

Summer Camp Director

BROAD RESPONSIBILITY:

Assist the Executive Directors in the smooth running and operation of Camp Kintail, with emphasis on providing leadership and expertise in the year-round operations particularly with Summer Camp and Staff Supervision.

FLEXIBILITY:

Any camp leadership job requires flexibility, and this position will require a lot of flexibility. All positions at Camp Kintail include time spent in programming, administration, hosting, maintenance, staff supervision, and kitchen work.

RESPONSIBLE TO:

1. Assist the Executive Directors in the smooth running of Camp Kintail, meeting with them daily in the spring and summer, and once a week in the fall and winter.
2. Assume the Directors responsibilities in their absence and give a full report on their return. In an emergency, the Directors must be contacted by cell phone immediately.
3. Prepare camper, staff, and volunteer applications and reference forms.
4. Co-ordinate the seasonal staff application, interview, and hiring process, with assistance from the personnel team. Ensure all references are complete.
5. Co-ordinate efforts to secure new domestic and international seasonal staff. This includes job postings, Canada Summer Jobs, co-op placements, and work with international staffing agencies.
6. Oversee international staffing communication, training, and transportation.
7. Collect and ensure all seasonal staff paperwork is complete before Staff Orientation.
8. Prepare staff training with the Directors, including pre-camp modules, staff wiki, staff newsletters, staff orientation, and staff training week.
9. Prepare payroll for all staff members.
10. Co-ordinate staff schedules and time-off with the Executive Director
11. Create and lead opportunities for staff connection including a "fun" committee, staff appreciation, seasonal staff party, Christmas party, and other events.
12. Supervise and evaluate seasonal staff, including writing season evaluations. Co-ordinate getting the evaluations to all the seasonal staff.
13. With the Executive Director, and in co-ordination with the head counsellors, oversee camper care throughout the summer season. This includes daily check-ins with the head counsellors, cabin and camper conversations, and parent communications.

14. Ensure camper care throughout the year, including calling new parents, parent surveys and follow-up, relationships with families, and creating parent connections.
15. Complete daily “walk-arounds” for observation of program and staff.
16. Supervise seasonal staff throughout the retreat season (September to April).
17. Provide programming as required.
18. Provide leadership for the Sojourners program (the vocational discernment community), including programming and supervising participants.
19. With the chaplains, co-ordinate Camp-wide FLASH, morning chapels, and closing chapel.
20. Complete the Small Operating Water System course and carefully monitor the water filtration system, taking daily and weekly samples, and recording the results.
21. Provide on-call support for staff, site, and groups throughout the seasons. In the spring and summer, this will mean one evening a week and through the fall and winter, this will mean staff support for one week at a time (rotating through eight staff).
22. Host rental groups and lead programming. Cleaning responsibilities as required.
23. Take responsibility for ensuring the site is retreat and camper ready, supervising staff cleaning and preparation.
24. Maintain and update a monthly VISA statement for approved expenditures.
25. Work with the Directors to ensure that Camp Kintail meets all government, OCA, TSSSA, and OPHEA policies.
26. Participate fully as a year-round staff member and by word and deed encourage a faithful Christian witness.

DESIRED QUALIFICATIONS:

1. A minimum three years experience in a Christian camp.*
2. A minimum of five years experience as a camp staff member.*
3. A minimum of two years of program or senior staff experience.*
4. Outdoor education or education background and education.
5. A college or university degree.
6. A personal living faith.
7. Administrative skills.
8. A willingness to work in a team environment.
9. A valid “G” driver’s license and insurable with the camp.
10. A Standard First Aid Certificate with CPR “C”.

*Alternate work experience or education also valued.

DIRECTLY RESPONSIBLE TO:

- The Executive Directors

COMPENSATION & TERMS

Very competitive salary package based on experience and education. This is a year-round salaried position, but it is understood that the spring, summer, and fall require more hours and the winter is more available for time off. Health and Dental benefits provided.

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