



**Camp Chief Hector YMCA**  
PO Box 250  
Exshaw, Alberta, Canada, T0L 2C0  
1-403-673-3858

Offer of Employment  
Camp Chief Hector YMCA

DATE

Name  
Full address

Dear Name,

This letter shall serve as an offer of employment between YMCA Calgary and Name. This offer is for the position of Counsellor. This position will commence on DATE and end on DATE, 2014.

Your pay schedule will be based on a weekly rate of \$WAGE per week, paid bi-weekly. Vacation pay of 4% will be added to your final pay cheque. This position is not entitled to YMCA benefits.

Your schedule will be a function of camp registrations, and your work may be cancelled, reduced, or changed if camper registrations are not sufficient. Every attempt will be made to inform you of any schedule changes

You are required to provide a copy of your valid first aid certification, and any other certifications required for your specific position, prior to your first day of work. These certifications must remain current during your employment with YMCA Calgary.

While employed with YMCA Calgary, any postings that you make to a blog or social networking site must not contain images or commentary relating to the YMCA. Staff may not post pictures, videos or information about Camp Chief Hector YMCA campers or YMCA Calgary clients. You are legally liable for any postings that you make in a public domain.

**A CRIMINAL RECORD CHECK WITH VULNERABLE SECTOR SEARCH** is mandatory for employment with YMCA Calgary and must be completed and returned prior to commencement of employment. Should the check be returned and indicate that a criminal conviction has occurred in the past, YMCA Calgary reserves the right to retract this offer of employment. YMCA Calgary will reimburse you for the expense of the check and it will then become YMCA property.

Please sign below that you have read and understand this letter of offer and are aware that it constitutes a contractual agreement between both parties. By signing below, you are also agreeing to adhere to Camp Chief Hector YMCA's Conditions of Employment document (see attached document).

Jill Jamieson  
General Manager

Doug Saul  
Camp Director

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Employee Signature

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Date