



Camp Menesetung

Job Description: Day Camp/Bridge Camp Director

Full-Time: Residential Sunday-Friday position. A member of the Leadership Team. Salary dependent upon experience – Room & Board included.

Job Purpose and Reporting Structure

As the Day Camp/Bridge Camp Director you are responsible for overseeing the Day Camp and Bridge Camp programs throughout the summer, and are responsible for all Day Campers and Bridge Campers while they are on-site with us. Including: Working with the Summer Camp Director and Program Director to plan the Day Camp and Bridge Camp Programs, supporting your team of Day Camp Counsellors/C.I.T.s/L.I.T.s, meeting with parents, and ensuring that the needs of all day camp and bridge campers are met. All Leadership Team members must be prepared to step in to fill other positions when needed, step up for needed tasks, and seek out opportunities to further contribute to Menesetung success. This position reports to the Summer Camp Director and Executive Director.

Essential Duties and Responsibilities

Pre-Camp Duties

- Familiarize yourself with Bridge Camp/Day Camp structures and seek to plan ways of further improving the programs.
- Collaborate to help plan staff training week with the Leadership Team.
- Prepare Day Camp/Bridge Camp program ideas for the summer based on the weekly themes (i.e. In-Between activities (after arrival/before departure), After-care activities, Thursday evening programs, campfire activities etc.)

During Camp Duties

To your Campers

- Be there for your campers. Be their guide, be their role model, be their helper.
- Create opportunities for fun, learning, growth, and an amazing camp experience!
- Spark the imagination of your campers.
- Ensure that all campers are kept completely safe, physically and emotionally, for the duration of **all** camp activities; including reporting health & safety hazards.
- Know the exact location of all campers in your care at any given time throughout the week – ensuring continual active supervision.
- Keep campers safe from the sun and insects by modelling and ensuring proper clothing is worn.
- Maintain a friendly, patient, and helpful relationship with your L.I.T.'s or C.I.T.'s who will receive much of their training from you.
- Advocate on behalf of your campers and L.I.T.'s or C.I.T.'s during policy, program, or scheduling discussions.

To all Day Camp Counsellors

- Be a leadership role model. Through your work exemplify positive professional leadership characteristics, welcome feedback, and continually seek to grow and improve your own abilities in a way that others can understand and follow.
- Be there for your Counsellors. Be their guide, be their role model, be their helper.
- Provide weekly orientation to the day camp/bridge camp program with all Day Camp Counsellors/L.I.T.'s/C.I.T.'s on Sunday to ensure that everyone is fully prepared and equipped for the week ahead.
- Be a resource. Provide leadership strategies, advice, and problem solving throughout the summer to all Day Camp Counsellors.
- Seek to provide support for all Day Camp Counselors, support you provide can come in the form of: Providing advice on specific camper/staff scenarios, communicating/escalating their concerns to relevant members of the Leadership Team, supervision adjustment recommendations to Program Director, making weekly role assignment/cabin group change recommendations to the Summer Camp Director, recommending that a camper is unsafe and needs to be sent home to the Summer Camp Director, and any other applicable supports available within reason.
- Ensure that your Counsellors have the tools and supports they need to be successful, by identifying needs and communicating with the Summer Camp Director.
- Act as a liaison between Day Camp Counsellors and Leadership Team, and vice/versa.
- Regularly communicate with all Day Camp Counsellors regarding work performance, strengths and areas of growth to enable you to provide informed feedback on a daily basis and during staff evaluations.
- Provide Day Camp staff with tasks and duties to complete around Camp when day campers are not on-site, and staff are not on their breaks.
- Participate in the staff evaluation process.
- Advocate on behalf of Day Camp Counsellors during policy, program, or scheduling decisions.

To all Fellow Staff

- Communicate!
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. by assisting the Program Director, and encouraging campers.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Be punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Directors.
- Work together to create the best possible experience for our campers.

To Camp Menesetzung

- Assist with arrival and departure days as needed.
- Communicate daily and when necessary with the Camp Directors, and Head Counsellor.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Escalate concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Directors.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Keep campers safe from sun and insects by modelling and ensuring proper clothing is worn.
- Keep track of all supplies and inform Camp Directors of any losses, damages, or shortages.
- 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.
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menesetzung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.
- Performs all other duties designated by the Summer Camp Director or Executive Director.