

CAMP DIRECTOR(S) 2019

Position Title: Camp Director

Number of Positions: Two

Responsible to: Board of Directors

Term of Employment: March 2019 – September 2019 .

Hours: full-time on-site during summer season with some pre summer hours to be determined.

Remuneration: Dependent on experience and qualifications. (Note: room and board included)

Level of Screening; Due to high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check.

Job Description:

The Camp Director's principal responsibility is to lead the summer staff and to serve as the facilitator for a safe, encouraging, Christ-centered program for all campers throughout the camping season. Various other roles may be assigned as deemed necessary prior to and throughout the camping season. The Camp Director is responsible to work closely with the Program & Outdoor Leaders, and with the other staff and volunteers, in order to deliver an excellent camping experience for all campers and staff.

Under the direction of the Camp Board and in co-operation with the Finance Manager and Registrar, the Camp Director(s) will carry out tasks keeping in mind the best interests of the camp. He/she will strive to meet the goals and objectives of the camp through the competent execution of the responsibilities outlined below.

Responsibilities:

- [1] Follow a provided themed camp program with assistance from Program & Outdoor Leaders
- [2] In co-operation with the Hiring Committee, will assist in the Hiring and training of summer staff .
- [3] Know and understand camp policies, Ensure Staff receive and read all policies, job descriptions, and the applicable contract for their position. Have staff sign and date that they have read and understand the policies. Regularly review performance of camp staff to ensure that they are meeting the requirements of their job description. Formal evaluations should happen at least once per summer for each staff member under the Camp Director's charge,
- [4] Direct on-site volunteers.
- [5] Monitor the interaction of the program staff to ensure that all needs of the program are met.
- [6] Work together with the Registrar, Finance Manager and Office Administrator to ensure a smooth registration process and transition of in-coming and out-going campers.
- [7] The Camp Director takes responsibility for summer camp operations and will monitor site activities to ensure the site is in optimal condition for execution of the camp program, informing the Property Chair if any emergency repairs are needed.
- [8] The Camp Director will monitor equipment to ensure proper use, storage, maintenance and repairs during and at end of the camping season.
- [9] The Camp Director will be responsible for a Petty Cash Log of \$150 dollars for

emergency purposes to be filled out with receipts to be given to Finance Manager.

[10] Monthly Reporting to Camp Board during the camping season, to inform the Board on the status of camp, including prayer requests, staffing needs, specific repair needs or other significant requests.

[11] Co-operate with the other Camp Leaders to prepare reports relating to the summer camp operations for the Board and present them at the Fall Board meeting

[12] Direct donation inquiries (financial or tangible) to the Finance Manager.

[13] In cooperation with the Personnel Committee, make sure proper supervision and leadership is present at all times during the entire camping season,

[14] In co-operation with the Board, work to resolve any Golden Lake Camp community related problems that arise.

[15] Maintain and address communications issues that arise with parents, staff and campers. Immediately inform designated Board members if any significant incident or issue arises.

We welcome all applicants, however only selected applicants will be contacted for an interview.