



Literacy:
Learning for Life.

L'alphabétisation,
Une leçon pour la vie.



POSITION AVAILABLE

Title of Position: Camp Cook

Term: July 4th – 8th (set up) July 11th – August 19th, 2022 (camp)

Location: Sioux Valley Dakota Nation

Start date: July 4th, 2022

Frontier College is a national, non-profit literacy organization which was founded in 1899. We work with children, teens, adults and families who need help to improve their literacy skills. We work with a variety of community-based organizations to deliver volunteer-run, community-based programs across Canada. Frontier College is accredited under the Imagine Canada Standards program.

Frontier College's Indigenous Summer Literacy Camps began in 2005 as an initiative of the 27th Lieutenant Governor of Ontario, The Hon. James Bartleman. These literacy and mental wellness camps aim to promote a love of reading and learning, as well as increased self-confidence children and youth (between the ages of 6 and 15) living in isolated and/or fly-in only reserves in northern Ontario. Since then the camps have expanded to Manitoba, Alberta, BC, Saskatchewan, & Quebec.

We are seeking mature, responsible, committed, and self-motivated individuals to fill **1 Camp Cook Position** in our Indigenous Summer Literacy Camp program being offered in collaboration with Sioux Valley Dakota Nation.

Overall Accountability

The Frontier College Camp Cook will be responsible for preparing healthy snacks and lunches for campers and staff on a daily basis, for the duration of the camp, along with additional duties as outlined below. All positions work under the remote mentoring/supervision and report directly to the Manitoba Camp Coordinator and/or Regional Manager.

Major Duties and Responsibilities:

- Prepare grocery lists and menu plan for the duration of camp
- Prepare a morning and afternoon snack on a daily bases
- Prepare lunch on a daily basis (this may include hot lunch)
- Keeping kitchen facilities and eating area clean
- Work within the budget guidelines when purchasing supplies
- Submit menu plans as part of the final report
- Shopping for groceries on a weekly basis (Should travel be required outside the community, the Camp Coordinator must be notified. Frontier College will reimburse for mileage at \$0.44/km for a max number of trips outlined by the Camp Coordinator)
- Submitting mileage claim on a monthly basis
- Ensure adherence to all program directives and guidelines
- Other duties as assigned by Frontier College
- When shopping and food preparation is finished, the camp cook will assist camp counsellors with daily activities.

Skills and Attributes

- Minimum 18 years old
- Ability to prepare snacks and cook lunch (hot&/or cold) for a group of people
- A positive, friendly, and approachable disposition
- Adaptable, self-motivated, responsible, and enthusiastic individual
- Superior planning, organizational, and time-management skills
- Able to work within a team environment and with different personalities/working styles
- Strong problem solving and conflict resolution skills

Additional Assets

- Experience working with children or youth in an educational setting or summer camp setting
- Possess Standard/Emergency First Aid certification, which is valid for the duration of the employment
- Food Handlers certificate

Screening & Selection:

Candidates will be screened through:

- Interview
- Reference Checks (names & phone numbers of 3 references will be required)
- Criminal Record Check (CRC) with a Vulnerable Sector Check (VSC) will be required

*Successful candidates are required to provide a current CRC (new or not older than 6 months from the term start date) with vulnerable sector search. Frontier College will cover the cost of the CRC and VSC (a receipt must be provided) *

Compensation:

Camp Cook: \$16.00/hour

25 hours per week

July 11th – August 19th, 2022 Monday – Friday 10:00am-3:00pm

Camp Setup:

July 4th-8th– purchase supplies, read through cook manual, set up space.
(15 hour allotted for this first week)

Interested candidates should send resumé and covering letter to:

Rhianna Nelson – Manitoba Camp Coordinator

E-mail: rnelson@frontiercollege.ca

Closing date: June 10, 2022

For more information about Frontier College visit www.frontiercollege.ca

You will be contacted if you are selected for an interview.

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation. We invite applicants to request accommodation, as required, throughout the application and hiring process.