

# **Staff Intro Package**

**2023**

**ALBERTA**



## 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](http://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. This will be our 31<sup>st</sup> year of hosting camps so we are very excited. We operate camps in over 100 locations across 6 provinces. Our camps are the #1 grassroots soccer day camp in Canada as we've hosted over 300,000 boys and girls over the years. The success of our camps is due in large part to our great staff.

## Camp Description

At each camp location, we offer full day and morning sessions. 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 where appropriate. 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 daily). Details of our sessions are available on our website.

## Camp Dates 2023

This summer we will be hosting 9 weeks of camp.

Week 1	July 3 - July 7
Week 2	July 10 - July 14
Week 3	July 17 - July 21
Week 4	July 24 - July 28
Week 5	July 31 - Aug. 4
Week 6*	Aug. 8 - Aug. 11
Week 7	Aug. 14 - Aug. 18
Week 8	Aug. 21 - Aug. 25
Week 9	Aug. 28 - Sept. 1

\* Camp does not run Monday, Aug. 7, 2023



## Typical Camp Schedule

8:00 – 9:00am	Staff and camper arrival
9:00 – 10:15 am	Warm up, stretch, soccer skill development
10:15 – 10:30 am	Washroom & refreshment break
10:30 – 12 noon	Soccer skill development, quiet games and small sided soccer game
12 noon – 1:00 pm	Lunch for staff and campers
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 – 5:00 pm	Camper pick-up and staff departure

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

## Staff Responsibility

We are looking for staff who are responsible, reliable, and relatable to children. Staff must always supervise children in a safe and fun environment. We've designed our camp atmosphere to be encouraging and fun learning for all our campers (ages 5 to 13 years old).

### Qualities we like to see in our staff:

- Reliable – arrive on time everyday
- Responsible - safety first
- Friendly, fun-loving, and approachable
- Enthusiastic and creative
- Organized and patient

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

- Tardy or absenteeism
- Lazy, unmotivated, moody or grumpy
- Shy, reserved, or impatient
- Intolerant and unapproachable

## Pay

Those who choose to work at summer camps do so primarily because they love to work with children in a fun, camp atmosphere, not because they want to get rich. If pay is your primary motivating factor, then employment at a camp may not be for you. At Royal City Soccer Club, we offer a competitive camp wage which is based on position, experience, and years of service. Pay for each position is outlined at the end of the job description. Wages are paid weekly on Fridays, one week after your completed week. Staff are not paid for any time off taken due to sickness or other reasons.

## Hours

Hours of employment may vary depending on the position, number of other staff working at your site or other factors and are subject to change.

**CITs, Counselors and Supervisors** are expected to work between 7 and 9 hours per day depending on several factors including number of staff working at your site, camper enrolment and last camper pick up time. There may be exceptions to the hours listed above in extreme circumstances. The onsite Supervisor will prepare the weekly schedule of hours. Supervisors must acknowledge that administrative work is required and while it can be completed while at camp, have the option to complete outside the regular hours of camp.

**Volunteers** are expected to sign up for one of three possible sessions (mornings 4 hours, afternoons 4 hours, or full days 8 hours). Morning or afternoon sessions are approximately 20 hours/week and full day sessions are 40 hours/week. We encourage volunteers to apply for full days where possible. A letter confirming hours of volunteering is available on completion.

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

## Job Descriptions

We will be hiring approximately 300 summer camp staff 70% being Camp Counselors or CITs. Each location will host 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
- 1<sup>st</sup> aid/CPR training is strongly preferred

## **Camp Counselors** (18+ years by July 3, 2023)

**To be hired:** approximately 200 across all locations

### **Duties include:**

- Supervise a group of campers all day
- Follow a daily program teaching soccer skills and playing camp games
- Set a good example by being conscientious
- Build relationships with campers and be aware of individual needs
- Help supervise lunch time ensure cleanup
- Assist other staff with supervising activities for all campers including an afternoon daily swim (staff must be able to enter/supervise campers in the pool)
- Ensure a fun, safe atmosphere for all campers and staff
- Provide daily feedback to parents

**Pay:** \$16.50 - \$17.25 per hour  
(depending on years of service/experience)  
All new camp counselors start at \$16.50 per hour.

## **Camp Supervisors** (18+ years by July 3, 2023)

**To be hired:** 1 for each camp location  
(Supervisors will require access to a vehicle each day to transport equipment to & from camp)

### **Duties include:**

All duties of a Camp Counselor plus:

- Manage and oversee operations at a camp location
- Manage a team of Counselors, CITs and volunteers
- Provide feedback & recommendations to staff
- Troubleshoot any issues that arise at camp
- Communicate and report to head office
- Manage onsite and pre-order product sales
- Maintain and transport equipment to/from camp

**Pay:** \$18.00 - \$19.00 per hour  
(depending on years of service/experience)  
All new Supervisors start at \$18.00 per hour.

Sales Commission: 20% of all onsite camp products sold

Remote Site Supervisors may qualify for additional task bonus.

## **Counselors-in-Training (CIT)** (16 or 17 by July 3, 2023)

**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. In some circumstances and if deemed responsible and capable, CITs may be put in charge of a group of campers. CITs should be energetic, enthusiastic, responsible and a team player.

**Pay:** \$16.00 per hour

## **Regional Coordinators** (18+ years by July 3, 2023)

**To be hired: 4** (2 for Calgary, 2 for Edmonton)

*Regions are subject to change.*

### **Duties include:**

- Oversee and support multiple camp locations
- Coordinate pre-season facility site walk through with Supervisors
- Help troubleshoot issues arising at camp
- Take onsite camp photos and videos
- Enforce all company safety and operating policies
- Fill-in for any onsite staff/supervisors as needed
- Facilitate season end inventory return to head office
- Provide feedback/recommendations
- Preparation of weekly supplies for camp locations

### **Qualifications**

Regional Coordinators **will require a vehicle** to transport inventory and supplies to and from camps. Regional Coordinators should display good communication, organization, problem solving, time management skills and interpersonal skills.

**Pay:** \$20.00 - \$20.50 per hour  
(depending on years of service/experience)

### **Vehicle expense:**

\$15/week per camp site operating in your region that week

## **Volunteers** (14+ by start of camp week)

**# accepted:** 3 to 4 per week per location

**Volunteers** are a big part of our success. Many former campers go on to become volunteers at our camp. Being a volunteer is often the first step towards becoming a paid staff with us. Volunteers are treated like staff and expected to maintain a good work ethic by assisting all staff 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 orientation video prior to starting camp.

## **Training**

There are training sessions for new and returning staff and supervisors. Please read carefully which training sessions apply to you.

### **For ALL staff/supervisors:**

#### **Respect in Sport:**

ALL staff/supervisors will be required to get a Respect in Sport (Soccer) certificate online (takes approximately 2.5 hours self-guided). Staff are expected to pay for course (\$30) but can submit their receipt to RCSC for reimbursement. This receipt will be reimbursed on your first pay date. Staff who completed this course and provide a valid certification within the last 2 years are exempt from retaking it.

### **Pre-Camp RCSC introduction online video:**

RCSC may produce a pre-camp online video (less than 1 hour) providing basic but important information about camp operations.

### **For all NEW staff/supervisors:**

All new staff and supervisors are required to attend an in-person Staff Orientation sessions on a Saturday or Sunday in June. The date, time and location is still to be determined but the orientation will last approximately 6 - 8 hours and will cover all procedures and expectations of our camp staff. Pay for this training is \$50 and will be added to your first pay period.

### **For all RETURNING staff/supervisors:**

If you are returning staff or supervisor from a previous year, you are required to attend 1 of 2 online (Zoom) Staff Orientation sessions on a date in June. Dates and times are still to be determined but the orientation will last approximately 3 - 5 hours and will review all procedures and expectations of our camp staff. Pay for this training is \$50 and will be added to your first pay period.

### **For ALL supervisors:**

All supervisors must attend an in-person Supervisor Training session that will last approximately 2 hours. The Supervisor Training will be conducted after the Staff Orientation in June but the date, time and venue has not yet been determined. Pay for this training is \$25 and will be added to your first pay period.

### **For ALL Regional Coordinators:**

All Regional Coordinators must attend an in-person Regional Coordinator training in June in Calgary or Edmonton. The date and time of this session is still to be determined. Pay for this training is \$15 and will be added to your first pay period.

Pay for all training and orientation sessions will be added to your first pay in July. All training is subject to change.



## Dress Code

All staff/supervisors will be provided with up to 3 staff shirts (tank or t-shirt), but staff can purchase additional shirts 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 expected to dress appropriately to ensure full participation in all activities (i.e., daily swim). Staff are also expected to participate in theme days.

## Interviews

Many interviews will be conducted by Zoom where possible. We will also be conducting group interviews by Zoom for some positions and regions. On occasion, we may conduct interviews in other cities that may be closer to you.

## How to Apply

If you have not already applied, please visit the EMPLOYMENT page of our at [royalsoccer.com](http://royalsoccer.com). After completing the online application, please send your resume to [jobs@royalsoccer.com](mailto:jobs@royalsoccer.com) with your full name in the subject line (returning staff do not need to send their resume). 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 when there is an opening for a position for which you applied, we may call you to arrange an interview.



## *Royal City Soccer Club*