

## CAMP DIRECTOR

- Minimum age 21
- CPR and Standard First aid required
- Level 2 (enhanced) Police Reference Check that has been issued within nine months of commencement of employment.

## CAMP DIRECTOR DUTIES

1. Monitor spending to maintain spending within budget.
2. Carry out regular staff meetings where camp and staff issues can be addressed.
3. Conduct staff evaluations at least twice a season.
4. Keep safety in mind, acting as Safety Monitor for the staff, campers and camp grounds.
5. Keep Camp Council up to date on camp activities.
6. Attend planning meetings with the Program Committee to assist with the planning of pre-camp and leadership camp.
7. Plan, with the assistance of other staff, activities for theme days, wide games and special events.
8. Organize guest speakers for camps prior to the beginning of Camp.
9. Work with the Chaplain and Christian Development Worker to assist in the interpretation of the Christian faith to the campers through living and learning experiences.
10. Complete and submit progress reports at monthly Council meetings and prepare a final report to the Council encapsulating the entire camp season's programs, strengths, weaknesses and suggestions for the following year.
11. Prepare scheduling for staff rotations to ensure adequate breaks for all staff.
12. Assist in the hiring of camp staff.
13. Ensure that the camp is meeting all Ontario Camping Association and United Church of Canada camping guidelines.
14. Ensure professionalism of all staff members and camp ground.
15. Work with staff to maintain a strong team atmosphere.
16. Provide a role model for staff and campers.
17. Promote the Camp in the months prior to camp by arranging to attend area trade fairs, community events, church events etc.
18. Oversee and participate in all areas of camp
19. Maintain all reports as necessary
20. Learn and advocate standards set out by the Ontario Camps Association and the United Church Camp of Canada
21. Properly maintain personal on-site accommodations
22. Be prepared to deal with or assist with any area of camp when needed
23. Liaise with Parent/Guardian and camper interactions in professional manner, maintaining the integrity and safety of the camp community.

**Expect:** Fast pace environment, long hours, work in a small office space, counselling social and emotional situations, regularly interacting with parents and Camp Council, adhering and enforcing to all policies and procedures of the OCA, UCC and Rideau Hill Camp, constant 24 hour mentoring of Staff and campers, noise at mealtimes and other times, continuous sitting, standing, bending, squatting, lifting, physical exertion, extreme hot temperatures, a potential for sun burns, slips and falls due to weather conditions or planned activities, exposure to cleaning products.

**What you can expect from us:** Assistance/guidance with Staff training, the potential to strengthen management skills, extensive small office experience, assistance at assessing and safely handling situations, resources to assist personal growth, rest breaks, experience with the campers/youth and staff mentoring. Private on-site accommodations. A healthy outdoor environment. Beautiful sunsets. Mosquitoes