



Camp Menesetung

Job Description: Summer Camp Director

Part-Time March-April | Full-Time May-August Seasonal Position:

March-April: Off-site flexible hours dependent upon busier camp seasons averaging 5-10 hours/week.

May-August: Full time residential Sunday-Friday position, accommodations provided for personal lodging, food provided during summer sessions.

Salary range dependent upon experience and certifications (\$9,000-\$12,000 for the season)

Job Purpose and Reporting Structure

During pre-camp, the Summer Camp Director is responsible for assisting the Executive Director to develop the Camp Menesetung Summer Camp Programs, including: hiring, training, connecting with community partners, scheduling, and planning for the summer. The Summer Camp Director will also have pre-camp responsibilities assigning campers to cabins, providing customer service to camper parents, and providing leadership during the Spring working as a Spring Program Staff for School Groups and Rental Groups as needed.

Once summer campers are on-site, the Summer Camp Director will lead an on-site staff leadership team to ensure the complete successful implementation of the summer camp programs. Directing the majority of their energy towards ensuring that summer camp staff are equipped with everything they need to be successful, improving the camper experience, problem solving/decision making, stepping in to fill needs, and communicating information to the executive director, staff, campers, and parents.

The Summer Camp Director is a leadership role model. Through their work they should exemplify positive professional leadership characteristics, welcome feedback, and continually seek to grow and improve their own abilities in a way that others can understand and follow.

The Summer Camp Director is responsible for the physical, mental, social, spiritual well-being, and quality of experience of all summer campers and staff of Camp Menesetung.

This position reports to the Executive Director.

Essential Duties and Responsibilities

Pre-Camp (March-June)

- Human Resources & Personnel Management (“Staffing”)
 - o Screen, interview, and hire all spring and summer program/counselling staff collaboratively with the Executive Director.
 - o Maintain a file for each staff member, keeping a record of police checks, health forms, application forms, evaluation forms, incident forms, signed contracts, etc. as per O.C.A. and U.C.C. Camping Standards.
 - o Provide training for the staff before and during the summer with the support of the Executive Director, Leadership Team, and outside agencies.

- Ensure that all staff are trained in all Camp Menesetung policies and procedures, including emergency procedures. Ensures that all staff are trained in government mandated training including: WHMIS, Health & Safety, and Accessibility.
- Office Support
 - Respond to general summer camp inquiries via e-mail and phone, providing clear and positive information to all.
 - Help to establish specialty camp opportunities by connecting and planning logistics with community partners (i.e. Outdoor Living Skills Specialty, Pay It Forward Specialty etc.)
- Education
 - Become an expert on Camp Menesetung policies, protocols, job descriptions, and traditions.
 - Become familiar with Camp soft-ware 'CampBrain'.
 - Attend educational training sessions and conferences as approved by the Board.
- Program Planning
 - Maintain contact and support with all Summer Programmers to facilitate the planning of all summer sessions and activities before the summer begins.
 - Meet with the staff before camp to discuss theme, ideas, activities, etc. The Executive Director will be fully informed of the schedule of each camp.
- Spring Program
 - Works as a member of the Spring Program staff team to implement the Camp Menesetung School Programs throughout May & June.

Summer Camp Responsibilities (July-August – 8 weeks)

- Staff:
 - Be there for your Staff. Be their guide, be their role model, be their helper.
 - Be a resource. Provide leadership strategies, advice, and problem solving throughout the summer to all Staff.
 - Work with the Leadership Team to provide support for all Staff, support you provide can come in the form of: Providing advice on programming or specific camper/staff scenarios, providing programming resources, mediating between staff/campers, offering your services to co-program/co-counsel with them for a period of time, communicating their concerns to relevant members of the leadership team, providing in-person camper behaviour support (having "a talk" with camper/cabin, relocating campers from unsafe/negative situations into alternative environments etc.), altering a staff's program/supervision schedule, granting a needed unforeseen break and ensuring that the session is being run by someone else (could be you), making weekly role assignment/cabin group changes, recommending that a camper is unsafe and needs to be sent home to the Executive Director, and any other applicable supports available within reason.
 - Ensure that your Staff have the tools and supports they need to be successful, by identifying needs, providing solutions, and communicating with the Executive Director.
 - Regularly communicate with all staff regarding work performance, strengths and areas of growth to enable you to provide informed feedback on a daily basis and during staff evaluations.

- Facilitate good staff team building relationships, and ensure that all staff members are provided with good working conditions.
- Instigate a staff evaluation process which provides constructive feedback, plans for next steps, and a record in each staff file.
- Convene staff meetings a minimum of at the beginning, middle, and end of every week during the summer.
- Enact a Leadership Team strategy to facilitate a positive work environment for all, including prompting staff mediation at the on-set of any staff 'drama'.
- Carry out the staff discipline policy following written procedures, informing Executive Director when a 'Verbal Reminder' is given and consulting with the Executive Director before further actions (including dismissal) are taken.
- Provide advance weekly staff-assignments and helpful camper information to each staff member.
- Work with the Head Counsellor(s) to ensure that staff are regularly being checked-in on and observed in their work.
- Enforce curfews.
- Ensure staff members have time off as appropriate.
- Discipline staff as needed, collaboratively with the Executive Director following written procedures.
- Report all workplace injuries immediately to the Executive Director so that proper WSIB claims can be made.
- Collaborative debriefing/re-thinking: Creates opportunities for collaborative decision making by debriefing practices at staff meetings, and keeping the staff 'in-the-loop' to increase engagement.
- Communicate and take-action on all staff reports of health & safety concerns, accidents, injuries, harassment etc. as outlined in written policies.
- Campers:
 - Quality camper care, safety, and experience is a top priority.
 - Work with the Leadership Team to ensure that all campers are regularly being checked-in on and that efforts are being made to improve camper experience.
 - Make special effort to check-in with all first-time campers and provide a brief mid-week update to their parents.
 - Carry out consistent rules & protocols pertaining to camper behaviour such as: bullying, missing home, over-stimulation etc.
 - Keep campers safe from sun and insects by modelling and ensuring proper clothing is worn.
 - Enforce all camp rules with fairness and consistency.
- Program:
 - Keeper of the schedule: Implement the week schedules, ensuring ample opportunity for camper choice, sustainable working conditions for all staff, and that the general camp atmosphere is a balance between structure and freedom.
 - Make and communicate changes to the schedule to problem solve based on: camper/staff needs/behaviours, unexpected events/guests, any discovered schedule errors.
 - Manage the logistics of all programs, including: cabin assignments/specialty camp group assignments, outtrip protocols, safety/emergency protocols, food,

healthcare, transportation, program delivery, supervision ratios, marketing material collection, debriefing, reporting, and follow-up as needed.

- Assign all programming, supervision, and other day-to-day responsibilities based on job specialization, skills, and preferences in as fair a manner as possible, including: morning optionals, flag, set, grace, serve, dish, duties, program sessions, rest-hour, free-swim, evening programs, vespers, campfire, night-watch, curfew check etc.
- Meet with program staff to ensure that all are prepared and have the equipment/supplies that they need to run their sessions and evening programs.
- Keep track of all supplies and inform Camp Directors of any losses, damages, or shortages.
- Ensure that all programs are run safely, and that Pool and Climbing wall are not used within 30 minutes of thunder.
- Ensure that all programs are accessible to all and accommodate the needs of all campers: Including maintaining a partnership with REACH to offer 1:1 camper support, creating safe spaces and activities which cater to campers of various needs which allow for choice based on needs/preferences.
- Oversee a comprehensive Leadership Training Program, providing local youth with a leadership skill set and a Menesetung LIT certification upon successful completion of the program.
- Strive to build relationships with local indigenous groups, perform a formal land acknowledgement at the beginning of each camp session and develop sensitive programming in-line with the Truth and Reconciliation Commission calls to action.
- Ensure that the safety measures of the camp are maintained and that emergency transportation is always available.
- Regularly check the pulse of the camp by participating in program activities and creating opportunities for fun and camper personal growth.
- Ensure that all programs reflect the Christian atmosphere of the camp.
- Office:
 - Works with Office Assistant to ensure proper distribution of in-coming and outgoing mail, email and correspondence.
 - Contacts parents as needed for any camper behaviour/medical/dietary concerns.
 - Completes and revises all cabin/group assignments.
 - Ensures that all public inquiries are responded to in a positive and efficient manner.
 - Submits to the executive director a weekly record of all staff non-break hours off-duty (illness/other) for payroll purposes.
 - Update camp social media platforms with regular picture updates of life at camp.
 - Help create a weekly slide-show for the campers to be shown at the closing ceremony and uploaded to YouTube.
- Reporting:
 - Maintain open lines of communication between yourself and the Executive Director.
 - Advocate on behalf of staff, and campers during policy or program decisions.
 - Complete and submit to the Executive Director an end of summer program report including recommendations for future years.

- Community engagement:
 - o Work with any visiting guests and parents who have come on-site to lead programming or to a meeting, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
 - o Receive all visitors and take appropriate action concerning trespassers.
 - o Conduct yourself as a professional representative of Menesetung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.
- Site & Facilities:
 - o Report needed repairs/maintenance to the Executive Director promptly.
 - o Report any emergency repairs immediately to the Property Supervisor in order that the Board may be kept informed of property concerns.
 - o Check the cleanliness of buildings, including all cabins, program areas, and kitchen, ensuring that proper cleanliness exists before staff leave at the end of each session.
 - o Maintain an inventory of supplies.
- Legal Responsibilities
 - o Ensure that Health Department regulations, reporting and recording procedures are strictly followed, working in conjunction with the Health Care Provider, Head Lifeguard, and Cook.
 - o Maintain detailed record of every administration of health care, incident, and disclosure of abuse in a confidential and secure environment. Referencing these records as needed.

Attend to any other matter which requires the attention of the Summer Camp Director.