



Camp Program Director

The camp director is responsible for the daily operation of camp and the safety and well-being of all campers, volunteers, and staff members. They take direction from the Camp Maskepetoon Board of Directors in order to realize the mission of Camp. The Director works to ensure proper policy and procedures are followed, as dictated by ACA and United Church standards, and the protocols outlined by the Board of Directors. The director leads the staff and is responsible for initial and on-going training, mentoring, and evaluation. They work alongside other staff in the planning and facilitating of general camp activities. The director will work as an administrator to resolve any camper or staff issues that arise and has the final say on all events and activities that happen at camp.

Responsible to: Camp Maskepetoon Board of Directors

Wage: \$850/week

Security Level: High

Duration: Orientation Weekend: May 10 - 12, 2024

June 9 - August 30, 2024 (June 9 - June 22 is offsite)

Qualifications:

- A degree in a relevant field or the same number of years post high school
- A minimum 2.5 years camp experience in a leadership position
- Superior leadership, organization, and communication skills
- Must be able to get transportation to camp

Responsibilities:

Prior to the start of summer the Director:

- May be invited by the Board to be a member of the hiring committee and to help interview and select staff members
- Will meet with the program committee to be briefed on camp policies and procedures
- Will assist the Board in organizing and leading a staff camp orientation during May. The purpose of this weekend is to introduce staff to Camp Maskepetoon culture, outline expectations for the summer, and develop effective team relationships
- Will communicate with the cook to ensure food orders are in place and adhere to budget and nutritional requirements, approve weekly menus, and address any concerns
- Will ensure that all staff complete necessary paperwork including Police Record checks, tax forms, health forms, Social Networking and Cellphone Policies, and Contract
- Will work with the staff to plan weekly and daily themes and activities
- Will meet with Health Inspectors and Accreditation Officials

During Setup and Staff Training the director will:

- Supervise the setup of summer camp
- Purchase or direct staff to purchase necessary supplies and equipment for summer
- Ensure staff receive proper training in emergency procedures, planning and leading programs; working with campers of a variety of ages and abilities; abuse and disclosure policies



During the summer the director will:

- Monitor and ensure adherence to all public health and safety protocols and camp policies
- Work with the registrar to manage camper lists and information
- Work with the facility manager to handle necessary maintenance
- Ensure staff work effectively to fulfill their duties
- Provide evaluative feedback to staff on a regular basis
- Approve and coordinate all schedules including out trips, canoe trips, staff daily duties, meal schedules, and other daily activities
- Address any parental concerns or complaints that may arise
- Complete necessary paperwork for all critical incidents, injuries, and departures
- Provide updates to the Board of Directors
- Maintain staff morale
- Address significant camper issues, making the decision to contact parents or send a child home
- Resolve any issues that hinder the daily operation of camp
- Delegate responsibilities to other staff members as needed
- Oversee general summer camp program and kitchen budget
- Approve related staff expenses
- Approve weekly meal plans as developed by the head cook
- Work with head cook to adapt menu to accommodate camp themes and activities

Qualifications for All Camp Maskepetoon Summer Staff

The ideal candidate for all positions will:

- Understand the purpose and philosophy of Camp Maskepetoon
- Have experience in planning and implementing programs for youth
- Possess excellent communication, organizational, and leadership skills
- Have an interest and enthusiasm for camp experiences
- Have an understanding of United Church Theology (this will be covered in training)
- Demonstrate an understanding of, and keen interest in, working with youth
- Be able to work and live closely and effectively with other staff members
- Have the emotional stability to place campers' needs before personal desires
- Be in good health and physical condition with the stamina needed to work long days
- Possess a Standard First Aid (SFA with CPR Level C) certificate or equivalent
- Obtain a satisfactory police information check with vulnerable sector search
- Be able to fulfill all responsibilities as outlined below
- Be willing to adhere to and model all health and safety protocols

Responsibilities of All Camp Maskepetoon Summer Staff

All members of staff will have the following responsibilities:

- Attend training sessions and planning meetings prior to camp
- Live communally, on-site, for periods of seven to ten days
- Conduct oneself at all times in a manner that is both professional and consistent with the philosophy of camp as set out by Camp Maskepetoon, the guidelines of The United Church



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- Camping Standards manual, and the guidelines of the Alberta Camping Association (ACA)
- Act as a role model for campers, volunteers, and other staff
 - Develop and implement inclusive programs that are age and time appropriate and designed with specific goals of skill acquisition relevant to the program area
 - Contribute to the planning and implementation of all daily and special camp activities. Participation is required in all camp activities.
 - Supervise daily skippers (chores around camp). It is ultimately the responsibility of the staff member to ensure that all jobs are completed in a timely and efficient manner
 - Demonstrate a positive enthusiastic attitude and to encourage enthusiasm in campers and volunteers
 - Maintain a high level of communication and develop an excellent rapport with the camp director, other staff, and volunteers
 - Participate in camp set-up and end of season clean-up
 - Be familiar with all emergency procedures
 - Help maintain order during all camp activities
 - Work with all staff to ensure the camp is kept clean and in good order
 - Carry out any other duties as assigned by the camp director
 - Ensure all equipment and supplies are prepared for activities and properly cleaned and stored at the conclusion of the activities or day
 - Submit a camp summary report to the board of directors by the required deadline. This report will include: An inventory of program supplies and equipment; program specific comments – what worked, what didn't; and suggestions for next year
 - Arrive on camp at least two hours prior to the arrival of the buses or at a time established by the director. Staff may periodically be assigned to accompany campers on the bus to or from Camp.
 - Read and understand the Camp Maskepetoon Summer Policy Manual and position-specific manual

All summer staff members are ultimately accountable to the Camp Maskepetoon Board of Directors. The director is responsible for all on-site camp staff.