

## **A. Camp Director**

Reports to: Program Committee

### Qualifications and Experience Required

- Must be a responsible adult of at least 21 years of age.
- Must have relevant experience in a camp setting.
- Must have relevant supervisory experience.
- Must hold current Standard First Aid/CPR certificate.
- Must have current Newfoundland and Labrador Driver's License (Class 5).
- Must have outstanding leadership capabilities.
- Must have excellent supervisory, organizational, interpersonal and administrative skills.
- Must have the ability to plan, originate, organize and carry out daily program activities.
- Working knowledge of Google Docs and Sheets, and Microsoft Excel and Outlook is beneficial.

### Job Responsibilities and Duties

- To define camp goals and/or define and plan programs to reflect camp goals.
- To be directly responsible for the supervision and training of Summer Staff and volunteers.
- To be able to lead a team, while still working as part of a team.
- To be responsible for the physical, mental, social and spiritual well-being of the campers through delegation and supervision of camp staff.
- To build good working relationships with all staff, volunteers and campers by leading by example.
- To assist in public relations and coordinate a system where parents are well informed on all aspects of the camping program; to be answerable to parents.
- To ensure that age-appropriate programs are planned and implemented during each camping week.
- To ensure that all Summer Staff properly handle their individual programming duties.
- To liaison with the Cook and Program Committee about Summer Program plans.
- To supervise the recruitment of volunteers for each camping week.
- To ensure that sufficient paid staff are available after campers are in bed (for example, staggering nights off appropriately).
- To attend and direct Staff Leadership Training before the camping season officially begins. During this training session, the Camp Director will review policies and procedures, explain job expectations, and plan various particulars for the forthcoming camping season.
- To be a consultant to counsellors and resource staff, and to encourage joint decision making among the staff.
- To ensure that the facilities are kept in good condition and that all maintenance problems are reported to the maintenance staff or manager as soon as possible.
- To be in contact with parents in case of emergency.
- To notify the Program Committee in the case of an accident involving severe injury, missing person, death, fire or any other major incident.
- To complete Staff Performance Evaluations in a timely fashion.

- To complete Summer Camp Final Report on or before the third weekend of September. Copies of these report are to be given to the Program Committee and Manager.
- To ensure that all counsellors are rested, prepared and on time. This included scheduling time off for Summer Staff.
- To organize trips off-site for supplies and crisis management when necessary.
- To ensure all camp property is adequately cleaned at the end of the camping season.
- To refrain from smoking, drinking alcoholic beverages, using illegal drugs and using profane language.
- To be mindful of their personal habits, health, dress, speech, and relationships with other staff.
- To carry out duties that may be reassigned or any additional duties that may be assigned by the Program Committee.

#### Terms of Employment and Wages

- Forty (40) hours a week for ten (10) weeks at minimum wage + \$2.00 starting in late June. Most of work period involves staying overnight at camp five (5) nights a week (Sunday evening until late Friday afternoon). Room and board included.

#### Time Off

- The Camp Director is entitled to two (2) hours of free time per camping day. This time can be taken all at once or staggered throughout the day.