

Camp Director

Employer: Camp McDougall

Posted: 14 months ago

ES Job ID: 3842

Sector(s): Food & Hospitality

Closing Date: June 30, 2023

Location: Thessalon

Duration: Seasonal

Job Description:

Camp Director

Responsible to: The Board of Directors

Receives Direction from: Chair of the Board

Supervises: Program Manager, Cook, Assistant Cook, Caretaker

Responsible for: All Staff, campers, volunteers and visitors at camp

Duties:

- Attends monthly Board Meetings to report to the Board of Directors on camp activity throughout the camp season, as well as on performance of program staff and senior counsellors
- Has responsibility for, and authority over, all staff and all matters relating to the camp while the camp is in session.
- Oversees the health and well-being of all staff and campers
- In conjunction with the Program Manager, recruits volunteers
- In conjunction with the Program Manager, plans and oversees staff training
- Responsible for abiding by the OCA "Code of Professional Ethics"
- Responsible for enforcing all rules and regulations as outlined in the Staff Manual
- Holds daily meetings with Program Manager to discuss any pertinent issues.
- Holds joint meetings with the Program Manager and all staff as need arises to address pertinent issues.
- Exemplifies a positive role model
- Ensures that the daily records are kept of the water system
- Performs all necessary water tests and adjustments and ensures water samples are submitted as required

Responsible for the following administrative tasks:

- Registration of Campers and maintaining Camper records
- Answer the phone, returning phone calls and emails, photocopying and any other office administrative duties
- Keep accounts, balancing petty cash, and approving purchases
- Cannot exceed allocated budget without Board approval
- Contact approved professional contractors to deal with electrical, plumbing and water system issues
- Keep a record of all long-distance telephone calls
- Perform (Mon.-Fri.) daily business trips to Thessalon, (mail, banking, etc)
- Ensures all accident/incident reports are filled out; completing WSIB forms when necessary
- Maintain all records
- Conduct evaluations of all the Program Manager, Cook, Assistant Cook and Caretaker
- Maintain daily log of visitors and any other pertinent information
- Ensures that all reports and inventories are completed and submitted by the September Board meeting
- Ensures that the Camp continues to meet all camping standards set out by the Ontario Camps Association and the United Church of Canada

Required Skills:

Qualifications:

- Has a familiarity with The United Church of Canada, an appreciation for its ethos and theology, and knowledge of the OCA (Ontario Camping Association), and the United Church Camping Standards
 - Is a graduate of / or is currently enrolled in a post-secondary program related to Child and Youth Worker, Outdoor Recreation and Leadership, and/or Teaching to include familiarity with the understanding and management of stages of child development.
 - Demonstrates a genuine desire to work with children, youth, and adults in their various roles and is committed to creating safe spaces for all campers and staff in all their diversity.
 - Previous experience in a residential camp setting or equivalent is highly preferred.
 - Excellent communication skills with a variety of age groups and skill levels (capacity to actively listen; provide and receive constructive feedback; ability to assess and evaluate program and staff and produce timely written reports;
 - Displays Strong leadership skills (flexibility, effective time management, a team builder, effective presentation skills, positive role modelling, sees the big picture/perceptive, is fair). They have an ability to be empathetic, foster team building and display and model mutual respect.
 - Effective Time Management skills (ability to close the loop, focus on task, can delegate wisely, is organized, can prioritize urgent to non urgent - yet not ignore)
 - Strong Technology Skills: Have the ability to effectively communicate with board, parent/guardian; manage statistics; collect, process and decipher evaluations; communicate with regulators; and work in conjunction with the webmaster/administrator.
- Have a working knowledge of Word, Excel, and other relevant programs.
- Working knowledge of a financial budget and understanding of billing processes

Required to have the following certifications/checks:

- current Vulnerable Sector Check (to be submitted 1 week prior to commencement of employment)
- Standard First Aid and Basic Rescuer CPR
- current Worker Health and Safety Awareness
- Operator Small Water Systems Course
- Holds a Class G Drivers License

How to Apply:

TO APPLY FOR THE DIRECTOR POSITION:

Please send your resume and cover letter to:

EMAIL - campmcdougall@gmail.com

(Subject line: "DIRECTOR")

OR MAIL TO: Camp McDougall

PO Box 22068, Cambrian PO

Sault Ste. Marie, ON P6B 0E9