

Program Manager

Employer: Camp McDougall

Posted: 14 months ago

ES Job ID: 3843

Sector(s): Food & Hospitality

Closing Date: June 30, 2023

Location: Thessalon

Duration: Seasonal

Job Description:

Program Manager

Responsible to: Camp Director

Supervises: Counselling and Program Staff

Duties:

- Responsible for following and enforcing all rules as outlined in the Staff Manual
- Enforces Board policy regarding access to the kitchen
- Evaluates and submits a report to the board of directors, on the programs implemented throughout the camp season.
- Attends Board meetings while under contract
- May be asked to participate in the interviewing and hiring of all staff
- In conjunction with the Camp Director, plans and oversees staff training
- Coordinates the planning and implementation of the Leaders in Training program
- Responsible for overseeing all daily programming, activities and scheduling
- Ensures Counsellors and CIT's maintain a high standard of performance in supervision of and programming for campers
- Ensures that all staff are aware of upcoming program/scheduling needs and expectations
- Schedules campers and Counsellors to cabins and session groups for each session
- Assumes the responsibility of the Camp Director in the Camp Director's absence
- Submits a year-end report to the Camp Director regarding recommendations and learning points for upcoming seasons
- Responsible for abiding by the OCA "Code of Professional Ethics"
- Exemplifies a positive role model
- Recruits volunteers
- Evaluates all Program Staff, Counsellors, volunteers and CITs following Board approved procedures
- Holds joint meetings with the Camp Director and all staff as need arises to address pertinent issues
- Holds regular meetings with counselling staff
- Is present in the cabin area for all cabin times, when available, acting as a "troubleshooter" for any camper issues that may arise, and helping Counsellors with the implementation of Cabin Time Activities
- Keeps a daily log

Assists the Director with the following tasks:

- Looking out for the health and well-being of all staff and campers
- Identifying possible problem areas, and offering possible solutions
- Coordinating the welcoming of Campers on the first day
- Assisting with registration
- Water testing

Required Skills:

Qualifications:

- Prior camp experience
- Post-secondary education with Social Services background recommended
- Leadership and communication skills
- Ability to work with people of all ages
- Programming and organizational skills
- Standard First Aid, Basic Rescuer CPR certification and Pleasure Craft Operators Card
- Requires a current Vulnerable Persons Record Check - to be submitted one (1) week prior to commencement of employment
- Requires the Operator Small Water Systems Course

How to Apply:

TO APPLY FOR THE PROGRAM DIRECTOR POSITION:

Please send your resume and cover letter to:

EMAIL - campmcdougall@gmail.com

(Subject line: \"PROGRAM DIRECTOR\")

OR MAIL TO: Camp McDougall
PO Box 22068, Cambrian PO
Sault Ste. Marie, ON P6B 0E9