

## **Program Leader**

**Position Title:** Program Leader

**Responsible to:** Camp Director

**Term of Employment:** Staff Training Week till end of camp

**Remuneration:** Depending on Qualifications and Experience. (Note: room and board included)

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

### **General Responsibilities:**

The Program Leader will assist the Camp Directors in following, designing and executing all Programs & Sessions. The Program Leader will work closely with the Camp Directors, and with the other summer staff and volunteers, in order to deliver an excellent camping experience for all campers and staff. He/she will strive to meet the goals and objectives of the camp through the competent execution of the duties outlined below:

### **Duties**

- Ensure Program is followed with any required modifications and execute camp program & sessions with assistance from Camp Directors
- Know and understand camp policies.
- Work with the other summer staff to ensure and encourage that confidentiality agreements and private matters are upheld.
- Inform the Camp Directors if any incident or significant issue arises.
- Monitor equipment to ensure proper use, storage, maintenance and repairs during and at the end of the camping season.
- If any repairs are needed report to Camp Directors to be forwarded to Site Manager/Property Committee
- Carrying out other related duties as necessary.