

**CAMPER CARE DIRECTOR**  
(Doe Lake and Wyoka only)

**Requirements of Position:**

- Willing to be a member of a dynamic staff team delivering a girl-centered, exciting camp program experience to girls.
- Willing to live in a residential setting.
- 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:**

- Must be 18 years of age or older
- Minimum of 5 years of experience in children and youth environments preferably obtained through a residential camp program in a senior position.
- Demonstrated ability to work in and lead others in a team atmosphere to ensure that the physical, social and emotional needs of campers are met.
- 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:** Camp Director

**Supervises:** All Site Counselling & Site/Section Coordinator Staff (input for performance management for the above staff must be received from the Program Coordinators in their roles as Instructors)

**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.
  - Municipal and provincial regulations as they apply to residential camp program options.
  - Specific summer camp program opportunities advertised for the summer program 2010.
- Actively participate as a member of 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.
- Ensure that the Camp Director is notified of any concerns as they arise.

Section Two: Camper Care

- Develop schedules, trainings and methods of interaction in order to ensure that the physical, social and emotional well being of participants is being met.
- Ensure that all planning and staff work plans ensure that time is spent to be participant focused and meets the objectives set out by the Summer Camps Section Provincial Camp Community and staff.
- Be the lead coach to train staff to deal with conflict and behaviour concerns.
- Ensure that the staff teams have reasonable expectations for the type of group or the age of group that they'll be working with.
- Provide leadership to the various Site Coordinators and Site Counsellors.
- Schedule community tasks such as but not limited to sweeping after a meal in a fair manner amongst participants and staff.
- Ensure that all staff reportable to this position are trained to the appropriate standards and expectations for the delivery of their responsibilities.
- Provide resources and tools so that the staff teams facilitate their time off in a fair and equitable manner.
- Research, prepare and implement all training components related to care of participants during staff training ensuring that the trainings are fun, upbeat and experiential.
- Communicate concerns regard behaviour that may be in breach of the Expectations of Participation to the Camp Director on a daily basis.
- Communicate with the Health Coordinator daily to ensure that the physical health concerns are addressed or identified.
- With the Camp Coordinator and Special Needs staff team, ensure that all participants with any concerns are contacted prior to camp.
- With the Camp Coordinator, oversee all transportation responsibilities on the first and last days ensuring that the stages of group development are considered in the planning.
- Along with the Section Coordinators and the Site Coordinators, ensure that all busing is managed and make arrangements so that the appropriate staff ratios exist.
- Provide supervision to all counselling 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.
- Provide input to the performance appraisal of those staff working within the program team.
- Ensure all performance appraisals are delivered within the appropriate timeframes.
- Ensure that the Camp Director is notified of any concerns with employee performance and action steps that are being put in place. Provide recommendation for the termination of employment.
- Participate actively in the overall leadership & implementation of the camp program.
- Provide reports as required on the activity within the program options. This includes but is not limited to:
  - End of year summary report detailing the needs of the department in future years, supply requests, staffing needs, maintenance and full inventory of department.

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 (includes planning & training):**

<b>Doe Lake</b>	<b>Wyoka</b>
May 30-Aug 30	June 5-Aug 23