



CONDITIONS OF EMPLOYMENT 2014

Welcome to Camp Chief Hector YMCA. You are joining a professional work place with high expectations and a history of excellence. Together, we create a positive, dynamic and developing work environment, one that stays professional and relevant with each new season. Our work environment has attracted and maintained a community of staff, families and campers for many years. We value the work environment we have created.

Youth Care and Teamwork

All staff members commit to being concerned with the health, safety and well being of every participant and at all times uphold the mission and core values of YMCA Calgary. YMCA Calgary is an association that actively supports the dignity of all people. Behaviour of our staff supports fairness regarding gender, race, sexual orientation, religion, culture and all basic human rights.

Staff members agree to abide by, support and role model the Rules and Guidelines and Policies set in place by Camp Chief Hector YMCA. Staff members commit to providing quality childcare in a positive, supportive environment in which campers and staff can learn and grow. Staff members foster a sense of leadership, teamwork and community living both in words and actions. Staff will not use degrading, careless, frightening or harmful language, and will not use physical or degrading discipline, or be neglectful of clients.

Risk Management

All staff members support and abide by Camp Chief Hector YMCA's risk management goals, standards and practices. Staff members demonstrate their support through words and actions and promote the spirit and intent of our risk management.

Electronics

All staff members agree to not carry or use personal electronic devices (laptops, gaming devices, cellphones, iPods, tablets, etc) while employed in programs with the YMCA. Please use a wrist-watch or battery-operated alarm clock rather than a telephone alarm clock. Staff members recognize that campers and their families choose Camp Chief Hector YMCA's programs to experience a natural outdoor centre, and campers commit to leaving electronics at home as well.

Illegal Drugs, Alcohol and Tobacco

All staff members support our healthy environment. The possession or use of non-prescribed drugs, intoxicants and tobacco products is not permitted while on Camp Chief Hector YMCA property, or while responsible for YMCA programs off YMCA property. Camp Chief Hector YMCA is located within Bow Valley Provincial Park*. Illegal drugs and alcohol are not permitted in Bow Valley Provincial Park. YMCA staff members who have not reached the age of majority in Alberta may not consume alcohol at any time during the dates covered by their contracts. When onsite at any time, if a staff member is found to be intoxicated, they will receive a written warning and/or their contract terminated. Withholding information regarding drug, alcohol and tobacco possession or use while at work also contravenes these Conditions of Employment and is grounds for dismissal.

*Kitchen and Asset staff may use tobacco on-site under specific circumstances – during shift breaks and in areas specifically designated by their supervisor. Kitchen and Asset staff may not use tobacco products in the company of any program, resource or counselling staff while on our site or engaged in YMCA programs off-site.

Self-care

All staff members maintain themselves in a hygienic and presentable state, being sensitive to, and respectful of, the expectations and impressions of our families and staff team.

All staff members must return from time off fit to perform their responsibilities with care and enthusiasm. An otherwise-well staff member returning from time off unfit to meet the YMCA's expectations because they are tired or recovering from time off contravenes Conditions of Employment.



Lost or Damaged Property

The YMCA is not responsible for the loss or damage of any staff member's personal belongings, whether in transit or on site. We strongly encourage staff members to keep track of their belongings and to give important documents like passports to their supervisor for storage in our safe. Staff will be responsible for replacing any carelessly damaged or lost YMCA property.

Time Off and Community Living Behaviour

Staff members are aware that at all times their behaviour represents the YMCA. Staff have chosen to work and live in a community that is built upon YMCA values (Respect, Responsibility, Caring and Honesty). Behaviour at work, in this community or on time off that negatively impacts relationships with clients, fellow staff members or volunteers is cause for a contract review or dismissal.

Staff members agree to refrain from improper public behavior that reflects poorly on the YMCA's community relations or public image. Staff members accept that the YMCA may receive feedback from members of the communities that it interacts with. The YMCA has a responsibility to campers, families and the camp community to investigate and to act, if appropriate, on this feedback.

Vehicles

All vehicles being driven on camp property, including personal vehicles, must abide by Alberta traffic laws. Personal vehicles may only be driven on paved roads. If staff members are found to be speeding or not obeying other traffic laws, they will no longer have the privilege of driving camp vehicles or having their personal vehicle on site*.

While driving on-site, the allowable speed limit in front of buildings is 20 km/h and 30km/h on all other parts of the camp road. Personal vehicles may only be parked at the Longhouse or Outtripping parking lots.

*Staff operating camp vehicles must read and sign Camp Chief Hector YMCA's Driving Policy.

Professional Communication

All staff commit to using professional communication while employed with Camp Chief Hector YMCA. Abusive or insulting communication in any form is not tolerated.

Camper communication must be done through regular mail and addressed to the campers' parents. Letters should not contain inside jokes or comments that parents would be unable to understand. Staff are strongly discouraged to accept Facebook friend requests from campers.

Dismissal

If a staff member fails to create a satisfactory work environment, or fails to create a satisfactory experience for a child, youth or family, the staff member may be asked to leave employment or may be dismissed from work.

Dismissing a staff member is a decision that follows a professional, accountable and documented process. It requires approval of Camp Chief Hector YMCA's General Manager, Senior Vice President of Child and Youth, and Vice President of Human Resources. The actions of the dismissed staff member will be well-documented. These documents are reviewed and challenged before a dismissal may proceed.

If it is necessary to dismiss a staff member, prior to their dismissal, they will have been part of clear meetings whereby their performance expectations and examples of poor performance are clearly stated. The staff member is given opportunities to improve. If these opportunities are not taken or are not able to be taken, the staff member may need to be dismissed. Details pertaining to a dismissal will not be shared out of respect for privacy. Sometimes, emotions around dismissing a staff member can be difficult – for the person dismissed, for the person's friends and colleagues, for our clients and for the staff members who will be filling in for that person's responsibilities. Emotions around the dismissal of a staff member may be particularly difficult when performance is generally unsatisfactory rather than blatantly unacceptable. Should a dismissal occur, if emotions become difficult, it



is up to each staff member within this staff team to respond with professional conduct, and to put concerns and questions to the appropriate supervisor.

Sick Leave and Injuries

If a staff member or volunteer becomes ill while away from work and is therefore unable to perform adequately for more than three consecutive days (in accordance with the YMCA Calgary Leaves of Absence Policy), they will be required to find their own accommodations offsite until they are well.

All staff must be able to sustain the physical demands of an outdoor, residential camp setting. To this end, all staff must return from time off fit to perform the physical demands of their positions. Injuries sustained while on time off from work are the concern of that person and not the YMCA.

Supervisor Routine Responsibilities

A Section Director or a Resource Area Director has many roles during training and during the summer. Listed here are a few of the most basic routine responsibilities of a Director:

- Directors coach their team with optimism and respect, in person, spending as much time as possible amongst the staff and campers they support – in their sections, at program areas, at meals; at these times, directors demonstrate the strategies of a strong counsellor, they assist with counselling and program delivery, they provide recognition and tips
- Directors sleep in their tipis in their Section; they are available to the section all through the night
- Directors wake up tipis in their section in the mornings; they facilitate tipi tidy times; they facilitate flag-raising, snack and appreciations
- Directors eat at least one meal per day at a camper-counsellor table, twice whenever possible; when a director is at a camper-counsellor table, one of the counsellors will be offered a seat at a resource table; this is important down-time for a counsellor and important role-modelling and check-in time for a director
- Directors are in their sections to assist with tooth-brushing time and with bed-time, making numerous passes through the section, listening and looking for help to give and great work to recognize

Supervisor Conduct

A supervisor's behaviour sets a standard for those that receive the support of a supervisor. It establishes the degree to which a supervisor can effectively communicate with each member of the staff team.

Supervisors commit to the following points:

1. Supervisors cannot facilitate drinking with people they, or their professional peers, supervise
2. Behaviour such as over-drinking and other behaviours that may compromise an ability to lead teams or be a part of the leadership team is cause for dismissal
3. A supervisor has a position of authority with a scope of responsibilities greater than that of the people they supervise. Intended or not, intimate relationships with those one supervises may be taking advantage of these differences in responsibilities. Intimate relationships with a directly supervised staff member, during contract dates, is not permitted and may be cause for reassignment

Review of our Commitment to Creating an Excellent Staff Environment

Doing our work well requires each staff member to have the judgment to stand up for the commitments we make to our camper families and to each other. This requires that we accept accountability for our actions, in whatever way our actions may influence our work. Being part of creating this environment also requires that we ask for feedback and come with the intention to grow. For over 80 years, Camp Chief Hector YMCA has been successful in this by maintaining a strong and accountable professional team. It is a team that each one of us has chosen to join and support.