 18 (Tripping specialists may have an alternate start date TBD)
  - End Dates:
    - End dates vary by contract - possible end dates are August 15, August 28 and September 6
    - Most director positions, head positions and some specialist positions end on September 6. All other contracts are based on qualifications and requirements of the programs running.
- Fall- Sept 6-October 25



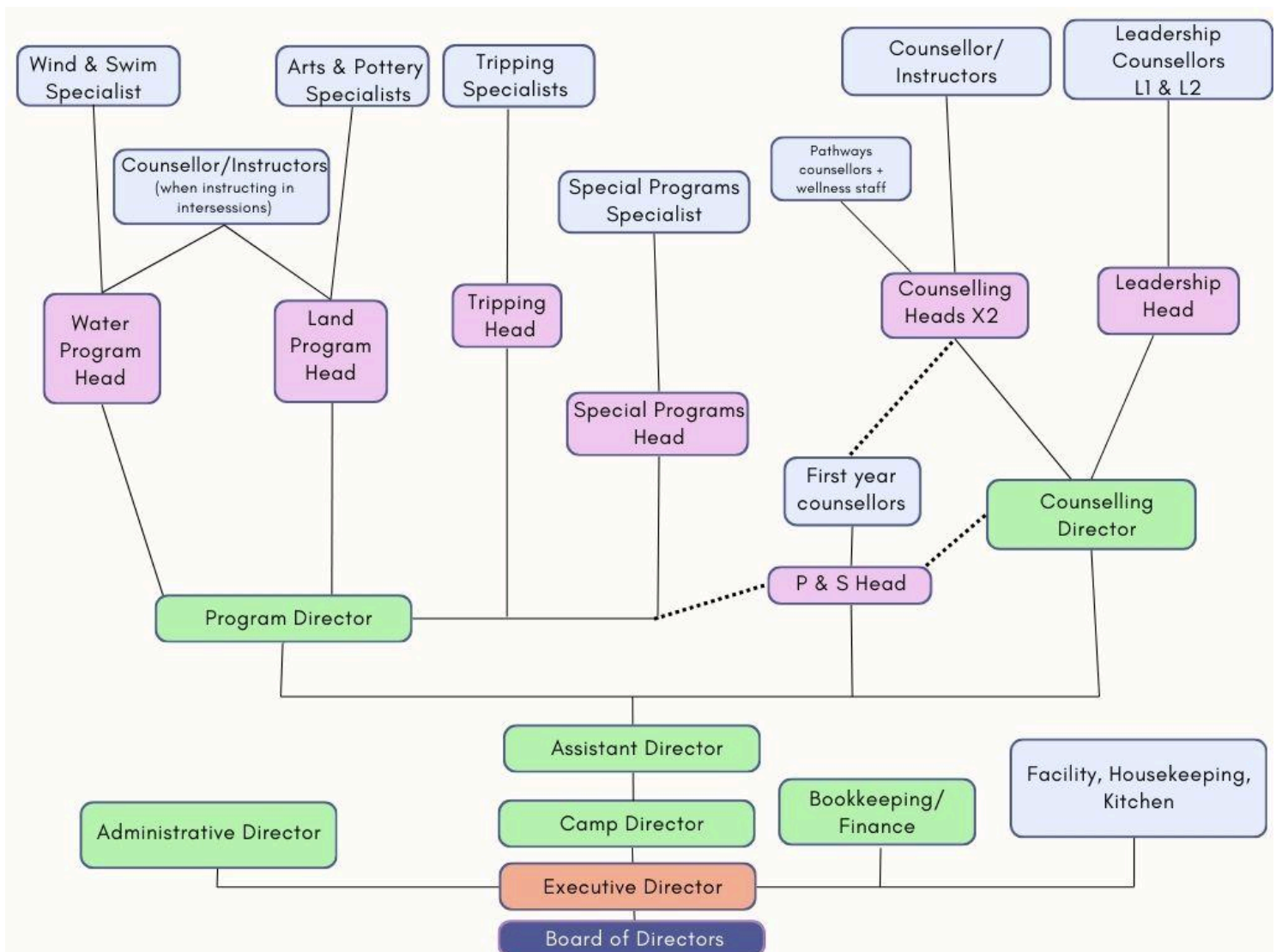
## Interviews

- When you submit your application, you will receive an email confirming your submission. If we choose to continue with your application, we will reach out to set up an interview time. However, this may take a while. **Not all interview offers will be sent at the same time - this does not mean you will not be considered for the position.**
- To be considered for first round applications - your application must be submitted [here](#), prior to **December 31st, 2025**. After this date, applications will remain open and reviewed as they are received.
- We are hoping to do the majority of interviews during January - please keep an eye out on your email during that time period. Some interviews may be completed earlier if applications are submitted at an earlier date; however, decisions will not be made until there has been an opportunity to interview qualified first round applicants.
- Please note: any L2 participants from last year are guaranteed an interview
- Interviews will be done virtually over Google Meets

### International applicants (things to note)

- Camp will pay upfront for your work permit fee; however, Camp will claim back half of the work permit cost on your paycheck.
- If you are working a 10+ week contract, we will discuss your salary in the interview
- For transportation costs, Camp can provide compensation up to 60\$/direction on your first and last day of contract or will provide transportation ourselves.
- We will send you a packing list, more information about camp, living accommodations etc. prior to your arrival at camp.

### Roles at Camp during Summer Overnight Operations





## Specialist and Counsellor Positions

- Both the counsellors and specialists live within the camper cabins and are responsible for supporting staff coverage for rest breaks and overnights, ensuring the overall wellbeing and integration of campers and sharing the workload within the cabin. Standard operating procedures are provided to all counsellors and specialists and reviewed during staff training - it is expected that these standards of practice are followed at all times within camp and camping programs.



- First Year Counsellor / Program and Service Staff
  - Each session, you will be assigned to rotate amongst: food and facility support, day camp, pathways\*\*, and cabin counsellor/instructor. A description of each aspect is included below. This has been a successful model in Camp Couchiching's history and was trialed with a part of the staff team last year. New this year is a Program & Service Head who will be responsible for specifically supporting first year staff.
  - The full description of the cabin counsellor/instructor is below.
  - Food and Facility support: this would include (but not limited to) supporting the kitchen with dishes, cleaning the dining hall, helping with small kitchen tasks (ex. Making juice), helping distribute fruit/water in the afternoon, and facility maintenance. With this position, you would be working with other staff members and would rotate your breaks.
  - Day Camp: Day camp staff are responsible for leading and supervising a group of children, ensuring their safety and well-being throughout the day (Monday to Friday, approx 8am-5pm). This position is responsible for supporting camper participation in activities, proactively supporting positive group dynamics and resolving any issues that may arise.
  - Pathways: All Counsellor/Instructors may be placed as a pathways counsellor at some point during the summer - this may include both coverage or as a full time pathways position for a session. This is a rotating role. The pathways program is developed to support campers who may not be able to participate in regular programming or be successful without additional support. As a pathways counsellor, you would support the camper and ensure that they have a successful camp experience (based on their definition). Pathways counsellors may also be placed with an adult work placement.
    - \*\*Not all first year staff will be rotated through a pathways role.

- Counsellor/Instructor Positions

- Please note Counsellor and Counsellor/Instructor are used interchangeably.
- Camp Couchiching's counsellor/instructors are responsible for supervising their camper group, and ensuring the safety, well-being and enjoyment of their campers throughout the camp session. This role involves fostering positive relationships and ensuring a positive and inclusive environment for campers. Camp Counsellors are expected to provide emotional support, address any behaviour issues and appropriately escalate any issues or concerns to counselling heads/counselling director.
- All Counsellor/Instructor position may be placed as a pathways counsellor at some point during the summer - this may include both coverage or as a full time pathways position for a session. This is a rotating role. The pathways program is developed to support campers who may not be able to participate in regular programming or be successful without additional support. As a pathways counsellor, you would support the camper and ensure that they have a successful camp experience (based on their definition). Pathways counsellors may also be placed with an adult work placement.
- Counsellors will be assigned to intersessions, and as such, will be responsible for planning and leading engaging sessions at the assigned program area.
- **As a part of these roles, specialists and counsellors should be prepared that at times they will be asked to support with the kitchen, dishes, facilities, and/or day camp.**



- Specialist Positions

- Specialists will be part of the cabin support team. The only times that they have a different role is during Interest Sessions- they don't rotate amongst program areas but instead stay and work in the program area that they are hired for. **Specialists should be prepared that as part of their role, they may be occasionally required to support the kitchen, dishes, facilities, and day camp programming.**
- **Pottery Specialist:** Our pottery specialist will be responsible for our pottery program. This individual should have experience making and firing pottery as well as good time management skills. When possible, the pottery specialist will be the third counsellor in the cabin.
- **Art Specialist:** Our Art Specialist is responsible for planning and delivering a creative, engaging, and safe visual arts program for campers of all ages. This individual should be confident working in a variety of media and able to adapt projects for different ages and skill levels. Duties include preparing materials, maintaining a clean and organized art space, supporting camper creativity, and helping make program periods run smoothly.



- **Special Programs Specialist:** The Special Programs Specialist plays a key role in creating camp-wide excitement and community spirit. This position helps design, organize, and run large-scale events such as cooch games, evening programs, and all-camp games. In conjunction with the special programs head, they are responsible for planning, organization, execution, and cleaning up of these programs, ensuring events are engaging and safe for all campers. Ideal candidates are energetic, creative, and comfortable leading groups. When possible, the special programs specialist will be the third counsellor in the cabin.
- **Tripping Specialists (3):** We have three specialist positions this summer who are responsible for supporting our overnight canoe trips. Every camper aged 12 and older has the opportunity to go on a canoe trip from 3-7 days in length. The older the camper, the more difficult the canoe trip. You help with all the packing, the guiding and the counselling support while in transport to/from trip and during the trip too. Ideal candidates have a minimum of Bronze Cross and paddling/camping experience too. Tripping specialists may be assigned to support camp in various ways when they are not on trip. This may include supporting day camp, intersessions, facilities, or cabin counsellors. When possible, the tripping specialist will be the third counsellor in the cabin.
- **Wind Specialists (2):** These individuals are able to deliver both a safe sailing and windsurf program at Camp Couchiching, this includes the maintenance and care of the boats, boards and sails. Applicants should be comfortable with multiple vessels and confident with boat driving. The ideal candidate has relevant qualifications for Sailing and Windsurf instruction or experience.
- **Swim Specialists (2):** Swim Specialists support our waterfront team by delivering safe and engaging swimming programs. In conjunction with the waterfront head, they oversee the swimming supervision and swim tests while ensuring a high standard of safety. Responsibilities include maintaining waterfront equipment, helping assess camper swim levels, and promoting safe water practices. Ideal candidates have a current National Lifeguard certificate, Swimming Instructors and experience working with children in aquatic settings.

## Leadership Counsellors (LDP1 and LDP2)

- The leadership program at Camp Couchiching is divided into two levels, LDP1 is for folks turning 15 in the calendar year, and LDP2 is for participants turning 16 in the calendar year. The leadership program is developed to create opportunities for campers to develop key skills such as teamwork, communication and problem-solving. The leadership counsellors live within the participant cabins and are responsible for staff coverage during rest breaks and overnights, and ensuring the overall



wellbeing and integration of participants. Through collaboration with the leadership head, the leadership counsellors will be leading group discussions, facilitating team-building activities and providing support and mentorship to participants. The ideal candidate has their National Lifeguard and previous experience facilitating leadership-related activities.

- Leadership counsellors will be assigned to the leadership program during July; however, **they will be assigned other areas during the remainder of the summer. This can include day camp, facilities and cabin counsellor.** Some leadership counsellors will support the August leadership program.

## Heads Positions

- The head positions are to create a bridge between management and the counselling/specialist team. They can expect to live in support staff accommodations. Head position will be on rotation to complete early bird responsibilities (including ringing the bell, waking cabins up and facilitating morning flagpole), dining hall door, and other responsibilities that may be rotated among directors and heads. Directors and heads will both be responsible for planning and executing staff all-outs throughout the summer, based on a schedule.
- **Counselling Heads (X2):** Each counselling head will be assigned a set of cabins that they are to support during each session. Counselling heads will meet with the counselling director for one period per day and should be present in the cabin loop during rest hour and evening/bedtime. This position may include (but is not limited to): completing 48 hour phone calls with parents, meeting with the director/counselling director to discuss any concerns or issues, supporting the pathways and health center staff, checking in with campers and counsellors for challenging behaviours or situations. Through collaboration with the counselling director, this position will be responsible for supporting the following items: 48 hour phone calls, Inter-In-Tents, Senior Day Trip, Junior Jam, Super Seniors, Tour de Couch, pathways program, wellness staff support, and organizing of camp merch.
  - One of the counselling heads will be assigned to support wellness - this entails managing the camp's health centre (including maintenance, care and inventory of equipment), administering first aid and medications, and maintaining proper documentation. They will also be responsible for educating staff and campers on wellness practices and prevention strategies. This head role is also responsible for monthly and weekly checks (ex. Smoke detectors, fire extinguishers, AEDs etc.).
  - One of the counseling heads will be assigned to support the pathways program - this entails close collaboration with the pathways counsellor(s) each session, including reviewing documentation for the camper, creating individualized plans and accommodations for campers and ensuring appropriate documentation for future pathways counselors.





- **Land Program Head:** The land program head will be responsible for overseeing the following program areas: media, pottery, arts n' crafts, land sports, projectiles, and adventure (high ropes and low ropes). This includes managing and maintaining equipment, and ensuring that supplies are ordered through the program director. The land program head is responsible for ensuring intersessions are safe, fun and engaging. Knowledge of all program areas, attention to detail and a focus on safety is important within this role.
- **Water Program Head:** The water program head will be responsible for overseeing the following program areas: paddle (kayak, SUP, canoe), sailing, windsurf and swimming areas. The water program head is responsible for training all lifeguards on waterfront procedures and standards of practices, and ensuring that they are being followed whenever a waterfront program is open (including buddy board procedures). This position entails managing and maintaining equipment, ensuring that supplies are ordered through the program director, and ensuring that the waterfront programming is fun, engaging and safe. Ideal candidates have knowledge of guarding at waterfronts, experience boating and have their PCOC and lifesaving society certifications (guarding and teaching).
- **Leadership Head:** The leadership program is developed to create opportunities for campers to develop key skills such as teamwork, communication and problem-solving. The leadership head is responsible for the planning, implementing and overseeing the L1 and L2 leadership programs. This role includes scheduling leadership staff days off and opportunities for leadership participants to complete shadowing. The leadership head is responsible for collaboration with other camp departments (directors and heads) to integrate leadership experiences across various areas and perspectives into the leadership program. The leadership head is responsible for escalating any concerns to the director team.
- **Tripping Head:** The tripping head is responsible for planning, coordinating and supervising all outtrips, including the inter-intents, senior and leadership canoe trips. This includes ensuring safety protocols, managing trip logistics, and ensuring that campers and staff are prepared for the canoe trips/outtrips. The tripping head is to plan training for the tripping specialists prior to the beginning of camp. This role involves maintaining equipment, including proper storage post trip. Through collaboration with the kitchen manager, the tripping head should order food and ensure adequate stock throughout the summer. Ideal candidates have a minimum of Bronze Cross, and previous canoe tripping and planning experience.
- **Special Program Head:** During camp, we host a number of campwide programs - the special programs head will work with the special programs specialist and the staff team to ensure that the special programs are organized, fun, engaging, camper-focused and safe. They are also responsible for ensuring that the programs are cleaned up after. This position is responsible for the



following programs (this list is subject to change based on the candidate and the other people within the support staff team): Cooch Games, Opening Campfire, Camp Wide programs, Choice Evening, Cooch Follies (Talent Show), Resort Day, Kangaroo Court, Moment of Truth.

- **Program and Service Head:** The primary goal of this position is to support the program and service staff/ first year counsellors with their transition to camp and ensure that they are successful in the multiple roles that they will be filling this summer. The Program and Service Head will rotate to support all areas of the program and service role - including facility/kitchen support, day camp, overnight counsellor, and pathways. The ideal applicant for this position has a broad knowledge of camp and the functioning of camp as they are supervising staff in multiple roles. This role is well-suited for an early bird as this head position should ensure that staff are at the kitchen in the morning for dishes.

## Director Positions

The management team, as a whole, works alongside the heads, specialists, and counsellors to ensure that camp functions smoothly, with campers' health, safety and wellbeing at the forefront of all decisions. Members of the management team should be prepared to complete miscellaneous tasks and step into any role as needed to ensure that campers' have the best experience at camp. Manager and director positions will not live within the camper cabins. They will have rotational duties, such as being on call, dining hall door, and early bird. Managers, Directors and heads will both be responsible for planning and executing staff all-outs throughout the summer, based on a schedule.

- **Counselling Director:** This senior position is responsible for overseeing the camp's counselling staff, ensuring the safety, well-being and emotional support of all campers. The counselling director works closely with the director team and counselling heads to address and appropriately escalate any behavioural or emotional concerns. Through collaboration with counselling heads, the counselling director will oversee the following items: 48 hour phone calls, Inter-In-Tents, Senior Day Trip, Junior Jam, Super Seniors, Tour de Couch and organizing of camp merch. The counselling director helps support counsellors solve any challenges in their cabin and difficult conversations with campers or cabin groups. The counselling director is also responsible for the oversight of the leadership program, pathways program and wellness support. The ideal candidate is good at creating connections with campers, is organized and has experience managing a group of staff.



- **Program Director:** The Program Director is responsible for overseeing all program delivery at camp, ensuring that every activity area is safe, engaging and aligned with Camp Couchiching's mission and Standards of Practice. Working closely with the waterfront head, land head and special program head, the program director supports specialists in planning and running high-quality, engaging and safe programs, maintaining equipment. This position oversees the intersession staff assignments and the program party (both for staff and campers). The Program Director plays a key role in coaching specialists, problem-solving program challenges and maintaining strong communication across departments. The ideal candidate has experience supervising program staff, developing activity plans, and managing multiple moving parts in a fast-paced camp environment. National Lifeguard or ropes certifications are considered assets.
- **Assistant Director:** This position will work closely with the camp director to oversee daily operations, ensuring a safe and positive experience for campers and staff. The assistant director will provide on site supervision, including on-call and being the main point of contact in the absence of the director. The assistant director will be responsible for ensuring that all program areas are following the Standards of Practice, and that Camp Couchiching continues to develop creative, fun, safe and inclusive programs. Problem solving, collaboration and staff development will be key to success in this role. The ideal candidate will have experience with program development and overnight camp staff supervision. Ideal candidates have significant ropes and water qualifications in addition to outdoor education experience.

## Roles at Camp during the Spring and Fall

### Facilitators

- In the Spring and Fall, OELC (an external group) operates their programming at Camp Couchiching during the weekdays. OELC provides leadership programs for their participants, and we facilitate their camp programming (including high ropes, low ropes, climbing wall, geocaching, archery, paddling, swimming, and outdoor living skills). Staff will be provided training on facilitating these programs before they are to facilitate these programs for guests (no experience required).
- Spring and fall staff can expect some facilities and kitchen work (including dishes) because we are setting up and taking down things during these seasons. Most work will be done between the hours of 8a.m.- 6 p.m on weekdays. with evening work being more common during the weekend rental groups. The Spring and Fall staff live in staff accommodations, and do not live with the participants.





## Fall and Spring Coordinator\*

*(may be two different people - one person in fall and a different person in spring)*

- This is an “add on” position for a head or director from the summer who would like to extend their season and take on additional responsibilities. This position will work closely with the camp director to oversee daily operations, ensuring a safe and positive experience for campers and staff. The fall/spring coordinator will provide on site supervision, including on-call and being the main point of contact in the absence of the director. This position will be responsible for ensuring that all program areas are following the Standards of Practice, responding to rental group leader requests and scheduling staff as needed.

## Support Roles during Spring, Summer & Fall

- Food Service Staff
  - We are holding off on hiring this position until later in the hiring season.
- Housekeeping
  - This position helps with keeping Camp hygienic and clean. This work is very physical and involves routine cleaning of showers and bathrooms in addition to rotational cleaning of the other buildings in Camp. The program team lends a hand to help with big cleanings or when there is a small amount of time in-between groups. Ideally, this person does not live at Camp.
- Facility
  - We have 1 full-time and 1 part-time role for our facility team. Proactively you check to ensure everything is in working order plus you react to things when they aren't working. There is also work related to having groups of program staff do maintenance/landscaping. This work is very physically demanding. Ideally, these people do not live at Camp.

If you need this information in a different format, please let us know. This document is subject to change. Please check the version date to ensure that you have the most up to date and accurate information.