



## **BETWEEN FRIENDS CLUB EMPLOYMENT OPPORTUNITIES**

Between Friends Club believes that our programs must be accountable to our members. In order to provide safe, accepting environments, we screen all applicants thoroughly and on an ongoing basis. We must ensure that appropriate personnel staff our programs; therefore we reserve the right to refuse an applicant.

**Between Friends Club is an equal opportunity employer. Between Friends Club thoroughly screens all applicants initially and on an on-going basis.**

1. Full Time: Summer 2012
  - a. I.C.A.N.! Camps Recreation Inclusion Coordinators
  - b. Adventurers
    - i. Adventurers Director (1)
    - ii. Vacationers Team Leader (2)
    - iii. Day Trippers Team Leader (1)
    - iv. Vacationers Group Leader (6)
    - v. Day Trippers Group Leader (4)
  - c. Camp Bonaventure Various positions
    - i. Camp Bonaventure Director (1)
    - ii. Recreation Inclusion Coordinator (1)
    - iii. Planning Lead (1)
    - iv. Team Leader (7)
    - v. Group Leader (34)
  - d. Camp Funz'Amust
2. Part Time: W.E.S.O.A.R. Program Leader (Winter Programs: Starting April 2012)

**All employees must adhere to the Policies and Procedures of  
Between Friends Club recreation for people with disabilities.**

To apply for any of the positions listed above please submit a **Cover Letter & Resume in PDF format with the Position being applied for in the Subject Line.** Send applications to [kwhelan@betweenfriends.ab.ca](mailto:kwhelan@betweenfriends.ab.ca)  
Attn: Human Resources Lead.

**Only those being considered will be contacted for an interview, no phone calls please.**

## **SUMMER 2012 Position Descriptions**

All positions listed below must meet the following **minimum** requirements:

- All staff must be a minimum of 18 years of age
- All staff will be required to complete and be clear of a Criminal Record Check and Child Welfare Check
- Minimum 2 professional references
- Must be able to provide proof of current Standard First Aid and CPR certification, Level C
- All positions must be physically agile, and be able to apply proper lifting techniques, assist with wheelchair transfers and be able to physically support participants.
- All positions must be able to participate in the following activities: swimming, horseback riding, canoeing, sailing, arts and crafts, camp overnights, etc.
- Due to the length of the contracts, all positions will be expected to fulfill the entire contract dates.

Additional position information for **all** positions:

- Some positions may require a Class 4 license and a current Drivers Abstract, upon request.
- Some positions require access to own vehicle, if this is required, the appropriate staff will be required to provide their own appropriate insurance.
- Contract end dates will be discussed at the time of interviewing; typical contract periods are between 9 – 12 weeks.

**\* Cost of Class 4 licenses will be reimbursed at the discretion of the Personnel Supervisor**

**\*\*Some requirements may be requested prior to the start date.**

**\*\*\*There may be some positions with specific student requirements; selection for a suitable candidate may be based on these requirements**

### **Inclusive Community Activities with No Barriers!**

#### **(I.C.A.N.!) Camps**

Our I.C.A.N.! Camps are held at a number of partner inclusion facilities. The I.C.A.N.! Program provides an opportunity for Between Friends Club campers to participate in community camps without the need for additional support. It challenges campers to develop new skills, increase self-esteem and self-confidence. Our partner camps this year include: some YMCA branch day camps, Camp Riveredge, Calgary Zoo, and City of Calgary day camps.

**Recreation Inclusion Coordinator (R.I.C.) (7)** -These positions have been created with our partner inclusion facilities. These positions involve a great deal of independence and the ability to take initiative in a leadership role. R.I.C.'s will report to their assigned facilities' Camp Director and Between Friends Club Support & Outreach Coordinator and will be responsible for supervising and maintaining the inclusion program at their specific location. Each role may vary depending on the need of the R.I.C.'s assigned facility; duties may include, but are not limited to, joining groups as a group leader/counselor, providing behavior support and encouraging an inclusive environment in that facility, reporting to Support & Outreach Coordinator on the progress of campers.

Approximate Start Date: June 2012

#### **Qualifications:**

- Extensive experience working with people with disabilities
- Extensive knowledge on adapting activities for people with disabilities
- Experience training a group of individuals
- Knowledge of American Sign Language an asset, but not a requirement
- Organizational skills
- Excellent communication skills

**DEADLINE FOR APPLICATIONS IS: February 29, 2012 at 4:00 pm**

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## **Adventurers**

Adventurers is a program for our adults 18 years and older who are looking for some fun, relaxation and challenge-oriented experiences that allow them opportunities to make new friends or reunite with old friends. Adventurers have two different streams for our adults to choose from: Day Trippers @ Riveredge Park and Vacationers.

**Adventurers Director (1)** – This individual will coordinate and supervise the operation of Adventurers, ensuring the highest standard of safety and quality. The main responsibility of this position is the supervision, evaluation and recognition of all Adventurers staff. Other duties include ensuring procedures are being adhered to, financial management, scheduling of staff, shopping for supplies, equipment and food, program evaluation, communication with parents, and liaising between Adventurers and the Personnel Supervisor. This position will be required to attend the full duration of the Spring Trip 2012. This position may have evening and weekend requirements.

Start Date: May 21, 2012. Starting Wage: \$17.25/hour

### **Qualifications:**

- Extensive experience working with adults with disabilities
- Experience in a supervisory role
- Extensive knowledge on planning and adapting activities for people with disabilities
- Experience working with budgets
- Ability to work both independently and as part of a team
- Class 5 License, ability to obtain a Class 4 License
- Holding a Class 4 license is a requirement for this position

**Deadline for applications is: February 8, 2012 at 4:00 pm**

**Vacationers Team Leader (2)** – These individuals will help the Adventurers Supervisor with pre-trip planning including: shopping, parent phone calls, and booking confirmations. Other duties include: providing supervision and support to the Vacationers Group Leaders while on trips, financial management of the Adventurers budget, planning and implementing high quality camp activities, and effectively managing and supporting campers with behavioral challenges and special needs. These positions will be required to attend the Spring Trip prior to the start date listed below.

Start Date: June 21, 2012 Starting Wage: \$16.00/hour

### **Qualifications**

- Experience working with people with disabilities
- Experience supervising small groups of individuals
- Ability to attend 50% of the scheduled trips: 5 day trips, 3 weekends, 3 weeklong. Schedule will be given.
- Class 5 License, ability to obtain a Class 4 License
- Holding a Class 4 license is a requirement for this position

**DEADLINE FOR APPLICATIONS IS: February 29, 2012 at 4:00 pm**

**Day Tripper's Team Leader (1)** – This individual is responsible for managing 4 group leaders. Duties include: supervising and evaluating group leaders. Overseeing and assisting with volunteers assigned to the group, program planning, and camper care and supervision. Ensure the highest standard of safety and quality in daily activities. This position may be required to attend the scheduled Spring Trip, which occurs prior to the date listed below.

Start Date: June 21, 2012 Starting Wage: \$14.19/hour

Qualifications:

- Excellent communication skills
- Experience working with people with disabilities, specifically adults
- Experience supervising small groups of individuals
- Experience in high stress environments, an asset
- Class 5 License required
- A Class 4 license may be requested for this position prior to the start date\*

**DEADLINE FOR APPLICATIONS IS: February 29, 2012 at 4:00 pm**

**Vacationers Group Leader (6)** – This position, as a member of a team of 4, is responsible for the direct care and supervision of up to 8 adult campers. Duties include: planning and implementing high quality camp activities, effectively managing and supporting campers with behavioral challenges and special needs, and communicating with parents or guardians.

Start Date: June 23, 2012 Starting Wage: \$14.19/hour

Assets/Qualifications:

- Ability to attend 50% of the scheduled trips, approximately; 5 day trips, 3 weekends, 3 weeklong.
- Experience working with people with disabilities not a requirement, but an asset
- Experience implementing and planning activities for adult groups an asset, but not a requirement
- Willingness to try something new
- Patience and an interest in working with individuals with disabilities
- Class 5 License, ability to obtain a Class 4 License
- Holding a Class 4 license is a requirement for this position

**DEADLINE FOR APPLICATIONS: April 30, 2012 at 4:00 pm**

**Day Tripper's Group Leader (4)** – These individuals are placed in this group with 3 other group leaders. As a team, they are responsible for the direct care and supervision of up to 18 adult campers. Planning and implementing high quality camp activities. Effectively managing and supporting campers with behavioral challenges, and communicating with parents or guardians. The group leaders will also help the Team Leader supervise and evaluate the volunteers assigned to the group.

Start Date: June 23, 2012 Starting Wage: \$12.25/hour

Assets:

- Experience working with people with disabilities not a requirement, but an asset
- Experience implementing and planning activities for adult groups an asset, but not a requirement
- Willingness to try something new
- Patience and an interest in working with individuals with disabilities
- A class 4 license may be requested of this position prior to the start date\*

**DEADLINE FOR APPLICATIONS: April 30, 2012 at 4:00 pm**

## **Camp Bonaventure**

Camp Bonaventure is a fun, challenge-oriented, summer day camp where participants make new friends while enjoying unique outdoor experiences. Camp Bonaventure focuses on FUN, CHALLENGE, ADVENTURE, and FRIENDSHIP. At Camp Bonaventure, participants gain new life experiences and develop self-confidence by challenging their own limits. While at Camp Bonaventure, campers strive to reach their potential while enjoying the summer warmth "between friends".

**Camp Bonaventure Director (1)** – This individual will provide supervision, direction and leadership to all Camp Bonaventure staff, particularly Team Leaders and Support and Planning Leads. This person will provide support to Team Leaders and give direction in supervising Group Leader and Volunteers. This person will be responsible for working with the Personnel Supervisor to provide supervision, direction and leadership to all camp volunteers; will also be responsible for delegating volunteers to specific age groups on a daily basis, based on advice from the Personnel Supervisor. This person will provide ongoing feedback and recognition to staff and volunteers, and ensure that appropriate evaluations are completed in a timely manner. Document and discuss employee performance concerns as they occur and conduct morning meetings. This person will be responsible for ensuring the tasks of each team/group leader are being accomplished in the required amount of time.

Start Date: May 21, 2012 Starting Wage: \$17.25 per hour

### **Qualifications**

- Previous experience supervising large numbers of people
- Leadership experience required
- Excellent organizational skills.
- Excellent communication skills.
- Problem solving skills.
- Experience working in a camp atmosphere Class 5 License, access to own vehicle during working hours, ability to obtain a Class 4 License. You must provide your own appropriate vehicle insurance.
- Ability to work unsupervised and with little direction

**Deadline for applications is: February 3, 2012 at 4:00 pm**

**Recreation Inclusion Coordinator (R.I.C.)(1)** – The primary duties of this individual will include providing support to Camp Bonaventure participants and providing support strategies to Between Friends Club summer staff in regards to discipline and behavioral concerns. This person will be responsible for reading incident reports and ensuring proper follow-up is maintained, as outlined in the Between Friends Club policies and practices. Discuss with the Support & Outreach Coordinator concerns regarding campers not fitting within the Camp Bonaventure established 1:2-1:6 ratio. Assist with program registration, participant and family support, as well as communicate with parents, as needed. Ensure all program forms and records are being completed and submitted to the appropriate supervisor.

Start Date: May 28, 2012 Starting Wage: \$16.00 per hour

### **Qualifications:**

- Extensive behaviour management skills.
- Extensive experience in working with individuals with disabilities, both youth and adults
- Extensive knowledge of adapting games.
- Excellent communication skills.
- Knowledge of American Sign Language an asset, but not a requirement
- Class 5 License, access to own vehicle during working hours, ability to obtain a Class 4 License. You must provide your own appropriate vehicle insurance.
- Holding a Class 4 license is a requirement for this position

**Deadline for applications is: February 8, 2012 at 4:00 pm**

**Planning Lead (1)** – This position's responsibilities include: planning theme days and special events (prior to the start of Camp Bonaventure), ensuring program planning is completed in a timely manner and that all activities planned are age and socially appropriate. Purchasing necessary supplies and refreshments for Camp Bonaventure and Adventurer Day Trippers, as well as, tracking a budget to ensure costs are being reconciled in a timely manner. Coordinate with different core activity locations and ensure waivers are distributed and received. Create schedule of assigned duties to Group Leader. Other duties as required by the Personnel Supervisor.

Start Date: May 28, 2012 Starting Wage: \$16.00 per hour

Qualifications:

- Proven ability to stay organized.
- Previous experience working within a budget.
- Extensive knowledge of programming ideas, specifically for individuals with disabilities.
- Class 5 License, access to own vehicle during working hours, ability to obtain a Class 4 License. You must provide your own appropriate vehicle insurance.
- Customer service skills.
- Excellent communication skills.

**Deadline for applications is: February 8, 2012 at 4:00 pm**

**Team Leader (7)** – These individuals are responsible for managing 5 group leaders in one specific age group. Duties include: supervising and evaluating group leaders. Overseeing and assisting with volunteers assigned to the group, program planning, and camper care and supervision. All while ensuring the highest standard of safety and quality in daily activities. *Shifts vary between 8:30 a.m. – 4:30 p.m., 7:30 a.m. – 3:30 p.m. and 9:30 a.m. – 5:30 p.m., as well as some overnights.*

Start Date: June 21, 2012 Starting Wage: \$14.19/hour

Qualifications:

- Experience working with people with disabilities
- Experience supervising small groups of individuals
- Strong attention to detail
- Able to multi-task
- Experience in high stress environments an asset
- Class 5 License required
- A Class 4 license may be requested for this position prior to the start date\*

**DEADLINE FOR APPLICATIONS IS: February 29, 2012 at 4:00 pm**

**Group Leader (34)** – These individuals are placed in a specific age group with 4 other group leaders. As a team, they are responsible for the direct care and supervision of up to 20 campers. Planning and implementing high quality camp activities. Effectively managing and supporting campers with behavioral challenges and special needs, and communicating with parents or guardians. The group leaders will also help the Team Leader supervise and evaluate the volunteers assigned to the group. *Shifts vary between 8:30 a.m. – 4:30 p.m., 7:30 a.m. – 3:30 p.m. and 9:30 a.m. – 5:30 p.m., as well as some overnights.*

Start Date: June 23, 2012 Starting Wage: \$12.25/hour

Assets:

- Experience working with people with disabilities not a requirement, but an asset
- Experience working with youth
- Experience implementing and planning activities for youth and groups
- Willingness to try something new
- Patience and an interest in working with individuals with disabilities
- A class 4 license may be requested of this position prior to the start date\*

**DEADLINE FOR APPLICATIONS: April 30, 2012 at 4:00 pm**

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**Camp Assistant (1)** – This individual's primary responsibility is to provide added support to Camp Bonaventure staff, under the direction of the Camp Bonaventure Director. This position may be required to provide support, while in ratio, with various age groups. There may be some administrative duties for this individual to complete. This position's purpose is to provide an opportunity to a past, current or non-member to Between Friends Club with a paid leadership role. This role will be required to complete the full 52 hours of training.

Start Date: June 23, 2012 Starting Wage: \$9.40/hour

Assets:

- Experience with recreation and social programming
  - Experience in a leadership role, either through volunteering or paid experience
  - Willingness to try something new
  - Ability to communicate effectively with their supervisor
  - Experience with administrative duties, an asset
  - Experience working with youth, an asset
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### **Camp Fun'zAmust**

Camp Fun'zAmust is our newest addition to our Summer programs. In partnership with Easter Seals Camp Horizon, we are excited to offer our members an opportunity to participate in a weeklong overnight camp. This camp is designed for youth and teens, between the ages of 7 and 17 years, with or without disabilities. Camp Funz'Amust will occur during the week of

**Fun'zAmust Inclusion Coordinator (1)** – This person will be responsible for implementing Camp Fun'zAmust. They will work with the Between Friends Club management to ensure programming occurs in a safe and accepting environment. The main responsibility of this position is to provide support and training to Camp Horizon staff in working with our campers. This person will supervise staff and volunteers, as well as, provide behavior management strategies to the Camp Horizon personnel; he/she will be responsible for communication with parents prior to and during the camp. Other duties include administrative duties in the form of outcome measures, incident reports and other duties as assigned by the Support and Outreach Coordinator. This person will reside at Camp Horizon and provide support as needed and required by Camp Horizon.

Contract Dates: Approx. May – August

Wage: Please note this position is not based on the Between Friends Club pay scale, will be based on residential camp pay scale

#### **Qualifications:**

- Extensive experience working with people with disabilities
- Extensive knowledge on adapting activities for people with disabilities
- Experience training a group of individuals
- Supervision experience
- Knowledge of American Sign Language an asset
- Organizational skills
- Excellent communication skills

**Deadline for applications is: February 8, 2012 at 4:00 pm**

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**Private Support Aides** – If you are not available for the entire summer, but are interested in working as a private support aide for a 1 or 2 week session at Camp Bonaventure please contact the Membership and Support Coordinator and they will connect you with the families who will be hiring aides.

## **PART TIME OPPORTUNITIES**

### **WEEKEND AND EVENING SOCIAL OPPORTUNITY, ACTIVITIES AND RECREATION PROGRAMS (W.E.S.O.A.R. PROGRAMS)**

#### **PROGRAM LEADER**

W.E.S.O.A.R. Program Leaders are responsible for facilitating one or more programs running during weekend and evening hours. This position requires the Program Leader to be responsible for the care and supervision of 8 participants. Activities include swimming, bowling, social and movie programs. This position will also be responsible for supervising and communicating with volunteers. Program Leaders are required to attend all contracted program dates, meetings and complete parent phone calls on an on-going basis.

**Contract Start Dates:** 8-10 week contract during the Fall, Winter, Spring, Summer season – expected start date is September 2011.

**Hours:** Tuesday – Sunday; commitment of one program = once a week for 2-4 hours depending on each program.

**Starting Wage:** \$13.95/hour

#### **Requirements:**

- 18 years of age or older
- Current First Aid/CPR Level C Certification
- Ability to pass a Criminal Record Check and Child Welfare Clearance
- Able to actively participate in activities planned
- Must be physically agile to run, lift and provide physical support in a fast paced environment.
- Provide assistance in wheelchair lifts & transfers, with support
- Active cell phone, for use during evening and weekend programming

#### **Assets:**

- Experience working with people with disabilities
- Knowledge on adapting activities for people with disabilities
- Knowledge of American Sign Language an asset, but not a requirement
- Organizational skills
- Leadership experience
- Ability to work independently

**Accepting Applications on an on-going basis; positions will be filled as suitable candidates are hired.  
We are hiring for Winter 2012 W.E.S.O.A.R.! Program Leaders.**