



Summer 2023

Want to work at camp this summer?  
Here are some basic staff questions and  
answers for you to know!



**DEADLINE TO APPLY TO CAMP IS TUESDAY, APRIL 18<sup>TH</sup>.**

Thanks for your interest! Please carefully read the document before applying online (dbylc.com). Remember, you must be 15yrs old by July 3<sup>rd</sup>, 2023.

For any other questions or information, please email us at [info@dbylc.com](mailto:info@dbylc.com)

This document includes;

1. Staff training dates.
2. Common potential camp staff questions and answers.
3. Information for you to know.

**Don Bosco Youth Leadership Centre (YLC)**

11991 Pierre Baillargeon. 2<sup>nd</sup> floor (RDP) 514-648-6421



# SUMMER CAMP

**Thank you for wanting to join our camp family and make a difference in a child's life!**

Email Theo/Amy [info@dbylc.com](mailto:info@dbylc.com) for additional information.

Don't be shy to ask! We will do our best to accommodate you.

**Get ready for a memorable summer experience!**

**Note: Some dates may change or be modified. Please contact us if there are dates that you think you will miss.**

**Important notes: DEADLINE TO APPLY TO CAMP IS TUESDAY, APRIL 18<sup>TH</sup>.**

- Coordinator meetings are on Mondays and Animator meetings are on Wednesdays.
- Graduating? Going on vacation? Let us know even though you may not know the dates yet.
- Camp contracts range from 5-8 weeks.
- Coordinator and animator salary contract will include training dates (paid out once camp starts).
- Training themes include: Animation workshops, Special needs workshop, Leadership, protocols, 1 day retreat, First Aid, "on site" formation (Youth Festival), Don Bosco methodology.

Coordinator	Date	Theme
	Monday, April 10 <sup>th</sup>	Coordinator orientation night
	Monday, April 17 <sup>th</sup>	Training and camp notes
	Monday, May 1 <sup>st</sup>	Training and camp notes
	Monday, May 7 <sup>th</sup>	Youth Festival leadership presence
	Monday, May 15 <sup>th</sup>	Training and camp notes
	Monday, May 29 <sup>th</sup>	Training and camp notes
	Monday, June 5 <sup>th</sup>	Training and camp notes
	Monday, June 12 <sup>th</sup>	Training and camp notes
	Saturday, June 17 <sup>th</sup>	First Aid
	Monday, June 19 <sup>th</sup>	Final selection of animator groups
	Wednesday, June 21 <sup>st</sup>	Safe Environment and job contracts and police checks.
	Tuesday, June 27 <sup>th</sup>	CLR (check graduation dates)
	Thursday, June 29 <sup>th</sup>	Half a day. Closing activity with animators

**ALL THOSE THAT APPLY TO CAMP MUST COME TO THE ORIENTATION NIGHT**

Animator	Wednesday, April 19 <sup>th</sup>	Orientation night
	Wednesday, April 26 <sup>th</sup>	1 <sup>st</sup> meeting – Animator Orientation
	Wednesday, May 3 <sup>rd</sup>	2 <sup>nd</sup> meeting. Prep for Youth Festival.
	Saturday, May 7 <sup>th</sup>	Youth Festival animation presence
	Wednesday, May 17 <sup>th</sup>	3 <sup>rd</sup> meeting
	Wednesday, May 31 <sup>st</sup>	4 <sup>th</sup> meeting
	Wednesday, June 7 <sup>th</sup>	5 <sup>th</sup> meeting
	Wednesday, June 14 <sup>th</sup>	6 <sup>th</sup> meeting
	Wednesday, June 17 <sup>th</sup>	First Aid
	Wednesday, June 21 <sup>st</sup>	Safe Environment and job contracts and police checks.
	Tuesday, June 27 <sup>th</sup>	CLR retreat (check graduation dates)
	Thursday, June 29 <sup>th</sup>	Half a day. Closing activity with animators.

# Common Animator questions and answers 2023 (Updated Monday, March 24th)

## 1. “What are some of the guidelines and new changes of the camp program?”

- ❑ Amy El-Zammar, the Assistant Program Director, will have a visible and active leadership and authority voice for all campers and staff. Amy’s main responsibilities include animator relations, camp office management, overall covid protocols, parent situations, support for the centers.
- ❑ Theo’s main responsibilities are the overall camp structure presentation, training modules, safety protocols and overseeing the day-to-day center management and presentation.
- ❑ Theo and Amy will share the responsibility of ensuring the staff is respecting the job description and will make decisions together on camper and animator and parent situations.
- ❑ Everyone is required to do a minimum number of hours of daycare per week (between 3-5 hrs per week). No exceptions. Keep in mind that daycare hours will be paid. Daycare is from 7am to 9am and 4pm to 6pm.
- ❑ Camp this year will be a “6” week program for the campers. All staff are guaranteed 5-8 paid weeks paid through the Federal summer grant project. If you are planning to take a vacation, you need to let Amy know (amy@dbylc.com).
- ❑ **Camp is 6 straight weeks. Starting, Monday July 3<sup>rd</sup> and ending Friday, August 11<sup>th</sup>. 9am to 4pm.**
- ❑ Our “CLR – Camp Leadership Retreat” will take place during the training week (most likely the last week of June).
- ❑ **Graduating? Vacationing? Let us know as soon as you can as it may affect your job employment.**
- ❑ The centers this year will have a “C.I.T” (coordinator in training). Those that requested or chosen may replace for 1 week a coordinator. They will assist the coordinator with certain roles. Please let us know if you’re interested (theo@dbylc.com). Salary does not change.
- ❑ All centers will have “Co-Co’s” (equal responsibility and authority).
- ❑ There will be a new configuration of grade levels (in relation to registration) as it stands now; Smiley Bunch will be its own center. Grades 1+2, Grades 3+4, Grades 5+6, Teen Spirit (Sec 1+2) and Future Leaders (sec 3+4).
- ❑ We are bringing back Animator center challenges and animator outings and events. **Participating in a minimum of half of them is obligatory.** So much fun and a great way to be with your staff friends and make new friends!
- ❑ Universal outings and events (where the whole camp goes somewhere or does an event together) will now be led by the coordinators and their animating staff of each center (example: Grades 1+2 will be responsible for the planning and implementation of the Universal movie outing and Universal Carnival Day special event).
- ❑ **There will be no more one on one shadowing UNLESS the parent pays for their own shadow.**
- ❑ All special needs campers will be evaluated beforehand to ensure a safe integration into the group and less stress and anxiety for the animator responsible for the group.
- ❑ **There will be a code of conduct** for previous and this year’s campers who we feel need to be supervised at a deeper level. This code of conduct will be part of the parent registration form online. As with special needs campers, we don’t want to “burn out” our animating and coordinating staff. If we are not equipped to handle the camper, then sadly, they cannot be at our camps.
- ❑ There will be a registration cap for each week (no extra campers or weeks can be added during the camp program once we reach our capacity for that week).
- ❑ **This whole year we are celebrating 25 years of the YLC!!!** It’s been quite a ride of positive youth action in our community and beyond. On a camp level, we will be setting up a “Family Day” on Saturday, July 15<sup>th</sup> in the YLC parking lot (games, vendors, music, presentations, etc...). **All coordinators and animators are expected to lead/assist and participate.** If there are any issues, please let us know. It will be a wonderful and memorable day!

## 2. “What is Salesian Youth Ministry?” What do you mean by “investment”?

- ❑ Salesian Youth Ministry is a vibrant approach to Don Bosco’s teaching with our youth. We implement some of these characteristics in our camp program by how we animate to the campers and through our center programming.
- ❑ It is a way of presenting faith in a fun and real approach that today’s youth culture can understand and appreciate and be attracted to.
- ❑ This also includes a Friday morning camp mass at our local parish (Maria Ausiliatrice Parish). Regardless of your faith level or status, you are required to attend as we need you to supervise your group of campers.
- ❑ “FaithSpace” is the title of our spiritual moment with the campers. It ranges from 30 to 45 minutes. It is held once a week at different days and times for different levels.

- We are continuing to introduce and welcome new people to the camp program and the YLC. We are hoping that many of you will grow with the YLC for many years to come! We want to invest in you and build a friendship, trust, and a family spirit.
- We will continue to build this summer, a new “core” of young people ages 15-25 yrs. who will become present and future YLC leaders and tutors throughout the year.
- We are hiring 40% new staff that have never worked at camp before.**
- Fr. Richard with our coordinating team will share with you during the training a better understanding of our Salesian Youth Ministry Focus. This is never “forced” upon anyone (camper or staff member) but an invitation to deepen your faith journey.
- You are now considered and will be called a DBYLC CAMP ANIMATOR. This is someone who will lead like Don Bosco in words, thoughts, and actions.
- Our campers are considered and will be thought of as DON BOSCO’S KIDS. With this mentality, we will love, be patient, be creative, teach and appreciate the gift and joy of having them in our care.

### 3. “What is the Camp Leadership Retreat?”

- The “CLR” is a dynamic, challenging, interactive and fun retreat that focuses on the development of your leadership skills, creating and strengthening staff relationships and journeying with you during the summer.
- It is led by people your age and it is really something special!!! It is obligatory for you to be present to work at camp.
- You really need to be there with an open mind and open heart to really appreciate this wonderful retreat experience.
- We have been doing camp retreat experiences every summer for the last 30 years! Do not worry, everyone will be taken care of nicely.
- This year, because of circumstances, it will be only 1 day (8am to 9pm). It will be held during the last week of camp training (June). It is important that you adjust your work/life schedule to attend.
- Only in extraordinary circumstances may someone be exempt (proof is required and approved by the YLC authority).
- Some returning staff will play a leadership role and be part of the animating team which will focus on a deeper level, spiritual discussions, games, and camp leadership training. Some of the coordinating team will supervise/assist the animating team.

### 4. “Should I be helping with FaithSpace for my group this summer?”

- Yes, but in collaboration with Fr. Richard and the FaithSpace team. As we did in the past for many years, we are continuing the responsibility of the animators helping to lead the FaithSpace lesson to their groups. From experience, it will be an enjoyable summer cool catechism style lesson!
- Our camp faith program is called “FaithSpace”. They are simple, fun, and interactive activities and discussions with the campers.
- You do not “have to know anything or know everything”! You just need an open mind and open heart, and you will be just fine. And guess what? You will also learn something new and enriching for your faith journey.

### 5. “Can my assigned position be changed before or during camp? Will I still have a job?”

- Yes. Nothing is for sure until registrations are completed and how well you do in the training process. Animators may also switch positions during camp because of needs in other levels.
- All those applied, will be welcomed to our orientation nights, and put into different groups for orientation.
- We will also hire 5 in reserve (who may replace a staff member we feel is not ready).
- All those that we feel are ready for an opportunity to work at our camps will be invited to the training process. We will focus on “practical, interaction and movement”.
- So be prepared to have fun while learning. Get ready to be silly, funny, happy, joyful, respectful to the process, and always smiling! If you don’t want to open up, then camp is not the right place for you! **We are looking for people who will do their best to be engaged and not be a bystander.**
- Many of you during the training sessions will be put into center groups. It does not necessarily mean this will be your center for the summer.
- We will be welcoming;
  - New 15+16yr olds
  - Returning high school age staff
  - New college/university
  - Returning college/university

- Shadows to work with children with special/particular needs.
- ❑ **Some** of you will be hired (high school students) as “Assistant Animators”. There have been many times where an Assistant Animator has been promoted to a regular staff salary because of performance, changing staff needs and “standing out” during the training sessions and during the camp season.
- ❑ **REMEMBER, IF YOU’RE HERE FOR A JOB, YOU’RE AT THE WRONG PLACE. IF YOU’RE HERE FOR A SUMMER EXPERIENCE, YOU’RE AT THE RIGHT PLACE!**

#### 6. “How does daycare work?”

- ❑ Daycare will be under the supervision of the coordinators of your center and only involves the campers of that particular center.
- ❑ All animators of the center will do daycare and animate. It will be done in a scheduled format (Example: 7am to 7:30am: Quiet activities. 7:30am to 8am: Games. 8am to 8:30am: Arts and crafts, etc.).
- ❑ **All animators are required to do an assigned minimum number of hours per week. You will be paid for your daycare hours.**
- ❑ Daycare is from 7am to 9am and 4pm to 6pm. You will not be required to do all 4 hours but to work in shifts with the other animators during the week.

#### 7. “Do I need a first aid recertification course even though I’m already certified?”

- ❑ Yes. Everyone must be certified with a City of Montreal’s recognized first aid certification.
- ❑ For those that did it last year, you will be required to do a “refresher” course for either half a day or a full day. A contribution of 5\$ will be asked from you.
- ❑ For those staff whose certification is expiring, you are required to do a full day training. The contribution is 15\$.
- ❑ For those that never did a first aid course, WE WILL PAY FOR 85\$ of the workshop. We will ask you to contribute 30\$ (total: 115\$) for the certification. It will be valid for 3 years.
- ❑ We will confirm the date with you sometime in May. First aid will be in June. **YOU MUST BE CERTIFIED IN ORDER TO WORK AT CAMP!**

#### 8. “Who is Don Bosco?”

- Don Bosco is our inspirational catholic saint. He dedicated his life to working with street kids and those deemed unworthy and lost. He opened oratories (youth centers like the YLC) where kids can learn trades, play together, be with each other and embrace the Word of God.
- He founded the Salesian movement (priests and sisters who dedicate their lives for the betterment of children) and we use his prevention system (reason, loving kindness and religion) as our philosophy here at the YLC, our camps and all our youth projects.
- Our goal is that everyone uses the spirit of Don Bosco in their approach with the campers.
- If for some reason, you are not comfortable with the spiritual aspect of our camp and are not respectful to our mission, we ask you kindly not to join our team.
- It is ok to question and struggle with certain aspects of the catholic faith. It is not ok however, to ridicule other people’s beliefs...including the campers and other staff members.

#### 9. “Can I miss any animator meetings?”

- ❑ No. Unless it is an extraordinary situation (school exam the next day, family situation, prom, etc.). However, you must provide proof **and be approved by Theo or Amy only.**
- ❑ ***If it’s consistent, we will not be able to hire you. Each evening session is important for your training.***
- ❑ The training module has been updated and streamlined with many new things for the staff to understand, learn and implement in their daily animation.
- ❑ ***Do not email or tell other Coordinators or animators to pass along the message. It is your responsibility to let Theo or Amy know (info@dbylc.com or 514-648-6421. Leave a message.).***
- ❑ We will not put you with a camper group if we feel you are not ready (this is to guarantee the safety protocols and fun factor of the children).
- ❑ A friendly reminder that your training week is paid (even though this year it is spread out on Wednesday nights and other dates).

#### 10. "What is SafeFun?"

- SafeFun is the **PHILOSOPHY** of our camp. SafeFun states that in no camp activity, action, or behavior, will the camp safety protocols be compromised for the "sake of fun". **It is safety before fun and not fun before safety.**
- You will receive an Employment Contract that stresses the SAFEFUN philosophy in a more detailed manner.
- All new staff (18+) will go through a police check.
- All staff will participate in our "Safe Environment for Children" protocol workshop that is compulsory for our camps and the YLC.
- We do not tolerate any type of bullying, inappropriate language and behavior or physical force by animators to children. Automatic termination of contract and a report to the proper authorities may be implemented.
- Smoking on camp sites or awareness of any type of illegal consumption, inappropriate clothing or "un-camp like" behavior will be an automatic suspension or termination of contract.
- Foul language and inappropriate behavior/conduct, in front of the campers, animator office or on "campgrounds" is not accepted or tolerated.**
- Many of the campers see us as a "big brother / big sister". It is a gift and responsibility to show children how to be a good role model (regardless of our own struggles and vices. We are perfectly imperfect).

#### 11. "This is a **REAL JOB** that has a good pay scale." ...**WE ARE PLANNING FOR THE FUTURE...**

- Understand and appreciate the opportunity you have been given. Do not take it for granted! You will be paid every two weeks. It will be automatically deposited into your bank account.
- We want to invest in you! Not only for the camp but also year-round. We appreciate the gifts and talents you can bring to our camps and have adjusted the salary accordingly. In return, we ask you to invest in us (the children, the camp structure and the YLC community).
- Keep in mind that camp is for the children. We hope that you will develop long lasting friendships with other animators, but it should not conflict with your daily tasks.
- We are children at heart. Enjoy the camp experience!
- Cell phones and texting are to be used ONLY for emergency situations or getting in contact with camp staff.**
- For those who have outside jobs, make sure it does not conflict with our camp meetings and camp life. Everyone must be properly trained to work with the children. Do not take it personally, but we will not sacrifice the safety of the children because you can't make the meetings because of an outside job or other priorities. Fix your work shifts and life schedules accordingly. Let us know of any conflicts with our meetings.
- If you are going to summer school, you may not be able to work at the camp. The reason being is that the contract you are on, needs you to be here the full day for 5-6 weeks.
- You are now entering the "CAMP BUBBLE" 😊**
- The camp is a "NO BULLY ZONE". The staff has a "NO DRAMA ZONE". Do not assume anything. Go to the coordinators and we will gladly explain things to you in a transparent and honest way. After all, you are the link to the children...if you're happy then they are happy!
- We are open, non-judgmental, and welcoming people. Please come to us with any difficulties, suggestions or concerns you may have. We will keep those conversations private, and we will help you grow into good and joyful animators and friends.



Thank you! We hope to have you as part of the camp family!

info@dbylc.com

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514-648-6421

## About *Theo Vecera*

Known affectionately as the "Big Cheese", Theo has been actively involved in the community since 1990 and is the co-founder and Program Director of the Don Bosco Youth Leadership Centre (YLC). Theo has been working every summer at camp since 1990 and has been responsible for the coordination since 1994.

Theo is a resident of RDP since 1980. He has four beautiful children (ages 12 to 18).

Theo's passion is with youth; offering them different types of activities, developing their leadership potential, and helping them to express their skills and talents. His personal philosophy is that "No young person is invisible. Everyone is someone."

He also enjoys providing opportunities for adults to give back to the community. Theo accomplishes this objective by addressing their social and recreational needs and in turn, challenging them to have a social responsibility and accountability to their community.

**He is an active promoter of the community and works with city and government officials to construct new facilities/services for youth and the community and to make sure they remain accountable to its citizens. His goal remains to highlight the east-end district of Montreal as a valuable and healthy environment to raise a family and for its business investment potential.**

His dreams continue to evolve as Theo is constantly looking at how we as a community, can reach out to more youth, adults, and families. Not only in program planning but in creating awareness that all of us can make a positive impact by sharing our resources, skills, and talents. Please join our Facebook groups "RDP Neighborhood watch and community information exchange", "Don Bosco YLC" and on Instagram: "donboscoylc"

Theo Vecera also received from the Parliament of Quebec, a medal of recognition and merit for his 25 years of community service and was also featured in the Panoram Italia magazine. He has been featured on TV and newsprint.

[theo@dbylc.com](mailto:theo@dbylc.com)



Welcome Amy to the ylc team!  
amy@dbylc.com

Amy grew up in RDP and began her journey with the YLC as a Happy Days camper and then as an animator! An "original teenager" @ the YLC in 1997, not only gave Amy a place to hang out after school, but also a sense of belonging within a community of love and acceptance.

As a university student she was a YLC coordinator of the Girls Club and "Musicpalooza" programs and sang at some of our Youth Festival's! Amy has a bachelor's degree in Human Relations and a graduate diploma in Journalism, Let's welcome Amy El-Zammar as the new Assistant Program Director! She is also a mom of two young children. Setting a positive example for them is her top priority.

Find her many pictures on the YLC's walls and win a free Nutella sandwich :) Amy will continue to contribute to the great work that is being done by all of us at the DBYLC...and help continue its growth in RDP & Montreal. Her dream is that her children will also have "a home away from home" @ the YLC! Let's all do our part to offer help, guidance and making Amy feel welcomed!



Happy to have you Amy!  
Looking forward to creating  
new memories with you!  
- Theo, Fr. Richard and  
The ylc family!



