

Staff Intro Package

2021

Ontario



Welcome

Thank you for your interest in working for the Royal City Soccer Club. Please read this [Staff Intro Package](#) to better prepare yourself for the application, interview and hiring process. We encourage you to visit our website at www.royalsoccer.com to learn more about our programs prior to applying.

About Us

The Royal City Soccer Club (RCSC) is a registered non-profit organization which took roots in Guelph, Ontario in 1993. We now run our camps in over 100 locations across 6 provinces. Our camps are the #1 grassroots soccer day camp in Canada! We've hosted over 300,000 boys and girls over the years. The popularity of our camps is due in large part to our great staff.

Camp Description

At each camp location, we offer full day and mornings. The MORNING sessions focus on soccer which will include warm-up games, skill development, team building, scrimmages and Mini-World Cups. The campers will be grouped and coached by age, size and ability. The ratios for morning sessions of soccer are approximately 10 campers to 1 staff. The FULL DAY sessions combine the morning sessions with a less structured afternoon format that will include a variety of camp games and a leisure fun swim (not all locations swim everyday). Details of our sessions are available online at our website.

Camp Dates 2020

This summer will be hosting 9 weeks of camp at most locations.

Week 1	July 5 - July 9
Week 2	July 12 - July 16
Week 3	July 19 - July 23
Week 4	July 26 - July 30
Week 5*	Aug. 3 - Aug. 6
Week 6	Aug. 9 - Aug. 13
Week 7	Aug. 16 - Aug. 20
Week 8	Aug. 23 - Aug. 27
Week 9	Aug. 30 - Sept. 3

* camp does not run Monday, Aug. 2, 2021



Typical Camp Schedule

8 - 8:30am	Early care camper drop off
8:30 - 9am	Camper drop off
9:00 - 9:15 am	Warm up game / Stretch
9:15 - 9:45am	Soccer skill development (dribbling)
9:45 - 10:00 am	Drink / washroom break
10:00 - 10:30 am	Soccer skill development (shooting)
10:30 - 10:45 am	Drink / washroom break
10:45 - 11:20 am	Alternative or quiet games
11:20 - 12 noon	Scrimmage game
12:00 - 1:00 pm	Lunch
1:00 - 2:00 pm	Organized camp games
2:00 - 3:00 pm	Supervised leisure fun swim
3:00 - 4:00 pm	Organized camp games
4:00 - 4:30 pm	Camper pick-up
4:30 - 5:00 pm	Late care camper pickup

Themes will be assigned to each week and staff can compete for the coveted "Photo of the Week" & free pizza lunch.

Staff Responsibility

We are looking for staff who are responsible, dedicated and can supervise children in a safe and fun environment at all times. We've designed our camp atmosphere to be safe, encouraging and fun learning for all of our campers ages 5 to 13 years old.

Qualities we like to see in our staff:

- Safety first!
- Friendly and approachable
- Fun-loving and enthusiastic
- Dedicated and responsible
- Organized, creative and patient

Qualities we don't like to see in our staff:

- Tardy or absenteeism
- Lazy, unmotivated, moody or grumpy
- More concerned about pay than the kids
- Shy, reserved or impatient
- On his/her cell phone

Pay

Generally speaking, the pay at camps is lower than in the rest of the private sector. Those who choose to work at camps do so primarily because they love to work with children in a fun, summer camp atmosphere, not because they want to get rich. If pay is your primary motivating factor, then camp employment may not be best for you. At the Royal City Soccer Club, we offer a competitive camp wage which is based on position, experience and years of service. Weekly wages are based on a work week of approximately 40-45 hours (but may vary slightly depending upon shift and number of staff onsite). Pay is outlined at the end of each job description. Payroll is submitted weekly with pay dates occurring on the Friday, one full week after the work week. Pay is pro-rated for the 4-day weeks. Staff are not paid for any time off taken due to sickness or other.

Hours

The hours of employment may vary depending on the position and are subject to change.

CITs, Counselors and Supervisors are expected to be available to work camp hours of 8am to 5:00pm but may have the option of working one of two shifts (8am-4:30pm OR 8:30am-5:00pm...or when the last camper is picked up) if there is an adequate number of staff at that location for Tuesday through Fridays. If you work at a site that has only 2 staff, you may be required to work from 8am until 5:00pm or whenever the last camper is picked up. Counselors and Supervisors acknowledge that it may require additional time beyond the daily working hours to prepare activities for the next day. Supervisors acknowledge that some additional admin work may be required.

Volunteers are expected to be at camp according to one of three pre-determined shifts according to your application (mornings 8:30am -12:30pm, afternoons 12:30pm to 4:30pm, or full days 8:30am to 4:30pm). Morning or afternoon sessions are approximately 4 hours/day (20 hours/week) and full day sessions are 8 hour/day (40 hours/week). A letter confirming hours of volunteering is available on completion if requested.

Regional Coordinators hours vary from day to day but are generally 40 hours per week. More details to be discussed during the interview process.

Office Administrators hours will generally be 8:00am to 4:30pm, however, shifts will be set up to accommodate hours across various provinces during the months of May to August. Hours could vary depending upon the day. Beginning in July, there may be some Saturday work required with lieu time or additional pay provided.

Job Descriptions

We will be hiring approximately 300 staff this summer with 70% of our staff being Camp Counselors or CITs. Each location will have 1 Camp Supervisor and a combination of Camp Counselors or CITs and volunteers. Please read the job description of the position(s) you would like to apply for. All positions are dependent on enrolment (employment is not guaranteed if enrolment is too low).

General Staff Requirements:

- Police check with vulnerable sector screening
- Attend appropriate training sessions (see Training)
- Review Staff Manual
- 1st aid/CPR training is strongly preferred

Camp Counselor (preference to 18 yrs or older by June 29, 2021)

To be hired: approximately 200 across all locations

Duties include:

- Supervise a group 8-12 campers in a group
- Plan and organize a daily program for teaching soccer skills, games and other activities to your group
- Set a good example for campers by being conscientious, supportive of policies and enthusiastic about camp
- Build a close relationship with each camper in your group and be aware of individual issues & needs, always be available to help and guide campers
- Participates in planning special events/activities for the group or whole camp as part of the staff team including meetings
- Shares lunch time with group, ensures campers enjoy their meal and contribute to cleanup
- Assist Supervisor and other staff in supervising and organizing activities for all campers including the afternoon daily swim (staff must enter/supervise campers in the pool)
- Ensure a fun, safe atmosphere for all campers and staff
- Ensure campers follow daily routine regarding care of belongings, proper rest, cleanliness, safety and participation in activities
- Setting a good example for all CITs and volunteers and help manage them
- Provide feedback to parents on a daily basis

Qualifications

Camp Counselors must be able to supervise children responsibly, coach soccer to children and provide a fun, safe environment. Successful counselors exhibit good communication skills, energy and enthusiasm, an interest in coaching soccer and are team-oriented.

Pay: \$570– \$590/week *
(depending on years of service/experience)
* all new camp counselors start at \$570/week

Camp Supervisor (preference to 18 yrs or older by June 29, 2021)

To be hired: 1 for each camp location

Duties include:

All duties of a Camp Counselor plus:

- Manage a complete camp location
- Oversee operations of camp from start to finish including programs/activities planned by Camp Counselors
- Manage a team of Counselors, CITs and volunteers
- Provide evaluations for each of your staff and recommendations for improvements at season's end
- Delegate responsibilities to staff
- Plan and implement all summer activities
- Be available and provide feedback to parents
- Manage any problems or concerns that arise
- Ensure a fun, safe atmosphere for all campers and staff
- Communicate with Coordinators and head office regularly
- Manage and record all onsite product orders
- Handle the administrative work required from head office
- Organize and maintain equipment, supplies and camp products in an orderly fashion

Qualifications

Supervisors are the most senior staff onsite and must be capable of handling virtually all issues that may occur at camp. Supervisors should exemplify proven leadership with good organization and communication skills. In **most** cases, Supervisors will require a vehicle to transport equipment and supplies to and from camp. Supervisors at remote locations (ie. without a Regional Coordinator) may qualify for additional compensation as additional tasks are required.

Pay: \$600 - 625 / week * (base plus camper bonus)

Base: \$600 – 625 /week
(depending on years of service/experience)
* all new Supervisors start at \$600/week

Camper bonus: \$0 - \$50 /week
(based on the # of campers attending, details outlined in employment contract)

Discretionary bonus: Determined at the sole discretion of the organization.

Remote bonus: \$5 /task / week
2 tasks/week: 1) photos, 2) forms
(if completed accurately & on time)
For applicable remote sites.

Sales Commission: 20% on all onsite camp products sold (pre-orders are not included)

Counselor-in-Training (CIT) (aged 16-17 years old)

To be hired: varies depending on location

Counselors-in-Training (CIT) will work closely with Camp Counselors and Supervisors to implement camp activities and ensure a safe, fun environment for everyone. Under the guidance and direction of Counselors and Supervisors,

CITs will help in planning and supervising campers during all aspects of camp. CITs may or may not be put in charge of a group of campers. If CITs are deemed responsible and capable, he/she may be asked to supervise a group of campers similar to a Counselor. CITs should be energetic, enthusiastic, responsible and a team player. CITs may be eligible for season end bonus if qualified for a government wage subsidy.

Pay: \$350 – \$500 /week
(depending on age/experience, years of service and subsidy funding available for the position)

Bonus: depending upon funding
CITs may be eligible for a one time lump sum bonus at end of the summer if he/she qualifies for funding & is in good standing.

Volunteer (aged 14 or older by start of camp week)

to be hired: varies depending on location

Volunteers are often our former campers but volunteering is open to virtually anyone 14 years or older. Being a volunteer is often the first step towards becoming a full staff member with us. Volunteers are treated like staff and expected to maintain a good work ethic by assisting all staff onsite and providing a fun and safe learning atmosphere for campers. Volunteers should be energetic, enthusiastic, responsible and a team player. Volunteers are required to watch a brief volunteer video prior to camp starting.

Regional Coordinator (preference to 18 yrs or older by June 29, 2021)

To be hired: 6 (1 for each geographic region)

Regions are subject to change as required.

Duties include:

- Oversee operations at several camp locations
- Coordinate pre-season site walk through and season end equipment/supply return to head office
- Take onsite camp pictures
- Ensure all staff adhere to policies and procedures including dress code
- Resolving problems that arise at camp (staff, camper, program or facility related)
- Fill-in for any staff onsite as needed
- Office and onsite duties as needed

Qualifications

Regional Coordinators **will require a vehicle** to transport equipment/supplies to and from camp. Regional Coordinators have typically worked at our camps for at least a year and have good communication, organization and problem solving skills.

Pay: \$625 – \$695/week (depending on years of service/experience)

Vehicle expense: \$90/week (may change depending on various factors)

Office Administrator (preference to 18 yrs or older by June 29, 2021)

To be hired: 5-7 (contract until September 3, 2021)

Duties include:

- Customer service and telephone inquiries
- Database entry and updates
- Confirmation telephone calls and emails
- Liaison with camp staff
- Weekly equipment and supply preparation
- Possible staff fill-in as required
- All general office administrative duties as needed
- Volunteer coordinator

Qualifications

Office Coordinators will work at our Head Office in Burlington (1251 Northside Road). Office Coordinators, ideally, will have worked our camps but it is not necessary. Office Coordinators should have excellent communication, organization and problem solving skills. Coordinators will be required to work various shifts to accommodate the certain time zones across the country.

Pay: starting at \$14.25 /hour (depending on years of service/ experience, may qualify for an increase after 3 months)

Training

RESPECT in SPORT:

ALL staff will be required to get their Respect in Sport (Soccer) certificate online (approx. 2.5 hours, cost approx. \$30). Staff member to pay for course but RCSC will reimburse the course fee of \$30 on your first pay in July. Staff who have completed this course & provide a certification that is valid within the last 2 years are exempt from retaking it.

NEW STAFF (excluding volunteers):

All new staff are required to attend & participate in the following:

- **New Staff Orientation** (approx. 8 hours, pay is \$80, Saturday or Sunday dates in June)
- **RCSC online training video** (approx. 1 hour, pay is \$15, dates & times to be announced)

RETURNING STAFF:

All returning staff will be required to attend & participate in an Online training session for returning staff (approx. 2-3 hours, pay is \$25 pay, dates & times to be announced).

SUPERVISORS:

All supervisors (new and returning staff) are required to attend one mandatory Supervisor Training session prior to camp starting (remote locations will be conducted online), approx. 2 hours, pay is \$25, dates & times to be announced).

REGIONAL COORDINATORS:

All Regional Coordinators are required to attend one mandatory Regional Coordinator Training Session prior to camp starting (approx. 1.5 hours, pay is \$15 pay, dates & times to be announced).

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Staff attending training sessions will be paid with their first pay cheque in July.

Dress Code

All staff will be provided with 3 staff shirts but staff can purchase additional t-shirts or tank tops as desired. Staff must adhere to the dress code at all times which includes:

camp supplied shirt or camp hoodie (available for purchase), athletic socks / shorts and running or soccer shoes. Staff are also expected to dress appropriately to allow for full participation in all activities (ie. daily swim, inclement weather etc). Staff will be expected to fully participate in theme days by dressing appropriately (ie. Hat Day, Uniform Day etc).



Interview Location

The majority of our interviews are conducted at our Burlington head office located at 1251 Northside Road. On occasion, we may conduct interviews in other cities that may be closer to you. If you reside outside a 1.5 hour drive or 150 km radius to head office we would consider a Zoom interview. It is always strongly recommended to find a way to get to our head office for an interview as many of our positions fill up quickly. If you cannot make it to our office, we will notify you if/when we will be interviewing in a city near you.

How to Apply

If you have not already applied, you may do so by visiting our website at www.royalsoccer.com and click on the **Apply Now/Login** button from our STAFF page. After completing the online application, please send your resume to jobs@royalsoccer.com with your full name in the subject line. Due to the large number of applications we receive every year only qualified candidates for positions still available will be contacted. We do keep all applications on file so that when there is an opening for a position for which you applied, we may call you to arrange an interview.



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