



Summer camp orientation night

Thursday April 10th, 2025

Here are some basic staff questions and answers for you to know!

Thanks for your interest! Please read the document carefully before applying online (dbylc.com).

Remember, you must be at least 15yrs old by June 30, 2025.

For any other questions or information, please email us at info@dbylc.com

Don Bosco Youth Leadership Centre (YLC) 11991 Pierre Baillargeon. 2nd floor (RDP) 514-648-6421

This document includes

1. Staff training dates
2. Common camp staff questions and answers.
3. Information for you to know (Vacation times, when you will be hired, etc.)

Camp training dates 2025 (dates are subject to change)

- Coordinator meetings are on Tuesdays and Animator meetings are on Thursdays.
- Training days are mandatory preparation days for coordinators and animators. **If you cannot attend a meeting, it is your responsibility to let us know.**
- **Coordinators have 70 hours of training/leading meetings and Animators/staff have 35 hours of training. All hours are paid and will be put into your first pay once camp starts on Monday, June 30th**
- **Themes include:** Animation workshops, Special needs workshop, Leadership formation, protocol overview, Valdocco Retreat, First Aid, FaithSpace moments, Don Bosco methodology.

Animator	Date	Theme
1.	Thursday April 10 th – 6:30pm	Orientation night 1 (All that applied need to attend) - <i>First round of group interviews</i> - <i>Games and songs by animators</i>
2.	Tuesday April April 15 th – 6:30pm	Orientation night 2 (All that applied need to attend) - <i>Second round of group interviews</i> - <i>Games and songs by animators</i> - <i>'Retry' for weaker games or songs</i>
3.	Thursday May 1 st – 6:30pm	Training session
4.	Thursday May 15 th – 6:30pm	Training session
5.	Thursday May 22 nd – 6:30pm	Training session
6.	Thursday May 29 th – 6:30pm	Training session
7.	Thursday June 5 th – 6:30pm	Training session
	Saturday June 14th – 8:00am	First Aid Training - <i>Full Day for full certifications</i> - <i>Half Day (end at noon) for refreshers</i>
8.	Thursday June 19 th – 6:30pm	Safe Environments + Police Checks + Contracts
10.	DATE TBD	Valdocco Retreat
11.	Monday June 23rd – Friday June 27th	Pre-Camp Week – Center Prep and Final Training - <i>Mental Health First Aid</i>

**If you cannot attend any of these dates, please let Sarah know ASAP
(sarah@dbylc.com)**

PLEASE READ CAREFULLY BEFORE APPLYING

- Salaries continue to reflect the appreciation we have for our young people sharing their gifts and talents for the kids/teens in our community! As it stands now (Subject to change),
 - Assistant Animators: \$16.10 (minimum wage)
 - Camper Care Animators: \$17.50
 - Head Animators: \$17.50
 - Assistant Coordinators: \$19.50
 - Coordinators: \$21.00
- Your position will only be guaranteed by the end of May (the latest).
- By the end of May, we will have 80% of our registrations done online.
 - This will give us a better idea of how many staff we can hire this year.
- **You will NOT be compensated for your training hours if you are not hired.** However, you're welcome to finish your training and receive a letter of recommendation from the YLC.
- **If you have your prom date and plans, please Sarah know ASAP (sarah@dbylc.com).**
- **Just because you work/tutor at the YLC or are a returning animator, it is not an automatic guarantee. Everyone is expected to be full of energy, responsible, proactive, engaged, and respectful of our camp mission.**
- If you are going to summer school, you will not be able to work at camp. The reason being is that the contract you are on needs you to be here for the full 6 weeks.
- If your heart and mind are open, then camp will be a joyful and wonderful experience. But it's a BIG commitment with many expectations in place. We look forward to this journey together.
- You have a friend in us. Don't be shy to ask questions or help. We're here to help you grow personally and professionally 😊

COMMON STAFF QUESTIONS

1. **NEW!** "What will the administration team look like this year"

- **Executive Program Director: Fr. Richard**
 - ◆ Fr. Richard's main role will be to oversee the whole summer camp program and approve all financial decisions of the summer camp.
 - ◆ He will also be working alongside Thomas for FaithSpace and Friday Mass.
- **Summer Camp Director: Amy El-Zammar**
 - ◆ Amy's main responsibilities are the overall camp structure presentation, training modules, safety protocols and overseeing the day-to-day center management and presentation, camp office management, overall health and mental well-being protocols, parent relations and camper registrations
- **Assistant Summer Camp Director: Davide Clemente**
 - ◆ Davide, the Assistant Camp Director, will have a visible and active leadership and authority voice for all campers and staff. Davide's main responsibilities include animator relations, support for the centers and registration.



- ◆ Amy and Davide will share the responsibility of ensuring the staff respects the job description and will make decisions together on camper, animator, coordinator and parent situations.
- **New! Assistant Youth Ministry Coordinator (CYM): Thomas Cefaratti**
 - ◆ Thomas's main responsibilities will include the implementation of Salesian Spirituality and the Don Bosco methodology into our summer camp program through new and enriching FaithSpace moments for the campers and Friday Mass.
 - ◆ Thomas will also be assisting Amy and Davide in the management of the summer camp.
- **New! Training Coordinator: Sarah Anastacio**
 - ◆ Sarah's main responsibilities include creating and updating our training modules to reflect a more accurate representation of today's camper and what their needs are.
 - ◆ Sarah will also assist in helping all staff understand what a day of summer camp really feels like!
 - ◆ Sarah will also be taking an active role alongside Davide to lead the animator training nights.
 - ◆ Sarah will manage attendance so it is important to let Sarah know if you will be absent for any of the training dates through email at sarah@dbylc.com.

2. "What is the structure of the summer camp program?"

- Camp is a 6 week program **from Monday June 30 to Friday August 8. (Including Canada Day)**
- **Animators and Coordinators are required to work the full 6 weeks of summer camp.**
 - We cannot guarantee a position at summer camp if you cannot work 6 full weeks.
- Most staff will be paid through the Federal summer grant project.
- Our Valdocco Retreat will be some time in June (Dates TBD).
- Special training also includes.
 - First Aid (full day) for all including those who are just doing a refresher.
 - Camper and Animator care workshop.
- Most of your training hours are covered by the 35 hours that you will be paid for during the training sessions. Most of you will be working 6 weeks with the campers and have 1 week of training spread out between April and June.
- The centers will be paired as follows (in relation to registration) **as it stands now but may change;**
 - Grade 1+2
 - Grade 3+4
 - Grade 5+6
 - Teen Spirit
- We will have our annual Animator center challenges, animator outings and events and universal staff outings (usually on a Friday night). So much fun and a great way to be with your staff and make new friends!
- Campers and parents are required to agree to a code of conduct. This document will be used to manage camper behavior.
- 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).
- Animators will receive updated training on planning and implementing activities within your groups and age range. It is an imperative skill to learn to make sure your group management goes well.

3. "Does your summer camp have campers with special needs?"

- Yes we do! Our Camper Care Coordinator is responsible for the development of our special needs program and following up with all campers who require these services.
- **There will be no one on one care UNLESS the parent pays for their own camper care animator (CCA).**
- 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. We know that some parents don't share all the right information with us. But we will do our best to be proactive. If you're interested in becoming a Camper Care Animator, please speak to Amy for more info.

4. "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 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.

5. “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 whose certification is still valid (usually 3 years if done with the DBYLC), you will be required to do a “refresher” course for half a day. A contribution of 10\$ will be asked from you.
- For those staff whose certification is expiring, you are required to do a full day’s training. The contribution is 20\$.
- For those that never did a first aid course, **we will pay 85\$** of the workshop. We ask you to contribute 30\$ (total: 115\$) for the certification. It will be valid for 3 years.
- **YOU MUST BE CERTIFIED IN ORDER TO WORK AT CAMP!**

6. “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 it needs to be approved by Sarah only. Please email Sarah concerning any missing dates here: sarah@dbylc.com.**
- ***If it’s consistent, we will not be able to hire you. Each evening session is important for your training.***
- ***Do not email or tell other Coordinators or animators to pass along the message. It is your responsibility to let Sarah know (sarah@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 are not compromised and the fun factor remains high for the children).
- A friendly reminder that your training week is paid (but it will be given on your first pay once camp begins. It will be a total of 35 hours. More info to follow).

7. “Can my assigned position be changed before or during camp?”

- Yes. Nothing is guaranteed until registrations are complete and how well you do in the training process.
 - Animators may also switch positions during camp because of needs in other levels.
- All those that we feel are ready for an opportunity to work at our camps will be notified by Amy or Davide.
- If you are not ready to open up and step out of your comfort zone, then camp may not be the right place for you! **We are looking for people who will do their best to be engaged.**

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 congregation (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, then our summer camp may not be the right place for you.*
- *It is ok to question and struggle with certain aspects of the catholic faith. It is not ok, however, to judge other people’s beliefs...including the campers and other staff members.*

9. **New!** “What is the Salesian Youth Movement?”

- Salesian Youth Movement is a vibrant approach to Don Bosco’s teaching with our youth. We implement some of these characteristics in our camp program in our animation with the campers and through our center programming.
- **This includes a Friday morning camp mass at our local parish (Missione Maria Ausiliatrice). 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 and lasts 30 minutes. It is held once a week on different days and times for different levels.**
- Fr. Richard and Thomas will share with you a better understanding of our Salesian Youth Movement Focus. **This is never “forced” upon anyone (camper or staff member) but an invitation to deepen your faith journey.**

10. **New! “What is the Valdocco Retreat?”**

- Our Valdocco Retreat will be a weekend in June (Dates and Location TBD)
 - For those that need a school or work note, we will gladly write one for you.
- Valdocco is a dynamic, challenging, interactive and fun retreat that focuses on the development of your faith journey and leadership skills, creating and strengthening staff relationships and journeying with you during the summer. **In order to fully benefit from the goodness of this retreat, you must be ready with an open mind and an open heart.**
- It is led by people your age and it is really something special! Attendance is mandatory and part of the training process. If you cannot make it, please let us know with a valid reason. This is something special that you should not miss.
- We have been doing camp retreat experiences every summer for the last 31 years! Do not worry, everyone will be taken care of nicely.
- **This year, we will go back to a 2-day retreat experience. We will tell you what to bring (bedding, extra clothing...food will be provided).**

11. **“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 on children. Automatic termination of contracts and a report to the proper authorities may be implemented.
- Smoking/vaping on camp sites or usage of any type of drug related 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.***
- It is important that you do not have any campers on your social media. Although innocent in nature, it can be misinterpreted and/or cause you problems if you’re interacting with them. Avoid the headache and speak to them at camp and not on your social media. We will not be able to protect you if you do this.
- **Using your cell phone for personal calls or social media scrolling is **PROHIBITED** during camp hours.** Your focus is on the animation and safety of the children. There will be a 1 strike warning. After that, we will have no choice but to terminate your contract.

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

Got questions? Reach out to us!

Amy El-Zammar
amy@dbylc.com
514-648-6421

Davide Clemente
davide@dbylc.com
514-568-9735

DBYLC Offices
info@dbylc.com
514-648-6421