

PROGRAM DIRECTOR**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.
- Coverage of Camp Director duties while Camp Director is on time off or unavailable.

Qualifications:

- Must be 18 years of age or older
- Minimum of 5 years of experience in youth program development preferably obtained through a residential camp program in a senior position.
- Demonstrated experience working with children in a recreational setting.
- Demonstrated ability to work in and lead others in a team atmosphere.
- 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 Program Coordinators (varies by Camp)

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.
- Notify the Camp Director of any concerns as they arise.

Section Two: Program Leadership

- Develop and oversee the implementation of the overall camp program. Program development should include alternatives for weather related changes to general implementation. Ensure that all program planning is girl-centered and meets the objectives set out by the local camp community.
- Provide leadership to the various Program Coordinators for the implementation of all aspects of the camp program including activity periods, scheduling, special events and theme days.
- Ensure that all staff reportable to this position are trained to the appropriate standards and expectations for the delivery of their responsibilities.
- Oversee the implementation of the program and ensure that all aspects are maintained within the regulations required by organizational and governmental bodies. When it is identified that an area is not being complied ensure that this is rectified immediately and ensure that the Camp Director is notified of the situation.
- Ensure the implementation of the Summer Camps Section Base Programming requirements and other programming details outlined by the Summer Camps Provincial Camp Community or staff team. Ensure all paperwork is provided to the camp office prior to the campers departure.
- Ensure the program areas and associated equipment is maintained in a safe and useable condition.
- Develop and implement an effective work environment for the staff to implement a safe, healthy and challenging program to the campers.
- Ensure that Program Coordinators (Canoe Tripping excepted) are scheduling activities and implementing workloads in a fair, equitable manner for all staff supporting the program options.
- Provide supervision to all Program Coordinators 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.
- Notify the Camp Director 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:

- Each campsite runs their program for a varying length of time. The employee application defines the length of a specific camp program time period.
- 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):

Adelaide	Woolsey	Doe Lake	Wyoka
Aug 3- Aug 23	June 12-Aug 1	May 30-Aug 30	June 5-Aug 23