

Camp Director

Reports to:

Camp Administrator

Term:

Full time in June, July, & August

Job Purpose:

The Camp Director serves as the supervisor and head of the staff at camp.

Primary Responsibilities:

1. Onsite Program Development
2. Staff supervision and Coordination

Duties and Responsibilities:

The Program Director is expected to:

1. Model good Christian leadership in accordance with the philosophy and purpose of Camp Christopher.
2. Facilitate, initiate, and promote high quality programs and activities.
3. Be knowledgeable and provide resources for a variety of camp activities (Bible study, games, crafts, activities, etc).
4. Schedule recreational and developmental activities in consultation with the Waterfront Director and Leadership Director (Nature study, crafts, camp skills, games)
5. Schedule, and supervise all aspects of Christian Education (worship, Bible study, devotions, discussion material) in conjunction with Chaplains.
6. Be responsible for creating cabin groups and activity groups, checking birthdays (so they can be celebrated at camp), printing registration information and medical list for First Aid Volunteer, as well as allergies and dietary needs for the Kitchen Manager.
7. Oversee camper registration day.
8. Be responsible for contacting parents of campers, in consultation with the Administrator as needed.
9. Oversee, train, encourage and support all on-site program staff and counsellors.

10. Build good relationships and communication with Kitchen Manager and Maintenance Manager to facilitate a good team.
11. Check in at the end of every week with all staff members individually.
12. Call and chair regular staff meetings, including providing for spiritual component.
13. Contact and assist the directors of specialty camps (e.g. Outtrip)
14. Ensure that the camp policies are adhered to by staff and campers.
15. Know at all times which staff members are on site and off site.
16. Maintain complete staff and volunteer records (incl. police checks, evaluations, medical information, tax forms, etc.)
17. Keep all records/forms etc. and return them to the appropriate member of the Camp Committee.
18. Record Tri-4-kids registrations and no shows for each camp, using the template as created by the treasurer.
19. Keep the records for Petty Cash and any other purchases during the summer and give these records and cash to the treasurer. It is understood that all areas will stay within the stipulated budgeted amounts.
20. In consultation with the Administrator, provide formal evaluation of counsellors.
21. Communicate with the Administrator regarding the number of people on site each week, as well as any issues or concerns.
22. Provide a final report on the summer to the Administrator.