

GLEE Camp Director

1 Summary

The role of the Camp Director is to organize and manage the entire day camp operation for children and youth in senior kindergarten to grade 7. Camp runs Monday through Friday, 9am-3pm for 3 weeks of the summer. The Director is responsible for a staff team including an Assistant Director, a Program Director, music staff, counsellors, junior counsellors and volunteers.

2 Areas of Responsibility

2.1 Training for self

- Receive training in health and safety related to the site
- Obtain Standard First Aid training Level C with CPR

2.2 Staff Supervision

- Provide pre-camp training to camp staff team and counselling staff
- Provide ongoing performance-related feedback to all staff
- Complete end of summer evaluation for all staff
- Plan and lead team meetings including daily morning meetings during camp weeks
- Provide specific ongoing training and mentoring as required

2.3 Program Leadership

- In collaboration with the Assistant Director and Program Director, develop and implement weekly camp themes with corresponding devotions and activities that support the core values of Port Nelson United Church
- Develop and implement a master schedule and timetables for the camp program
- Develop and lead staff and campers in adhering to the expectations for safety and behaviour, including codes of conduct and emergency procedures
- Provide assistance and mentoring to the Assistant Director in the planning and delivery of programs, as well as mentoring in leadership with other staff
- Provide assistance and mentoring to the Program Director in the planning and delivery of programs
- Offer leadership in a specific program area during the camp as necessary (i.e., Arts & Crafts, Music, Sports and Leadership Development)
- Assist in the planning and delivery of the weekly show for the parents and community

2.4 Camper Supervision

- Ensure the safety and wellbeing of all campers
- Supervise the delivery of first aid to campers

- Review, complete and follow up on accident/incident reports
- Provide support to all staff in helping campers adhere to the expectations for safety and behaviour
- Communicate with parents in a timely, professional manner by providing exceptional customer service

2.5 Volunteer recruitment

- Recruit and develop relationships with members of the congregation and community to assist in the snack program, weekly show for the parents and other areas as needed

2.6 Other

- Represent Port Nelson United Church in a professional and positive manner
- Adhere to the operating budget of the camp
- Maintain an inventory of equipment and supplies
- Additional duties as assigned

3 Accountability

- The Minister (or designate)
- Ministry & Personnel Committee