

Summer camp staff information 2024

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 15TH.

Orientation night is WEDNESDAY, APRIL 17TH

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

Remember, you must be at least 15yrs old by July 1st, 2024

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; (updated: March 5th, 2024)

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 2024 (some dates are subject to change)

- Coordinator meetings are on Mondays and Animator meetings are on Wednesdays.
- Let us know if you have prom and/or if you're planning to take vacations.
- **There are no accepted vacation times this summer. You must work the full 6 weeks as implicated by the summer grant you will be on. Does not apply to those working at Smiley Bunch K-camp.**
- Full day experiences are Youth Festival, CLR, First Aid, and a "Mental Health first aid" workshop.
- Training days are obligatory 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.**
- **Themes include:** Animation workshops, Special needs workshop, Leadership, protocols, CLR, First Aid, "on site" formation (Youth Festival), FaithSpace moments, Don Bosco methodology.

Coordinator	Date	Theme
1.	Monday, April 8 th	Coordinator orientation
2.	Monday, April 15 th	Preparation for Animator orientation
3.	Monday, April 22 nd	Training and camp notes
4.	Monday, April 29 th	Training and camp notes
5.	Monday, May 6 th	Training and camp notes
6.	Monday, May 13 th	Training and camp notes
7.	Saturday, May 26 th	Youth Festival presence and assistance
8.	Monday, June 3 rd	Training and camp notes
9.	Saturday, June 8 th	First Aid (8am to 5pm)
10.	Friday, June 14 th and 15 th	CLR (Friday 8am to Saturday 4pm)
11.	Tuesday, June 25 th	Mental health first aid workshop (all day)
12.	Thursday, June 27 th	Safe Environment, job contracts, police check and closing staff ceremony.

Animator	Date	Theme
1.	Wednesday, April 17 th	Orientation night (All that applied need to attend)
2.	Wednesday, April 24 th	Training session
3.	Wednesday, May 1 st	Training session
4.	Wednesday, May 8 th	Training session
5.	Wednesday, May 15 th	Training session
6.	Wednesday, May 22 nd	Special needs workshop
7.	Sunday, May 26 th	Youth Festival presence and assistance
8.	Wednesday, June 5 th	Training session (prep for CLR also)
9.	Saturday, June 8 th	First Aid (8am to 5pm)
10.	Friday, June 14 th and 15 th	CLR (Friday 8am to Saturday 4pm) Also Smiley Bunch staff
11.	Tuesday, June 25 th	Mental Health first aid workshop (all day)
12.	Thursday, June 27 th	Safe Environment, job contracts, police check and closing staff ceremony.

Please read!!! Very important!!!

For those that are being considered/hired for Smiley Bunch, your training hours will be different from Happy Days/Teen Spirit. This may be 4 Saturdays of 8 hours each (paid). More info to follow.
 Staff that are NOT able to work 6 weeks will be automatically considered for Smiley Bunch. If you're not interested in working at Smiley Bunch and cannot work 6 weeks, please do not apply as you won't qualify.

Common Animator questions and answers 2024 (Updated Friday, March 5th, 2024)

1. "What are some of the guidelines and new changes of the camp program?" "What are the salaries?"

- ❑ Amy, 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 health protocols, parent relations, support for the centers and registration.
- ❑ 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.
- ❑ All our camps are a 6-week program for the campers. **We start Tuesday, July 2nd and go on until Friday, August 9th. 9am to 4pm. Daycare care is from 7am to 9am and 4pm to 6pm.**
- ❑ Staff works on Monday, July 1st.
- ❑ Happy Days and Teen Spirit staff are required to work 6 weeks.
 - For that may not be on the summer government grant, there may be a possibility of working less weeks on a different budget. However, there is no guarantee this will be implemented.
 - **This does not apply to Smiley Bunch staff. Smiley Bunch staff can work between 4 to 6 weeks.**
- ❑ If you are planning to take a vacation for Smiley Bunch, you need to let Amy know (amy@dbylc.com).
- ❑ Most staff will be paid through the Federal summer grant project.
- ❑ Our "CLR – Camp Leadership Retreat" is on Friday, June 15th and Saturday, June 16th.
 - We will leave Friday morning at 8am from the YLC. We are going up north. More info to follow on what to bring and wear.
 - For those that need a school or work note, we will gladly write one for you (as we have done in the past).
 - We will back Saturday late afternoon.
- ❑ **If you have your prom date and plans, please let us know by reaching out to Amy (amy@dbylc.com).**
- ❑ Special training also includes.
 - Helping out with our annual Youth Festival on Sunday, May 26th (you will be put into a team for a specific task and role).
 - First Aid (full day) for all including those who are just doing a refresher.
 - "Mental Health" workshop on Tuesday, June 25th (during the day).
- ❑ 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.
- ❑ Some centers may have an assistant coordinator instead of a co-team set up (due to age or experience). There will be no C.I.T's (coordinator in training) this summer. Some centers may only have a coordinator with no assistant.
- ❑ There is a new configuration of grade levels (in relation to registration) **as it stands now but may change**;
 - Smiley Bunch will be its own center at East Hill (due to the water park facilities).
 - Grades 1 at LDV
 - Grades 2+3 at YLC 3rd floor
 - Grades 4+5 at YLC 2nd floor
 - Grades 6 and Teen Spirit will be at Michelangelo school.
- ❑ We are bringing back Animator center challenges and animator outings and events and "universal" staff outings (mostly a Friday night). **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!
- ❑ **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. We know that some parents don't share all the right information with us. But we will do our best to be proactive. We are also looking into hiring a Special Needs Coordinator or animator.
- ❑ **There will be an updated code of conduct** for 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).
- ❑ A minimum of 50% of your work week will be TIME-BLOCKED. Meaning fixed activities for different hours every week. Your input on games, themes and activities is certainly welcomed and encouraged.
- ❑ 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 at the moment (Subject to change),
 - Assistant Animators: 15.75\$ (minimum wage)
 - Shadows: Minimum wage or higher if in college/university.
 - High School Animators: 16.25\$
 - College & University Animators: 17.25\$
 - Coordinators: \$19.50

Please read carefully!

- 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.
- We will be hiring a minimum of 30 staff (animators, assistants and 2 shadows). We will have about 60 that will apply.
- 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.
- We will be taking a mix of returning and new staff. From 15yrs old and up.
- If you're interested in becoming the Special needs Coordinator/Animator, please speak to Amy for more info.
- If you're interested in becoming part of the coordinating team, please reach out to Theo (theo@dbylc.com). You must have a minimum of 1 year of camp experience and be graduating from high school (minimum).
- **For those that are being considered/hired for Smiley Bunch, your training hours will be different from Happy Days/Teen Spirit. This may be 4 Saturdays of 8 hours each (paid). More info to follow.**
- 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 to help you grow personally and professionally 😊



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 is about 30 minutes. It is held once a week on different days and times for different levels.
- ❑ **Please note that Smiley Bunch staff/campers will not attend Friday morning mass. They will have a FaithSpace celebration at their center.**
- ❑ 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?"

- ❑ Our "CLR – Camp Leadership Retreat" is on Friday, June 15th and Saturday, June 16th.
- ❑ 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 the camps. If you cannot attend, a real reason needs to be presented with proof. Please make sure to adjust your social and work lives to be present.
- ❑ 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 31 years! Do not worry, everyone will be taken care of nicely.
- ❑ **This year, we will revert to a 2-day retreat experience. We will tell what you to bring (bedding, extra clothing...food will be provided). Smiley Bunch staff will also attend.**
- ❑ We will leave Friday morning at 8am from the YLC. We are going to a retreat home called Dominus Vobiscum.ca. More info to follow on what to bring and wear.
- ❑ For those that need a school or work note, we will gladly write one for you (as we have done in the past).
- ❑ We will back Saturday late afternoon.
- ❑ 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 who applied will be welcomed to our orientation nights, and put into different groups for the night. Come prepared to be active!
- ❑ We will also hire 5 in reserve (who may replace a staff member we feel is not ready and/or who can longer work for whatever reason).
- ❑ 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 as the animating staff;
 - 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" at minimum wage. 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 a full 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 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 should be on Saturday, June 15th (8am to 5pm). **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 it needs to 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 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).

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 on children. Automatic termination of contracts and a report to the proper authorities may be implemented.
- Smoking 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.***

- ❑ 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).
- ❑ 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.
- ❑ **Usage of 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.

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

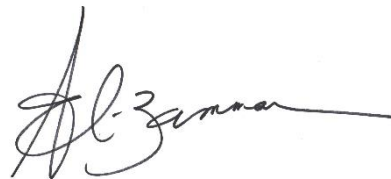
- ❑ Understand and appreciate the opportunity you have been given. Do not take it for granted! You will be paid every two weeks. It will be automatically deposited into your bank account.
- ❑ We want to invest in you! Not only for the camp but also year-round. We appreciate the gifts and talents you 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 the 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!
- ❑ **Once again, cell phones and texting are to be used *ONLY* for emergency situations or getting in contact with camp staff. No personal usage.**
- ❑ 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 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 for the full 6 weeks. At that point, working at Smiley Bunch Kindergarten camp may be an option if space is available.
- ❑ **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 everlasting friends!

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

info@dbylc.com 514-648-6421

amy@dbylc.com

theo@dbylc.com

About *Theo Vecera*

Known affectionately by the children and teenagers as the "Big Cheese", Theo has been actively involved in the community since 1990 and is the founder (Est: 1997) and Program Director of the Don Bosco Youth Leadership Centre (YLC). He welcomes over 1000 children and teenagers every year through various programs, services and summer camp. Theo is a resident of RDP (since 1980). He has four beautiful teenagers (ages 13 to 18). Theo's passion is with youth and young adults; 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 is an active promoter and advocate of the RDP community and works with city and government officials to construct new facilities and develop services for youth and the community. And at the same time to make sure they remain accountable to its citizens. His goal remains to highlight RDP/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. He has also created the Facebook group "RDP Neighborhood watch and community information exchange" (12 000+ members). You can find him online as "Theo Vecera". Theo Vecera also received from the Parliament of Quebec, a medal of recognition and merit for his 25 years of community service. With much gratitude, he has been presented other leadership and community awards. Theo has been featured on various TV segments, interviews and newsprint for his community involvement and impact.



theovecera@gmail.com 514-928-7676



I'm Amy 
El-Zammar

Assistant Program Director



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. 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 is also responsible for the tutoring program, family services and the wellness of our youth and staff.

Her dream is that her children will also have "a home away from home" @ the YLC!

amy@dbylc.com



514-648-6421

We hope to have you as part of the cam team and more importantly, our family!

