

GLEE Camp Program Director

1 Summary

The role of the Program Director is to develop and deliver camp program activities. Camp runs Monday through Friday, 9am-3pm for 3 weeks of the summer. Working with other GLEE staff, the Program Director creates, prepares and delivers programs that are developmentally appropriate for campers of all ages.

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 Program Leadership and Planning

- In collaboration with the Camp Director and Camp Assistant Director, develop and implement weekly camp themes with corresponding devotions and activities that support the core values of Port Nelson United Church
- Assist in the planning and delivery of the weekly show for the parents and community
- Organize, prepare and decorate the space for each camp
- Gather and organize supplies and equipment needed for the various activities
- Assist with counsellor orientation and training

2.3 Program Delivery

- Implement the planned activities during the weeks of Summer GLEE Camp with assistance from the Assistant Director, music staff, counsellors, junior counsellors and volunteers
- Provide counsellors and volunteers with up to date plans and resources related to the themes and activities of the week

2.4 Camper Supervision

- In collaboration with the Camp Director and Camp Assistant Director, offer leadership to counsellors and junior counsellors
- Ensure the safety and well being of all campers
- Provide support to counsellors and junior counsellors in helping campers adhere to the expectations for safety and behaviour.

2.5 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

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

February 2019