

## **Job Description – Camp Kummoniwannago**

### **Director**

**Position:** Director – Camp Kummoniwannago

**Term:** From date of hire until September 30, 2019 (15 hrs average weekly from date of hire to mid-April full time (43.75 hours/week) thereafter

**Purpose:** Camp K is an outreach ministry of St. Andrew's Presbyterian Church. Located at the Laurel Creek Conservation area, Camp K provides a wonderful summer day camp program for children 5-13, and provides one on one support for children who require it. The Director will oversee all aspects of camp programming and administration. The Director will be a role model and mentor, offering support to the programming staff and campers in an effort to ensure an effective and harmonious environment that enhances the camper experience, and promotes Camp K as the best outdoor summer day camp and Inclusion program in the K-W region.

The Director of Camp Kummoniwannago reports on a regular basis to the Lead Minister. On a monthly basis, reports are to be submitted to the Camp K committee and ultimately, this position is accountable to the Session of St. Andrew's Presbyterian Church.

**Note:** We are also in compliance with the Accessibility for Ontarians with Disabilities Act 2005 (AODA) and if you require a disability related accommodation in order to participate in the recruitment process, please contact us via email at [email@campk.com](mailto:email@campk.com) or via telephone at 519-123-4567, to provide your contact information. The HR staff will contact you within 48 hours.

#### **Program Delivery:**

- Be a positive role model and leader for campers and staff in all facets of camp life by maintaining a strong visible presence.
- Promote positive peer and supervisory relationships that encourage the happiness and health of all campers, upholding the values of Camp K, by communicating and enforcing the vision and goals set out in the Camp's mission statement (see below).
- Plan, develop, schedule, and deliver staff training initiatives.
- Oversee the overall delivery of camp programming and its continued effectiveness.
- Monitor and actively supervise senior staff to ensure day-to-day operations take place in a safe and supportive manner.
- Attend off-season events as required for training, promotion, marketing or development of Camp K.
- Manage immediate response to emergency situations and critical issues.

#### **Administrative:**

- Under the guidance of the Camp K Committee, plan and purchase within summer camp budget.
- Make program budget suggestions and contribute to program financial materials as directed.
- Assist with the application grants or subsidies as required.
- Manage website and social media
- Prepare (with senior staff) comprehensive staff training
- Participation in daily senior camp staff meetings and weekly camp staff meeting.
- In conjunction with the Human Resources Committee, provide staff discipline, up to and including termination.
- Ensure all incident and serious occurrence reports are completed and managed as per Camp K's Policy.
- Approve any decision to send a camper home before the end of a camp day or week.
- Provide reports to the Camp Committee monthly.
- Ensure Camp K's Ontario Camping Association accreditation is current and complete within required time lines.
- Follow up and communicate with parents and/or Guardians of campers when necessary.

- Ensure all registrations have been paid

### **Supervision:**

- Actively monitor all camp program staff members, identifying strengths and
  - weaknesses and provide the appropriate support, training and mentoring.
- Review all camp programming and staff evaluations. Ensure that all evaluations and staff training are done on schedule and as per legislation.
- Conduct all direct reports staff evaluations; mid and end work term.
- Mentor members of the camp's senior staff team on organizational priorities, camper relations, staff relations, best practices, management techniques and the camp's Policies and Procedures.
- Monitor weekly drills for response to fire, missing camper and other emergencies.
- In conjunction with Human Resources, participate in the recruitment, selection and retention of summer camp staff.
- Complete written reports and assessments when needed. Ensure these are completed in a timely manner and filed appropriately.
- Direct reports: Assistant Directors (Critic/Explorer), Inclusion Co-Ordinator, LIT Co-ordinator

### **Site Services, Transportation and Risk Management:**

- Actively monitor, and mitigate, potential risks to campers, staff and visitors during all
  - camp activities. This includes proactively managing physical risks, monitoring/enforcing adherence to Camp K Policies & Procedures and the creation/modification of new camp Policies & Procedures where appropriate, reviewed and approved by Camp K Committee
- Liaison with bus companies and coordinate bus transportation as required.
- Liaison with Laurel Creek Conservation Area Manager
- Drive emergency vehicle to all offsite trips
- Manage and participate in all registration day activities
- Ensure all Camp spaces are maintained in a neat and tidy manner, including washrooms
- Conduct tours for OCA accreditation.
- Inventory and inspect program equipment and arrange for any necessary repairs and/or replacement
- Ordering materials and supplies necessary for camp program activities and administrative functions

### **Qualifications**

- Minimum of two (2) to three (3) years direct service in camp environment.
- Minimum two (2) to three (3) years management/supervisory experience an asset
- Demonstrated Computer skills, including Microsoft Office Suite and Outlook. Camp K uses Camp Brain to manage registration and reporting – Director must become familiar with this and manage relationship with Camp Brain organization
- Demonstrated knowledge of management and administrative techniques to supervise staff, administer operational services of the program and to carry out financial responsibilities.
- Superior communication, listening and report writing ability.
- Demonstrated strong interpersonal, conflict resolution skills, and ability to work within a team.
- Demonstrated ability to deal with emotionally charged situations.
- Demonstrated ability to deal with campers with high behavior needs.
- Demonstrated ability to monitor, and ensure program is camper- centred, strength based and aligned with established goals.
- Must complete Leading With Care program.
- Provide and maintain an acceptable Criminal/Vulnerable Sector Record and Health Assessment at own expense.
- Certification within First Aid/CPR is required.
- A valid Class G driver's license and vehicle. Hours of work will include evenings as well as possible weekend events based on operational needs.