

CAMP DIRECTOR**Requirements of Position:**

- Willing to provide leadership to a dynamic staff team delivering a girl-centered, exciting camp program experience to girls.
- Willing to be an active member of the provincial camp community prior to and during the camp program.
- Willing to actively participate in the fulfillment of staff positions prior to the camp season beginning.
- Willing to live in a residential setting during the implementation of the camp program.
- Willing to participate in all training programs required for this position. These training dates will be provided with the offer of employment.
- Available for the full duration of the camp program. (see note below)
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.

Qualifications:

- Minimum of 5 years of experience in residential camp senior leadership which includes responsibilities involving staff supervision, conflict resolution, appropriate business skills and youth program management.
- Meet all requirements outlined in the OCA Standards for the role of a Camp Director.
- Demonstrated ability to work in and lead others in a team atmosphere.
- Computer proficiency in a Windows environment (Word, Excel, Outlook).
- Current throughout employment period:
 - Standard First Aid including CPR C.
 - Criminal Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada-Guides du Canada.
- Knowledge of the Girl Guides of Canada-Guides du Canada program is an asset.

Reports to: Summer Camps Manager

Responsibilities:Section One: General

- Be conversant with the appropriate organizational and governmental requirements for the implementation of responsibilities. This includes but is not limited to:
 - Girl Guides of Canada-Guides du Canada "Safe Guide"
 - Girl Guides of Canada-Guides du Canada program for all ages.
 - Girl Guides of Canada, Ontario Council terms of employment.
 - Ontario Camping Association Standards.
 - Applicable Red Cross, Lifesaving Society of Canada, ORCA, CYA, Challenges Unlimited requirements.
 - Municipal and provincial regulations as they apply to camp programs.
 - Specific summer camp program opportunities advertised for the summer program 2010.
- Actively provide leadership to the camp team in the implementation of the overall camp program.
- Be an effective role model to campers and colleagues. This includes but is not limited to living the vision, mission and values of Girl Guides of Canada-Guides du Canada, the respectful treatment of all campers/staff, compliance with all rules/regulations, maintaining a clean & safe work/living environment and general behaviour throughout the employment period.
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Notify the Summer Camps Manager of any concerns as they arise.

Section Two: Leadership

- Overall responsibility for the development and implementation of the camp program as defined by the local camp community.
- Provide effective leadership and role modeling to the staff to ensure that all aspects of the camp program are implemented. This includes but is not limited to:
 - Providing a positive customer service environment for parents, suppliers, staff, volunteers and primarily campers.
 - Providing an environment that maintains the focus of all actions on the needs of the camper.
 - Assessment, management & implementation of risk management procedures for all activities. The primary source of reference for these procedures will be the Girl Guides of Canada-Guides du Canada *Safe Guide*.
 - Implement and enforce all requirements established by both organizational and governmental bodies.
 - Ensure the implementation of the program includes completion of Girl Guides of Canada-Guides du Canada program work and appropriate outside governing organizations (Red Cross, Lifesaving Society, CYA, ORCA, etc). Ensure all campers are provided with a record of achievement at the end of their camp program.
- Develop and implement an effective work environment for the staff to implement a safe, healthy and challenging program to the campers.
- With appropriate input ensure that any potential problem areas are dealt with in a timely manner to ensure minimal
- Be accountable for the actions of the staff team as it pertains to the implementation of their job responsibilities.
- Communicate with the Summer Camps Manager on a regular basis to ensure they are aware of potential areas of concern, management of issues and areas of success.

Section Three: Staff Management

The staff team for our camp operations is defined as both volunteers and employees.

- In partnership with the Summer Camps Manager ensure that all necessary employee vacancies are fulfilled in accordance to the practices established by Girl Guides of Canada, Ontario Council. This will involve work throughout the months of February to May leading into the start of the on-site requirement of your contract.
- In partnership with the Provincial Summer Camps Community ensure that all necessary volunteer vacancies are fulfilled in accordance to the practices established by Girl Guides of Canada, Ontario Council. This will involve work throughout the months leading into the start of the camp program.
- Provide a work environment that implements harassment free, fair and equitable practices for all members of the staff team and ensure compliance with all practices established by Girl Guides of Canada, Ontario Council.
- Implement appropriate conflict management procedures to ensure that grievances are managed in a timely manner.
- Ensure that all staff are trained to the appropriate standards and expectations for the delivery of their responsibilities.
- Participate in all trainings as defined by the Summer Camps Manager (face to face training tentatively scheduled for May 5-9, 2010 at a residential camp setting in southern Ontario).
- Provide overall supervision to all staff and ensure any concerns in their implementation of responsibilities are identified, rectified and monitored. Provide appropriate recognition to individuals for a job well done.
- Ensure that the Summer Camps Manager is apprised of any concerns with employee performance and action steps that are being put in place. Provide recommendation for the termination of employment.
- Ensure all employees receive performance appraisals prior to the completion of their term of employment. Performance appraisals are to be managed under the practices established by Girl Guides of Canada, Ontario Council.

Section Four: Business Management

- Comply with all practices established by Girl Guides of Canada, Ontario Council in the implementation of the business component of the summer camp operations. This includes but is not limited to:
 - Financial accounting and management controls.
 - Supplier negotiation and purchasing.
 - Inventory management.
 - Human resource management.
 - Report management:
 - Camper reports
 - Staff reports
 - Bus reports
 - Financial reports
 - End of year reports detailing the operations of the camp and recommendations for change for the following year.
 - Property improvements and maintenance.
 - Equipment improvements and maintenance.
 - Summer camp procedures.
- Establish a way of work with the camp Property staff and volunteer community to define the relationship between the property needs of the operations in partnership with those of the summer camp.
- Provision of all reports, financial materials and other documentation prior to the end of the term of contract.

Notes:

- It is the responsibility of the individual to obtain and retain current certification prior to the start of their employment. The cost of certification is that of the individual.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.

- **Contract dates for Camp Directors will be provided during interviews.**