



Application for New Staff for Summer 2020

Submissions

Please email the completed application and all supporting documentation to zahnn@limestone.on.ca prior to January 6th, 2020. Applications without all supporting documentation will not be considered so please make sure everything is included. I will send you a quick email when I receive the application; ensure you include an email you check regularly and set your filter to accept email from the email address above. **Please touch base with me if you do not receive a response in a timely fashion.**

Supporting Documentation

Please submit the following:

- **Applicant Cover Page (See Page 2)**
- **Résumé and Cover Letter**
- **Condensed Trip Log** - include trip type (canoe/kayaking/hiking), dates, duration, location and leadership role.
- **Two (2) References** - include name, contact phone number and email. These references should be able to speak to your ability to work with students and outdoor experience. *If in high school (graduating grade 12) 1 reference letter must be from a principal or vice principal.*

For applicants with Ontario Teaching Certification, please also include:

- **Two (2) Letters of Reference** who can speak to your teaching experience.
- **Ontario Teacher's Certificate of Qualification and Certificate of Registration**

Wage Scale

The base wage for trip leading staff is \$98/day with added bonuses for additional certifications (WFR (80hr), ORCKA Level 2 Instructor), and years of experience as a Gould Lake staff member to a maximum of \$117/day. For trip leaders who hold their Ontario teacher's certificate, the base wage is \$115/day with bonuses for additional certifications and years of experience to a maximum of \$130/day. *This wage scale is currently under review. Details will be available prior to offers of employment.*

Certification

Gould Lake has minimum certification requirements for all full-time staff; however, you do not need to meet these requirements to apply. Should a successful applicant be missing minimum certifications, they will be required to commit to attaining our minimum standard prior to their start date. **Successful applicants who fail to receive Gould Lake's minimum certifications before their start date may have their contract change and/or will forfeit their position.** To assist in this regard, we have a spring staff training program which covers Advanced Wilderness First Aid (40hr), Canoe Tripping 3 and ORCKA Flatwater Kayak Instructor. For more details on this program, refer to https://gouldlake.limestone.on.ca/staff/staff_training.

The following are Gould Lake minimum certifications:

- Advanced Wilderness First Aid (40hr) / Standard First Aid / Basic CPR
- National Lifeguard
- ORCKA Flatwater Kayak Instructor (or equivalent)
- ORCKA Canoe Tripping Level 3 (known as Canoe Tripping Level 2 pre 2009) or equivalent

Declaration

A Criminal Information Request conducted through the Criminal Police Information Centre (CPIC) will be required for successful applicants. You need only complete the declaration on the Applicant Cover Page.

Interviews

Interviews will begin in late January. Only those individuals receiving an interview will be contacted. By mid-January it should be possible to calculate the number of new staff required based upon the number of students registered and the number of returning staff.

If at any point you have questions, please feel free to email me directly at zahnn@limestone.on.ca

Nate Zahn

Outdoor Education Consultant
Gould Lake Outdoor Centre
Limestone District School Board

Applicant Cover Page 2020

Contact Information

Applicant Name Primary Phone Secondary Phone

Email Permanent Address

Employment Information

I am interested in...

Full time summer employment	Yes	No
Part time summer employment	Yes	No
As of July 1st 2020, I will be older than 18 years of age.	Yes	No
I would be unable to work the following days in summer 2020...		

Certification Information

In addition to checking the certifications you possess, please attach a photo or scanned copy of your cert card.

First-Aid Certifications

Basic CPR
Standard First-Aid
Wilderness First-Aid (16hr)
Wilderness First-Aid (40hr)
Wilderness First Responder (80hr)

Swimming/Rescue Certifications

Bronze Cross
NLS - Pool or Waterfront
River Safety and Rescue
Swiftwater Rescue Technician
Other (please specify)

Paddling Certifications (please outline certifying body and level)

Canoe Tripping
Canadian Style Paddling
Moving Water Canoeing
Canoeing Instructor (in any discipline)
Kayak Tripping
Coastal Kayaking
Kayaking Instructor (in any discipline)
Other

Declaration

Have you ever been convicted of any offences under the Criminal Code, The Food and Drug Act, the Narcotic Control Act or any other federal statute for which a pardon has not been granted under the Criminal Records Act (Canada), or for which a pardon has been revoked?

Yes No If Yes, please specify:

Have you ever been dismissed from a place of employment?

Yes No If Yes, please specify:

Have you ever received an unsatisfactory job performance appraisal?

Yes No If Yes, please specify:

Statement of Physical Ability

All Gould Lake staff are required to be in excellent physical condition, capable of carrying out all aspects of wilderness tripping. Please respond to the following question: Are you aware of any personal limitations that would prevent you from carrying out all aspects of wilderness tripping?

Yes No If Yes, please specify: