



# The Waupoos Foundation

## Meaningful Summer Employment Opportunity Waupoos Family Farm

### Who we are:

Waupoos Family Farm is a Catholic/Christian charity whose mission is to provide vacation opportunities for families living under the low-income cut-off who would otherwise not have the opportunity. We are located at 2050 Rideau Road, south of Ottawa airport. Qualifying families join for one of eight weeks in the summer where they enjoy a fully furnished cottage, an outdoor pool, a playground, bikes, grounds to explore, farm animals, as well as optional activities, prayer times, and a Saturday Catholic Mass.

Waupoos is a place of community, of freedom, of respite, and of hope. Volunteers and summer staff have a unique opportunity to bless families – many of whom come from challenging situations – and to share God’s love in tangible ways. We are looking for staff who resonate with Waupoos’ mission and who would like to be part of creating a friendly, compassionate, and safe environment for the families that will vacation here this summer.

### Our positions:

We have four summer positions available (Descriptions follow):

- **Camp Coordinator**
- **Pool Lifeguard**
- **Vacation Camp Councillor**
- **Groundskeeper and Animal Care**

**All applicants must provide a resume and a cover letter outlining how they meet the specific requirements of the position of interest. Application Deadline: March 27, 2026**

Send applications to: The Waupoos Foundation  
2050 Rideau Rd.  
Ottawa, ON  
K1X 1B1

**Contact us:** For further information, please contact [contact@waupoos.com](mailto:contact@waupoos.com)

\*Disclaimer: As a registered charity, we rely on the Canada Summer Jobs program to pay our summer students. This has worked out and has not been an issue for the past many years. We will make conditional offers of employment to successful candidates until funding confirmation is received in April. Hours and weeks of employment will also be confirmed at that time.



# The Waupoos Foundation

## Job Title:

## Camp Coordinator

### Description:

The camp coordinator has the opportunity to positively impact the environment and set the tone at Waupoos. With energy and a good attitude, they are a welcoming presence and make the lodge (our central indoor gathering space) a fun, safe, clean, and hospitable place. The camp coordinator works alongside the farm management team and host families to plan, coordinate, and implement summer programming. An ideal candidate for camp coordinator is passionate about working with families from challenging backgrounds. They enjoy problem-solving and working with diverse demographics. They are kind, enthusiastic, and collaborative.

### Tasks and Responsibilities:

- Provide welcoming and orientation to visiting parents and children.
- Be organized, and friendly and be able to work independently and as part of a team.
- Interact directly with visiting families while providing a positive example as an ambassador of the farm.
- Liaise with farm resident families and student staff to plan, coordinate and implement summer programming.
- Assist with supervision of any day-visit volunteers.
- Clean and maintain main lodge facilities (washrooms, kitchen and dishes, floors, recreation room, toys).
- Perform weekly cleaning of all cottages.
- Take care of laundry (washing, drying, sorting and folding of linens, towels, etc.); organize and deliver linens for the following week.
- Prepare for open house events.
- Assist farm residents and vacationing families with any miscellaneous needs.
- Prepare weekly blog posts and upload to the website (summary of week's events with photos, etc.)

### Preferred level of education:

Post-secondary

### Hours and Pay:

30 - 35 hours per week – Tuesday to Saturday daytime  
8 - 9 weeks (start date between June 22nd - 29th)  
\$17.60/hour



# The Waupoos Foundation

**Job Title:**

## Pool Lifeguard

**Description:**

The lifeguard at Waupoos Family Farm plays a central and significant role. Our outdoor pool is a highlight for many and a unique opportunity to enhance the swimming abilities of children who often haven't had much prior experience. The lifeguard maintains a safe and friendly pool environment. They enforce pool rules, engage with the vacationing families, and are responsible for pool maintenance. Each day begins with a basic group swimming lesson for any children who would like to participate. The lifeguard works on pool maintenance during quiet hours and has a one-hour lunch break.

**Tasks and Responsibilities:**

- Supervise and monitor all individuals in the pool area during pool operating hours, to promote safe practices and prevent accidents or injuries.
- Apply policies, procedures and rules to ensure the proper conduct of pool users.
- Communicate with parents regarding the safety of children when in the pool area.
- Provide swimming instruction and water safety programs for children and youth.
- Clean and maintain the pool on a daily basis (test chemical balance, vacuum pools, sweep the deck, remove weeds in the vicinity of the pool).
- Clean tables, chairs, and equipment located in the pool area and ensure these items are in good working order.
- Provide supervision and direction to any staff working in the pool area.
- Interact directly with visiting families while providing a positive example as an ambassador of the farm.
- Collaborate with other staff and farm resident families to plan weekly activities for clients.
- Prepare for and participate in the weekly open house events (open to all members of the local community).

**Preferred level of education:**

Post-secondary, Secondary

**Hours and Pay:**

30 - 35 hours per week – Tuesday to Saturday daytime

8 - 9 weeks (start date between June 22<sup>nd</sup> - 29<sup>th</sup>)

\$19.00/hour



# The Waupoos Foundation

**Job Title:**

## Vacation Camp Counsellor

**Description:**

The vacation camp counsellor enjoys variety and teamwork. They work alongside the program coordinator, groundskeeper, and farm management team to make Waupoos a safe, hospitable, and fun place! They help with groundskeeping and cleaning, lead activities, and participate alongside the children. They set the tone at Waupoos. They interact intentionally with the children and families - talking and playing with them. They enjoy working with a diverse demographic and are flexible. They resonate with Waupoos' mission and are passionate about working with families from challenging backgrounds.

**Tasks and Responsibilities:**

- Assist with the overall coordination, planning and evaluation of volunteer program.
- Supervise and assign tasks to day-visit volunteers, including high school students.
- When summer programming begins, assist the program supervisor with organizing and leading recreational activities for visiting families (sports, games, hikes, nature walks, crafts, chapel, reading, variety shows).
- Perform weekly cleaning and sanitizing of all cottages and assist with any necessary repairs or maintenance.
- Interact directly with visiting families while providing a positive example as an ambassador of the farm.
- Work on landscaping and gardening projects around the farm
- Help with various farm building and maintenance projects (fencing, cottage repair)
- Assist with animal care
- Assist with preparation of weekly website blog updates.
- Prepare for weekly open house events

**Preferred level of education:**

Post-secondary, Secondary

**Hours and Pay:**

30 - 35 hours per week – Tuesday to Saturday daytime  
8 - 9 weeks (start date between June 22<sup>nd</sup> - 29<sup>th</sup>)  
\$17.60/hour



# The Waupoos Foundation

**Job Title:**

## Groundskeeper and Animal Care

**Description:**

The groundskeeper at Waupoos works to maintain the property – keeping it safe, operational, and clean. They enjoy working outdoors and with their hands and have skilled experience and willingness to learn new skills. They have a strong work ethic and are comfortable working individually and with others. They understand Waupoos’ mission and are kind and welcoming to vacationing families.

**Tasks and Responsibilities:**

- Ensure proper care and maintenance of farm grounds – not only for aesthetic purposes but more importantly, for the safety of visiting parents and children.
- Maintain groomed lawns and oversee community gardens.
- Provide trail management for the 180-acre wooded area used for hayrides, hiking and nature walks.
- Perform weekly cleaning of all cottages and assist with any necessary repairs or maintenance.
- Attend to daily care of chickens, rabbits, sheep, pigs and other farm animals, including feeding and maintaining clean facilities.
- Lead weekly “Meet the Animals” presentation, which teaches children about the various animals on the farm, and how to safely approach them and treat them with respect.
- Interact directly with visiting families while providing a positive example as an ambassador of the farm.
- Prepare for weekly open house events.

**Preferred level of education:**

Post-secondary, Secondary

**Hours and Pay:**

30 - 35 hours per week – Tuesday to Saturday daytime

8 - 9 weeks (start date between June 22<sup>nd</sup> - 29<sup>th</sup>)

\$17.60/hour