



Camp Menesetung

Job Description: Program 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 Program Director you are responsible for overseeing the fun and logistics of Camp Menesetung's summer program, including: supporting your team of program leaders, weekly themes, evening programs, special days, camp wide activities, and making sure everything happens on time. 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

- Collaborate to help plan staff training weekend and staff training week with the Leadership Team.
- Pre-prepare program ideas for the summer (i.e. weekly themes, camp wide activities, evening programs, campfire activities etc.)
- Maintain contact and support with Cabin Counsellor/Program Leaders to facilitate the planning of all summer sessions before the summer begins.

During Camp Duties

To all Cabin-Counsellors/Program Leaders

- 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 Programmers. Be their guide, be their role model, be their helper.
- Collaborate to help plan staff training week with the Leadership Team.
- Lead training sessions during staff training week based on personal strengths and areas of interest/need.
- Be a resource. Provide leadership strategies, advice, and problem solving throughout the summer to all Program Leaders.
- Seek to provide support for all Program Leaders, support you provide can come in the form of: Providing advice on programming or specific camper/staff scenarios, providing programming resources, offering your services to co-program with them for a period of time, communicating/escalating their concerns to relevant members of the Leadership Team, 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 change recommendations to Camp Director(s), 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 Program Leaders 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 Program Leaders and Leadership Team, and vice/versa.
- Lead daily Program check-ins – providing feedback, support, and problem solving.
- Regularly communicate with all Program Leaders regarding work performance, strengths and areas of growth to enable you to provide informed feedback on a daily basis and during staff evaluations.
- Participate in the staff evaluation process.
- Advocate on behalf of Program Leaders during policy, program, or scheduling decisions.

To all Fellow Staff

- Communicate!
- 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 Summer Camp Director.
- Work together to create the best possible experience for our campers.

To Camp Menesetzung

- Must be prepared to substitute for any program leader, if needed.
- Assist with arrival and departure days as needed.
- Communicate daily and when necessary with the Summer Camp Director, and Leadership Team.
- 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 Summer Camp Director.
- 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 the Summer Camp Director 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 Menesetung 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.