

LUMSDEN BEACH CAMP

JOB DESCRIPTION - CAMP DIRECTOR

GENERAL DESCRIPTION:

Performs administrative and leadership work, managing and guiding the activities of camp and all personnel at camp. At camp, the Director is overall in charge of all daily operations and activities.

GENERAL QUALIFICATION REQUIREMENTS:

- **Must be at least 21 years of age.**
- **Must be a mature, responsible individual and possess leadership abilities.**
- **Must be flexible, cooperative and willing to work in a team environment with staff, volunteers, and Board members.**
- **Must be physically able to participate in camp activities.**
- **Must have the ability and desire to work with both children and adults.**
- **Previous experience as a counsellor a definite asset**
- **Education: graduation from high school is mandatory. Post secondary training in theology, education, administration or other pertinent discipline is an asset.**
- **Must have good administration, organization, supervisory, communication, interpersonal and public relations skills.**
- **Must have previous camping experience (hiking, canoeing, archery, overnight excursions).**
- **Lives his/her Christian faith and is willing to share that faith with others.**
- **Preference will be given to individuals who are attending a post-secondary institution and are planning on returning to school in the fall**

RESPONSIBILITIES AND DUTIES:

- The Director is accountable to the Lumsden Beach Camp Board.
- The Director will be the “at camp” supervisor of the Aquatics Director, Program Coordinator, Maintenance Person, Head Cook and all Counsellors.

PRE-CAMP PERIOD

- Attends Saskatchewan Camping Association (SCA) Conference. Expenses covered by the Board.
- In cooperation with the Leadership and Personnel Committee and the Program Committee, takes a lead role in the planning of the Counsellor Training Program (in-town training in May and on-site training in June).
- Attends Camp Board meetings and Leadership and Personnel Committee and the Program Committee meetings when appropriate.
- Assists with the selection of Counsellors and Leaders in Training (LIT) staff for the current camp year (including interviews, reference checks, etc.)
- Develops a training package for counsellors to be provided before their training event(s).
- Acquaints self with Saskatchewan Camping Association (SCA) standards for accreditation and the United Church camping standards manual.
- Assists Leadership and Personnel and the Program Committee with the volunteer orientation event (usually held in mid-June).
- Reviews and updates (if required) evaluation forms for counsellors, other staff & volunteers in cooperation with the Leadership and Personnel Committee.
- In cooperation with Program Coordinator, prepares camp program material necessary for day

camps as well as summer camps.

- Performs all other “prior to camp” administrative duties as required
- Attends the United Church of Canada Workshop on Harassment at the Staff Training Event.
- Records hours and days of work, including a list of activities for each day. Reports activities and time require to the Leadership and Personnel Committee on a weekly basis.
- Works with LIT Director to ensure the Counsellor Training Event and LIT training work together insuring the LITs and counsellors can utilize guest presenters including first aid, and the harassment workshop.

Typical and Specific Duties Related to Day Camp Period

- Must be knowledgeable with the Board’s rules and policies concerning staffed camps as per the Rental Guide. Ensures that rental groups comply with the rules and policies of the Lumsden Beach Camp as published in the Rental Guide. Notifies the Board in circumstances where policies and procedures are not being complied with.
- Receives information from Rentals Committee regarding Day Camp Groups (e.g. School groups).
- Contacts teacher/leader (1 week prior to rental) to review contract and finalize time, numbers, activities planned.
- Together with Aquatics Director, Program Coordinator, and Maintenance Person, ensures all camp facilities, equipment, resources, etc. are ready for Day Camp groups (archery equipment, canoes, orienteering course, etc).
- Meets with other camp permanent staff to divide responsibilities and review day camp plan.
- Provides welcome orientation to groups when they arrive - reviews rules/policies of camp & plans/schedule for the day, site orientation, emergency procedures; housekeeping items like: bug spray, sunscreen, hats, shoes, bathroom facilities, etc.
- Divides students into groups and leads a group during activity time.
- Helps with lunch preparation & wiener roast.
- Hands out Rental Evaluation Forms to the group at the end of camp.
- Hands out LBC promotion material to the teachers, parent helpers and students as warranted.
- Receives payment for Day Camps and ensures proper payment collected for youth and adults attending. Issues receipt if required.
- Participates in clean-up activities with Aquatics Director, Program Coordinator and Maintenance Person.
- Reviews day; plans and prepares for next group.
- When staffed rental camps are not booked, continues with preparations for other Day Camps and summer programs.

DURING THE SUMMER CAMP PERIOD

- **The Director is part of the camp and is expected to regularly participate & lead camp activities (including morning watch, vespers, campfires, and meals).**
- **Ensures that the health and well being of campers and staff is the first priority.**
- **One week before each camp, the director will ensure staff members contact all volunteers for the upcoming camp to ensure they know their role and to answer any questions they may have.** (names and contact information will be provided by the Program Committee) (The Cook should contact Assistant Cooks; Program Coordinator should contact the SCT and Craft Leaders as well as possible assistant Program coordinators; The Director should contact the medical person and other volunteers not covered by the other staff)
- At the beginning of each camp, coordinates camper registration.
- Is responsible for assigning campers, counsellors and volunteers to cabins and activity groups.

- **Before each camp, the Director plans and chairs a meeting with all staff and volunteers to:**
 - Build a cohesive team environment with volunteer and counsellor staff.
 - Ensures that all staff involved in programming (Craft volunteer, Aquatics Director & Spiritual Care Time volunteer) share their plans for the week.
 - Give list of campers to each counselling team.
 - Make staff aware of any campers with medical or other needs.
 - Review all emergency procedures with the assistance of the Aquatics Director.
 - Go over camp procedures and all rules and regulations.
 - Set times for regular staff meetings to be attended by staff and volunteers.
 - Address any concerns & questions from staff & volunteers.
 - Ensure that all staff and volunteers have filled out a medical form and have had a criminal record check completed.

Personnel Tasks

- In charge of hiring, replacing or switching counsellors as required over the summer.
- Makes recommendations to the Board re: any termination of staff or volunteers as required.
- Expected to attend Board meetings while on staff and give a report. Not expected to stay for full Board meeting.
- Communicates or meets with a member of the Leadership and Personnel Committee **at least every two weeks** to discuss progress, concerns, issues, highlights, etc.
- Contacts the Board Treasurer or Payroll Administrator to inform him/her of the staff working that week to ensure they are paid appropriately. Ensures counselors fill out time cards correctly.
- Performs accounting procedures acceptable to the Treasurer. Small purchases may be done through a petty cash account, which is arranged with the Treasurer.
- Supervises and evaluates LITs during their practicum.
- Distributes evaluation forms to campers, staff and volunteers & ensures their completion and collection. Reviews those that are to be returned to the Director. Ensures that any important information is transferred to the appropriate camp committee or Board personnel.
- Performs other duties as assigned by the Leadership and Personnel or the Program Committees.
- Reviews own Job Description and those of other permanent staff regularly to ensure that all areas of jobs are completed. Ensures Aquatics Director, Program Coordinator, Maintenance Person, Head Cook and Counsellors carry out duties and responsibilities as assigned.

Camp Operations

- Coordinates day-to-day operations of the Camp, enforcing the “Rules and Regulations” as established by the Board with all campers, staff & volunteers.
- Provides keys to staff and ensures their return at the end of their employment period at camp.
- Ensures designation of emergency vehicle and ensures **ALL STAFF** know the location of the keys.
- Ensures emergency procedures are posted in all buildings and practiced by staff.
- Ensures an Emergency Procedure drill occurs on the first day off each camp session.
- Responsible for the assignment of campers, counsellors & volunteers to cabins and activity groups.
- At the beginning of each camp, coordinates camper registration.
- In consultation with counsellors at the beginning of camp, schedules and posts which nights counsellors may have free time and campouts.
- Holds staff & volunteer planning meeting daily. Counsellors’ breaks to be scheduled at this meeting.

- Works in Conjunction with the Program Coordinator to ensure continuity of program. Listen to Ideas for camp program brought forward and helps implement ideas if feasible.
- Maintains a daily log of camp activities, weather, and other important information. Log book and forms to be supplied by the Leadership and Personnel Committee.
- Communicates with any person representing a regulatory body (i.e.: Health Inspector, SCA representative) and **ensures that the Board is advised immediately of any recommendations or requirements made by the regulatory body.**
- Ensures that a competent person is delegated to assume Director's responsibilities in his/her absence (usually Aquatics Director, Program Coordinator or Maintenance Person). This person must be at least 21 years of age.
- Ensures that the cleanliness of camp is maintained. Works with Medical and Maintenance Personnel to ensure that washrooms, outdoor biffys are cleaned daily & dining hall floor is mopped/swept after every meal. The entire kitchen and dining area floor mopped at the end of camp and once mid-camp.

DURING THE LAST TWO DAYS OF EACH CAMP, THE DIRECTOR:

- Reviews evaluations filled out by campers, staff & volunteers. Meets with a member of the Board (usually member of the leadership and Personnel Committee) to make/recommend changes as deemed necessary. After review, passes on evaluation forms to Chair or designate of Leadership and Personnel Committee.
- Writes performance evaluations on Counsellors, permanent staff & volunteers. Meets or consults with member of the Leadership and personnel Committee to evaluate the performance of all staff members and suggest changes as warranted.
- Meets with all Counsellors individually and provides written and oral feedback on performance for the week. (Mid week meeting are suggested for LITs and newer counsellors)
- Meets with permanent staff (Cook, Aquatics, Maintenance, Program Coordinator) to discuss events and concerns of the week.
- On last day of each camp, ensures that cabins, washrooms, Dining Hall and Recreation Hall are thoroughly cleaned. Cabins should be swept & mopped & bunks washed off.
- Reviews General evaluations and Camper evaluations each week and highlights any concerns to the Leadership and Personnel committee.
- Writes a review of each camp (e.g. ½ page) including suggestions and positives. These reviews should be forwarded to the Program Committee and the Leadership and Personnel Committee.

AT THE END OF THE SUMMER CAMPING SEASON, THE DIRECTOR:

- Ensures all keys are turned in to the Chair of the Board's Property Committee.
- Cleans up summer living quarters and assists the other staff with year-end camp close-up duties.
- Submits a detailed written report to the Camp Board by September 1st containing his/her evaluation of camp, overview of summer camping program & activities, recommendations, suggestions and concerns for the Board. A one or two page-condensed version of this report should also be done for the Board's Annual Report. Reports should be handed in to the Board Chairperson of the Chair of the Leadership and Personnel Committee.
- Along with, but separate from the final report, provides an overall evaluation of the permanent staff, Counsellors and volunteers at camp during that year
- Suggests changes or revisions to the job description for the Director position, if warranted.
- Will be invited to attend a meeting with the Leadership & Personnel Committee to discuss final report, and receive final performance evaluation from the Board.

Revised: January 2006