

## Camp Director

*Society's policies 4.2.4 Risk Assessments, 4.3 Limits and Boundaries, 4.4 Relationship of Positions to Goals of Camp, 4.5 Challenge by Choice & 4.6 Job Descriptions, are an integral part of this job description*

### Qualifications:

The Camp Director must be a minimum of 25 years of age and have two years of leadership and administration experience in a camping or related field.

### The Camp Director is responsible to:

- develop a camp name and theme and provide a camp program that is consistent with the Society's goals, making effective use of the human and material resources available. This program should meet the needs of the campers and provide participants with a 'fun' time within a Christian setting;
- plan, publicize, coordinate, and direct the camp;
- give leadership, support and encouragement to the Christian Education program of the Society and the United Church of Canada and provide progress reports to the Society, as required;
- recruit all leadership staff for his/her camp. This could include, but may not be limited to, Assistant Director, Registrar, Resource People (for games, crafts, Bible studies, music, special events, etc.); service personnel (Nurse, Lifeguard, Kitchen Staff, etc.) He/she must also recruit Cabin Leaders who must be a minimum of 17 years of age and at least two years older than the oldest camper they will directly supervise;
- understand and apply the United Church of Canada's risk assessment rationale, utilizing the Risk Assessment Matrix (*Section 4.2*);
- plan and participate in a Camp Leadership Training Program for all Adult Leaders and Cabin Leaders who will be participating in camp. This training is outlined in *Section 13* and must include, but not be limited to, child abuse policies, skill training in leadership (including our Challenge by Choice philosophy), motivation and parenting with particular emphasis on hygiene and health standards, basic first aid, safety standards and emergency procedures;

This program must be documented and consist of at least 32 hours of training with a minimum of eight hours being on site. The on-site training should include orientation, camp skills, program and on-site hazards and boundaries;

- prepare a budget in cooperation with the Society Treasurer, bearing in mind that the Treasurer has a responsibility to the Society to ensure that each camp meets the pre-approved budget, so necessary fund raising may have to be done;
- allocate any designated camperships received to needy campers;
- account for all moneys received and spent;
- ensure that registration information is sent out and received; receive all registration forms

from the Registrar and keep them in a secure location while camp is in progress;

- maintain ongoing contact with the Registrar prior to camp to be aware of numbers, sex and ages of campers and any special requirements (diet, medication, etc.) that may be involved;
- transfer all campers' registration forms and medical information as well as all staff personnel files to the secured cabinet provided by the Society for safe-keeping for seven years as required by the United Church of Canada at the conclusion of camp;
- be responsible for the physical, emotional, social and spiritual well-being of all campers and leaders;
- ensure that each adult leader and cabin leader takes a daily two hour rest period. This may be taken one hour at a time or two hours consecutively. Ensure that each day has a quiet time built into the schedule;
- build good staff relationships and organize staff responsibilities in such a way that all leaders remain well rested;
- conduct or arrange to have conducted a Waterfront & Water Craft Safety Audit (*Form 14*) at least once per camp to ensure program safety standards are being maintained;
- inspect the facility with the Caretaker both before and after the camp (*Form 16*); ensure that the facilities are kept in good condition and that safety standards are met at all times. Any problems or concerns should be reported to the Caretaker
- ensure that all camp rules (*Section 5.5*) are posted and followed;
- designate a smoking area and provide a suitable receptacle for same;
- contact the parents or guardians of any campers in the event of an emergency situation and write up a report on the incident (*Form 16 & Form 17*);
- become familiar with the Society's Operating Manual and offer suggestions for improvement as required;
- participate in any accreditation visits by either the United Church of Canada or the British Columbia Camping Association;
- prepare a Report and Recommendations along with a Staff Evaluation for the camp and forward same to the Society's Director of Human Resources no later than six weeks after the completion of the camp;