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INTRODUCTION

1) Welcome & the Importance of Questions

Bienvenue! We are so glad that you have taken an interest in Camp Ouareau. The following package is an overview of staff responsibilities, camp life and other little fun particularities about Camp Ouareau. You could call this package your own 'virtual' tour of Camp Ouareau. Part of creating a positive camp experience is understanding what type of organization you might be working for. This way you can make an informed decision regarding where you are going to spend your summer. We feel that answering as many of your questions (even the strange or taboo ones...we've heard them all) is an important part of building a positive camp experience. So when reading, please feel free to **jot down any questions that we might not have answered so that we can chat about them in your interview.**

2) Ouareau in a Nutshell:

Camp Ouareau was established as an all girls camp in 1922 by two women. Ouareau has only had five directors in its 90 years, all of them being women...not too shabby. Today campers who attend Ouareau benefit from our original value system of respecting individuality and the environment. Campers have the opportunity to choose from a large variety of activities and benefit from sleeping in tents or cabins without electricity or a counsellor (staff stay in cabins close by...who have the luxury of a light bulb). Ouareau's unique language program has provided a place for French and English campers & staff to learn, grow and play together for the past 30 years (we place 2 French campers and 2 English campers in the same cabin/tent). Staff speak the language of the day and we encourage the campers to try their best. By creating an emotionally safe environment, as staff we witness the magic of camp daily when a French and English camper become friends... it truly is remarkable. Camp is a place to discover your true self, friendships and a home a way from home, I hope that you find a little bit of the Ouareau magic in the following literature.

3) The Interview Process

After reading the Staff Guide an interview date will be set up (if it isn't already). In the interview will talk about positions and which ones you may enjoy most . Be prepared to share with us; what you learned from the information package and why you would like to work at Ouareau. A portion of the interview will take place in your second language.

Enjoy your reading and we look forward to hearing from you!



A DAY AT OUAREAU

Before Breakfast

7:20 All staff meet at the Lodge (community log cabin built in 1922) for morning assembly. This is where we all touch-base before the day starts. If you take medication every morning, you would get it before the meeting from the Health Care Professional.

7:43 All staff leave the lodge to meet their campers at their cabins.

7:45 Rising Bell for campers: You help your campers get ready for the day and/or take them to Morning Dip (a polar bear swim we have each morning).

8:15 Flag Raising: On special days we raise the flags of other countries too!

8:20 Breakfast: You sit at your assigned table, and your campers sit at theirs. You can even request an age group for your table assignment. Table assignments change every week for both campers and staff, usually on Sunday or Monday. Not to worry, you won't be alone at a table until you/we feel you know the 'ropes' of the Dining room. You'll have another staff or Counsellor-In-Training (CIT) with you! (Read along to learn all about CIT's)

After breakfast: Get yourself and your campers ready for morning activities.

9:20 Camp Assembly: All campers and staff meet at the lodge where we all get psyched and excited for the day to come. We sing some energetic songs, do some challenges, watch a few skits etc. Every once in a while you will be part of the group that is responsible for Assembly, but don't worry you'll have plenty of notice!

10am First Activity

*Note: If you're an Activity Head or an Assistant Activity Head, you'll be teaching and/or preparing your activity most of the activity periods, if not all four. There are a few exceptions such as Drama, Dance, Hebertism and Tennis which usually don't run for all four periods. During your spare periods you'll have a chance to teach other activities around camp! If you're a Resource Staff or a Junior Counsellor (17yrs) you'll spend the day hopping from one activity to the next, allowing you to get a large variety of what Ouareau has to offer. All Resource Staff and Junior Counsellors teach 2 periods of language or swim each day, depending on their qualifications.

11:10 Second Activity begins

12:15 - 12:40 Cabin Clean-up: What's the most important part of cabin clean-up?! Take a guess... it's not cleaning. The most important part of cabin clean-up is being present with your cabin group. This is the perfect time to ask them how their morning went... It's a great time to catch up on the happenings of their day so far!

12:45 Lunch

1:45 Siesta: All cabin counsellors go to their campers' cabin and check that all is well before they can be off for 50 minutes.

2:35 Meet with your unit head before you check on your campers to make sure everyone is prepared for afternoon activities

2:45 Third activity begins

3:55 Fourth activity begins

5:00-5:45 Cultiva: This is the Spanish term for 'growth'. During this time we almost always have a buddy-swim at the waterfront but also some other atypical activities. We might run a few days of sock-monkey-making or even yoga workshops etc. This is a time allotted once a day to give our staff a chance to show their special talents that don't necessarily fit into the usual four activity periods. Your role: help out in a variety of alternative activities when you aren't sharing a particular talent of your own. Can you think of anything you'd like to share?

5:45 Dinner

After Dinner is Puddle time. We call this puddle time because it is "stomp in the puddles" random play time - just a half hour or so before evening program starts.

7:00 Evening Program: Most nights the camp is divided into three sections, according to age, for evening programs. This way we can program evenings catered to their age. The youngest tend to do more running and active games. The older girls might do something just as active, but might also have more of a reflective evening (or both!). Staff always participate in the programs with their campers and it is the Program Committee who plans it.

***8:45** is around the time that the youngest campers head to bed. They get their snack just before (milk and cookie), brush their teeth and usually have just enough time for a bed time story from you!

***9:10** is around the time that the 12-13 year olds head to bed, after snack of course.

***9:30** is when our oldest campers head to bed (yes, they get snack too!).

*These are tentative bedtimes. Most nights these will be actual, but there are some evenings where the entire camp goes to bed at 9:30 or later due to a special program that may finish late. When the entire section or camp is in bed all of the staff meet outside and sing taps (a bunch of songs... much like a lullaby). It is really beautiful hearing all the singing at camp, and our neighbours around the lake say we sound wonderful.

Special note for Sundays: Sundays have a different schedule that is a little less structured. There is also a 1/2 hour sleep in!

Special note for Wednesdays: Wednesdays are official sleep-in-days! You'll learn all about them soon enough!

BITS & PIECES

Q: Where do I sleep?

Unlike most camps, staff sleep in staff cabins without their campers. This makes for some fun evenings with your own staff-cabin-mates. Staff are placed in cabin groups of 3-8. In the spring we send out a questionnaire to help with the staff cabin assignments, it includes sleep-routine and preference questions. We switch cabins at mid-camp.

One thing that may be helpful to know, is that we can do your laundry here at camp. Each 4 staff get two large laundry bags to fill up once a week with their dirty clothes. We hope this helps with cabin-cleanliness ;)

Q: I get stage-fright, do I have to go on stage at camp?

Of course not! But you should know, that usually by the end of summer even the shyest of people feel tempted to jump on our stage. Our staff who are shy in front of crowds play more of a behind-the-scenes-role with our programs.

Q: What is the ratio of staff to campers?

1 staff member for 3 campers. Camp counsellors are in charge of camper groups of 4 to 6 campers, support staff make up the additional ratio.

Q: What's a Cow?

Cow is the word for counsellor at Ouareau.

Q: What's a Co-Cow?

Each camper cabin or tent at Ouareau is assigned a co-cabin or tent. These two groups do almost all cabin/tent bonding things together e.g. bedtime stories! This means that you'll have another counsellor nearby to bounce ideas off of, or share energy with! When it's your day off, the co-cow will take care of both cabin groups and vice versa.



FOOD

Q: How do meals work at Ouareau?

Meals are served around a table of about 12 people, family style. We pass around the plates one at a time and someone acts as the designated server. We have our campers sit around the table in alternating languages in order to promote speaking their second language.

Q: What is the food like at Ouareau?

Our chef and his family are entering their 14th year at Ouareau. Joe makes everything from scratch right in our kitchen, including fresh bread every morning. There are three meals a day and fresh fruit available all day long. We can accommodate all sorts of diets, including vegetarian. Thanks to feedback from our staff, the newest addition to our menu is a “make-your-own” salad bar 6 days a week at our biggest meal of the day, lunch. Baby spinach, chopped peppers, hard-boiled eggs, pumpkin seeds and grated carrots are only a sneak-peak of our lunch salad bar.

ACTIVITIES

At Camp Ouareau campers get to choose what activities they go to. Two activities in the morning and two activities in the afternoon for a three day cycle. Campers take swimming classes if they have not completed red cross level 10 or equivalent. Campers take language classes if they have only a basic understanding of their second language.

Q: What activities are there at ouareau?

Check out our website! <http://www.ouareau.com/Activities.htm>



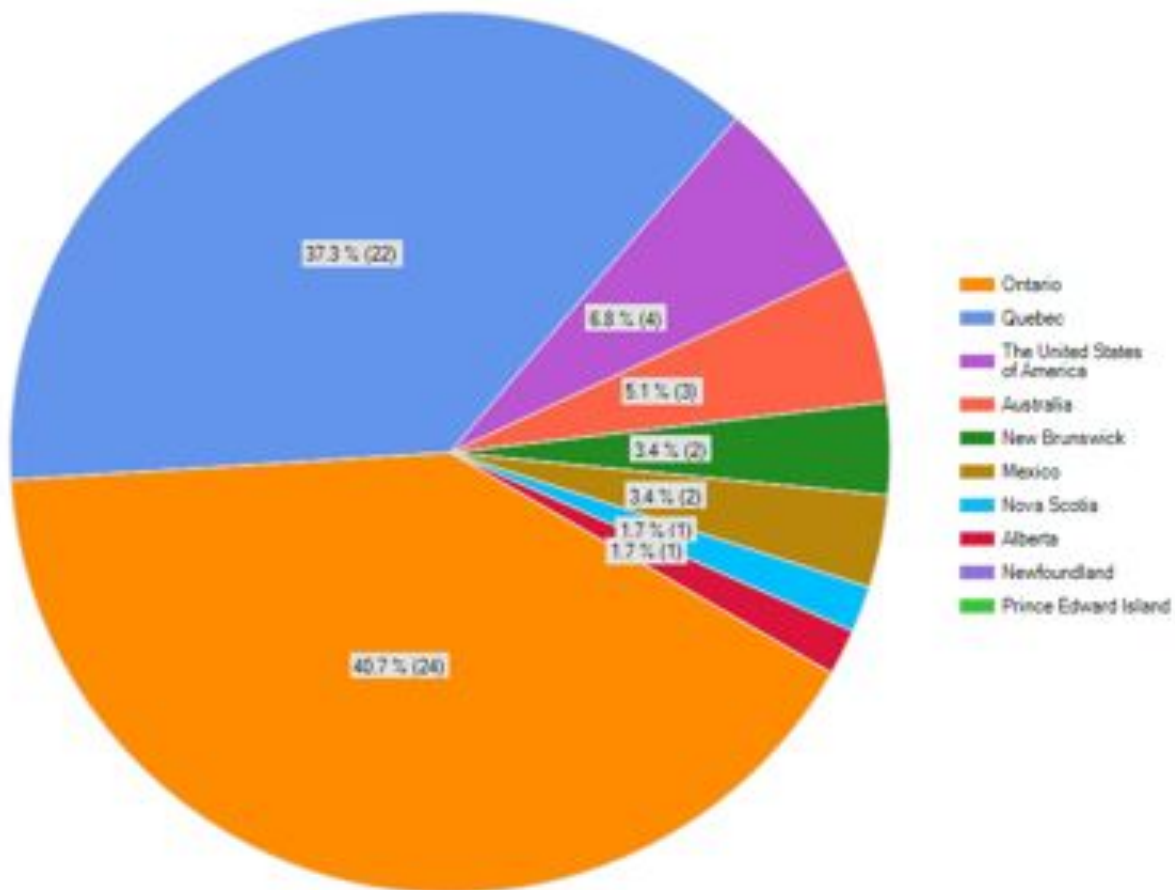
Q: What activities could I be teaching?

There are many activities at Ouareau, and every counsellor has her preferences. We try our very best to match you with activities you like, because it is with those ones you are most likely to excel in.

STAFF STATS AND GOOD-TO-KNOWS

Q: How many staff do you hire? From where?

We hire approximately 60 staff each year. We have staff that come to us from all over the world, but most come from across Canada. This is where our staff were from in the past few year:



Q: Do all of your staff speak French and English?

Most of our staff are bilingual, but when that is not the case they are at least functional in their second language.

Q: What is the ratio of new to old staff?

In 2010 about 20% of our staff were new to Ouareau, in 2009 it was at 40% -- in other years it has been in between these two values. Of our returning staff in 2010, 28% were never campers at Ouareau and in 2009, 32% of our returning staff started out at Ouareau as staff members (like you!).

Q: Salaries at Ouareau?

Salary is determined by type of job, experience and qualifications. We will set aside some time in the interview process to talk about salary.

Q: What's the difference between a Leadership Team Member, a Resource Staff, an Activity Head or Assistant Activity Head...and a CIT?

The **Leadership Team** are the main support to the counsellors and Counsellors-In-Training throughout the summer.

Resource Staff bring an energetic new face to various activities throughout the day. Some days they could be at four separate activities, a different one every period. Other days they might spend the entire day at our low ropes course, because the low ropes Activity Head is off. Resource staff either teach swim classes or language classes every day as well. **Junior Counsellor** function just like a resource staff however they happen to be 17 and have usually completed our Counsellor-In-Training program.

Activity Heads are responsible for running their activities four periods a day (or less depending on camper interest that session). For an activity like Arts & Crafts, this could mean that you run the same craft each period, all day. Perhaps you prefer more variety and run a different craft in the morning periods from the afternoon periods. Campers should always help you set up and clean up the activity, as this contributes to their independence and growth while at Ouareau.

Assistant Activity Heads assist the Activity Heads with virtually everything it takes to run their activity. Where Activity Heads rarely spend time at other activities, Assistant Activity Heads have a little more flexibility.

CITs assist counsellors in and around camp with just about everything. They are typically 16 years old and very eager to learn. Where do you come in? You role model great camp counselling behaviour and assist them in helping you create fun and safe experiences for campers. There is a CIT-coordinator (or two) on camp who can assist you in creating great learning environments for the CIT's around you. Just ask her!

Q: What duties could I have in a typical week at camp?

There are duties that need to be fulfilled each day and week at camp. One daily duty is siesta-duty. On any given day there are 3 staff on siesta-duty. These staff members are there to make sure that each tent and cabin has all campers present and happy. Another daily duty is night duty. There are 4 people on night duty every night. We have this system in place to ensure that all staff get the nights to unwind, with the exception of the 4 on duty who will end their days a bit later. Night duty is relieved by the leadership



team every night when they go to bed, it is never a set time. Typically staff will do two nights in a row of night duty to insure consistent care of our campers. There is also shower duty, which is done during siesta. Wednesdays are the kitchen staff's day off so all staff have a duty on Wednesdays to cover all of the kitchen responsibilities as well as regular day to day duties. All counselling staff gain a big appreciation for the kitchen staff on Wednesdays because we get a small taste of how hard their work is!

Q: Who are the cabin counsellors at Ouareau?

All Activity Heads, Assistant Activity Heads, Resource Staff and Junior Counsellors are cabin counsellors at Ouareau. Our cabin groups consist of 4 or 6 campers and half of the girls in the cabin will be francophone, and the other half anglophone. Sometimes it is the case that some staff will not have cabins for certain sessions. These people are called support staff and become very important to ensuring camp runs smoothly day to day.



TIME OFF

@: When am I off during the day?

Before morning meeting: Early risers might jump out of bed with some friends to go for a swim, make a quick call or go for a run on our nearby cottage roads.

Siesta: When the campers have Siesta you have about 50 minutes off. It is sort of an unwritten rule that all staff cabins are nap-zones. Whispers are welcomed, but if you're looking for a good chat during siesta you can hang out with your friends in the cow-bung. The cow bung is short for counsellor's bungalow and it is a staff-only building. Perhaps you feel like trying out our windsurf boards or taking out a canoe? Our equipment is yours to borrow during your off time, just as long as we are not using it and you communicate with the appropriate Activity Head(s).

Evenings: After your duties are done for the day and your unit head has relieved you, you are free to do what you would like in and around camp (being conscious of the noise level). The cow bung is again, a popular spot to be at this time. If you walk in there after 9:30 on any given day you are bound to see a bunch of staff giggling, playing cards, reading magazines, opening mail, munching on goodies and plain old chilling-out after a hard day's work. The leadership team plans some evenings in the cow bung throughout the summer that we hope make your time at camp more fun and memorable too, whether a good-old-fashioned 'truth or dare' or a session on making your own bags anyone is welcome to watch and or participate. If you're the kind that likes to use your evenings to catch up on some reading or work for school (or otherwise) your staff cabin is probably your best bet. There are always a few staff every year who find the cow bung a little 'too much' at night and congregate somewhere else. As long as you are aware of those around you both campers and otherwise at this time of day, then you are free to do what you please on your evenings off while respecting your staff contract. There are a few spots around camp that are great for camp fires at night and we encourage you to use them. Unless you are officially on day off, we require you to stay on property so that we can use you in case of emergency. The only real exception to this is if you are going for a quick run/walk/jog nearby.

Oh, and if you really want to, you can (of course) go straight to bed. Although rare, it is absolutely not unheard of to choose this option, especially nearing the end of a jam-packed month!

@: How many hours do I work per day?

With a 7:20am start time and as late as a 9:30pm end time, the days at Ouareau can be long. Nothing is really that long when you're having fun, but that is why it is so important to be sure that Ouareau is a good match for you.

Q: How do days off work?

Staff get one day off during Staff Development Conference, three separate days off per month, and then mid-camp (2 1/2 days). It's easiest to explain days off with an example. If you have Tuesday off, you can leave camp once your duties are done on Monday. You'll never be on night duty the night before a day off. Then you do not have to return to camp until staff meeting on Wednesday. So you can pretty safely say that with a Tuesday off, you are actually off duty from 10pm Monday until 7:20am Wednesday. On days off you can stay on camp, or leave! It's up to you.

Q: How do we choose days off?

We choose days off through a lottery system. At the beginning of the summer everyone chooses in which order they would like to have first choice of day off. Would they like to have one of the first choices during the first week of camp or the last? This way everyone gets to have their first choice of day off an equal amount of times. Then every week, about a week before the next day-off cycles start, we meet at siesta and choose days off by going through the list.

This system may seem a little daunting, it has taken Gabz (Assistant Director) 4 years to figure it out! Ask Jacqui, she's the master-mind behind it all!

Q: What does the overall summer look like? Days off and all...

We've created this nifty visual representation of the summer to give you an idea of a full summer (or circle) at Ouareau. Those parts in green represent a month at camp (divided into two two-week sessions). Campers aged 8-16 can come for a minimum of a two week session but historically they came for at least one month (and lots still do!). We have kept true to our one-month roots by being sure not to repeat anything within the month. How does this apply to days off? Well, at mid-camp you and all other full-summer staff are off at the same time. However in the green sections (so each separate month) you have three separate days off during which a few other staff members are off as well.



Here are some important dates for 2011:

June 11th to 13th: Activity head training

June 13th to 24th: Staff developpement conference

June 24th to July 20th : July Camp

July 20th (11am) to the 22nd (3pm): Mid camp

July 23rd to August 18th: August Camp

August 20th: End of contract

THE LANGUAGE PROGRAM

This is presented in detail on our website

<http://www.ouareau.com/LanguageProgram.htm>

Q: But where do I come in?

The success of the language program is completely dependent on the counsellors (that's you!). Here's why!

Camp functions two days in English, two days in french, with a few bilingual days thrown into the mix. Your job on these days is to speak only in the language of the day.

Whether it is asking for the jam at breakfast or asking your campers to get their flashlights for evening program it is your responsibility to do everything in that language. Campers however, do not have to speak the language of the day. We always encourage them, and we hope that they feel comfortable enough to try, but the language of the day is never enforced with them.

Q: But what if little Camille is crying?

Good question! If a camper is ever in emotional or physical distress we always switch to their mother tongue.

Q: How does the language program work?

Camp is a wonderful place to create friendships, even when language can seem like a barrier. In an emotionally safe environment campers make the effort to connect with their cabin/tent mates, activity buddies and the girls at their dining table (even if they have a hard time understanding each other)... that is the magic of camp!



THANK YOU!

...for reading!

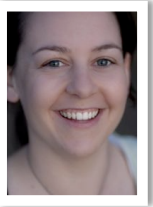
THE NEXT STEP

Q: Who interviews me?

Here is a little bit about each of your possible interviewers:



Jacqui Raill is the camp Director and Owner. She came to Ouareau in 1976 as the only new staff member (of that summer) and didn't speak a word of French. She can now speak both languages, lives at camp year round with her husband Don (who runs the maintenance team) and is very active in the camping community outside of Ouareau. Her most recent accomplishment was being presented with the Honour Award from the Association des Camps Certifiés du Québec at the last provincial conference, "Il s'agit donc de l'ultime reconnaissance de notre grande appréciation du travail remarquable accompli par cet individu au service des camps." Congratulations Jacqui!



Gabrielle Raill joined the family business to work full-time as the Assistant Director. She grew up at Ouareau and now resides in Montreal where she usually runs the Montreal Ouareau Office. Montreal is considered the Staff Headquarters as well as the marketing center for camp. This past September she took off to Manchester England to pursue her interest in Graphic Design & Marketing at a 4 month program there. Her education background also includes a Specialization in Outdoor Education in Humber College's Recreation and Leisure Services Program as well as a Bachelor of Arts from Concordia University's Human Relations Program. Gabz is also very active in the national and international camping community.



Claudie Camirand came to Ouareau as a child where she learned most of her English. After working with our Drama department for years, she joined the Leadership Team in 2007. She recently returned to school part-time in a professional certificate program in business in Montreal. Prior to that she graduated from an Event Planning Program at University du Quebec a Montreal with whom she did her internship with Quebec's famous improv show, LNI. Claudie attends Camping Conferences around the world and had the opportunity to visit some of these camping professionals in 2009 on her tour of Australian camps.

Talk soon!