

Camp Caledonia - 2015

CAMP DIRECTOR

RESPONSIBLE TO: Camp Administrator (Board of Camp Caledonia's Representative)

QUALIFICATIONS:

- committed to the Christian aims and purposes of the Camp
- have current experience within a Christian community
- proven skills and experience providing leadership and supervision for counselling staff
- ability to work collaboratively with others
- proven skills and experience working with campers and able to relate to and interact well with children and youth
- belief in the individual worth of the camper
- holds a valid driver's licence
- emotionally mature, willing to accept responsibility and in good health
- at least 21 years of age
- having First Aid Certification would be an asset
- clear criminal record check

RESPONSIBILITIES:

- be fully knowledgeable of the contents of the Camp Caledonia Policy Manual and alert staff to those policies that affect them most directly
- review current budget and ensure program materials are available and within budget
- work closely with the Camp Administrator and Camp Registrar to handle organization, communication, publicity and registration
- review camper registrations and assign staff and campers to cabin groups
- develop an orderly daily schedule of activities and events (including rest) for each camp, taking into account the suitability of such plans for the age of the campers involved and making changes as necessary due to weather conditions or safety issues
- set and supervise first and last day procedures for staff and campers. This includes the Camp Director, Counsellors and Medical Attendant greeting the campers and their parents on their arrival
- meet with the Camp Administrator on a daily basis to discuss programming for the day and concerns and observations about staff, volunteers and campers
- attend and/or leads all staff training sessions
- attend and lead staff meetings
- facilitate an atmosphere of good morale and teamwork among camp staff
- organize program, supplies and crisis management of camp out-trips

- consult the Camp Administrator before initiating any new activity involving camper safety
- ensure adequate supervision of campers during counsellor absences or time off
- prepared to speak directly with parents/guardians in a knowledgeable and polite manner
- deal with camper and parent/guardian concerns in a reasonable manner taking into consideration the needs of the individual and the whole camp
- comfortable and enthusiastic sharing her/his faith in God with children and youth
- participate in Chapel time and staff devotions
- clear sense of his/her position as a role model for campers and staff
- know, train all staff, enforce and follow all safety procedure and emergency drills at the camp
- execute a camp fire drill within 12 hours of the start of each camp
- assist Counsellors with the identification and response to camper behaviour issues
- deal with camper needs that are brought forward to her/him by the Counsellors or other staff
- oversee the work of the Counsellors, Counsellors-in-Training, Program Assistants (Crafts, Sports, Lifeguard/Waterfront)
- provide assistance for the Chaplain and Medical Attendant as requested
- take over responsibility of Camp when Camp Administrator is off site
- work cooperatively with the Head Cook when the Camp Administrator is off site
- assist with the cleanliness of facilities and grounds to maintain a safe and clean environment
- arrange for and ensure a camp group photo is taken
- ensure that camp staff leave all areas and buildings in a clean state at the end of each camp session
- ensure that all program staff complete and turn in a camp evaluation form for his/her program area and job position at the end of the last camp session
- ensure that all cabins, Enid's Place, the staff house, all washrooms and the dining hall are thoroughly clean at the end of the last camp session so that sanitizing procedures can be completed in an efficient and timely manner
- submit written evaluations for Counsellors, Counsellors-in-Training, Program Assistants (Crafts, Sports, Lifeguard/Waterfront) to the Camp Administrator within two (2) weeks of camp end
- provide a summary of the camping sessions with recommended changes to the Camp Administrator within two (2) weeks of camp end

JANUARY 2015