

Braeburn Lake Summer Camp

Camp Director

Major function: to oversee the entire camp program of Braeburn Lake Christian Camp.

Term of Employment: one camp season (typically June – early August)

Accountability: to the Board of the Braeburn Lake Christian Camp Association

Reports to: President or designate.

Conditions of Employment:

- Must submit a resume
- Provide contact information for 2 references
- Provide a current copy of a Police Records Check (if over 18) current within the last 3 years
- Complete an interview with a minimum of 2 board members
- Provide copies of all certifications including First Aid and water certifications, as applicable
- Sign a contract and code of conduct
- Sign a release waiver

Responsibilities include, but are not limited to:

- *The Director is responsible ultimately for everything that happens during the camp season, and has the knowledge to handle any crisis that may arise.*
- *Implementation of the camp program. Any major changes to the program must be given prior approval of the Camp Association*
 - Meet with the Braeburn Lake Christian Camp Board and committee chairs
 - Schedule and organize the day to day running of the camp
 - The camp program is set out by the Braeburn Lake Camp Association. The Board must make decisions on things such as offering high risk sports or activities
 - Christian program content is to be approved by the Board. Under the current Board structure there is a person responsible for the Christian program content. The director's responsibility is to ensure that there is adequate time in the schedule for this part of the program
 - The Director must convey the importance of this part of the program to the life of the camp.
- *Create an atmosphere of cooperation and goodwill that will give campers, staff and volunteers an experience of Christian teaching and living*

- Encourage campers to use appropriate ways of dealing with disagreements and conflict.
- Enforce the policies established by the Braeburn Lake Christian Camp Association
- Make recommendations to the Board about changes that are needed for this camp season and seasons following

- *Maintain discipline and good order of the camp to ensure safety and well being of all campers*
 - Enforce the policies & procedures established by the Braeburn Lake Christian Camp Association
 - Enforce all established safety guidelines
 - Enforce all common-sense guidelines for safety

- *Assist staffing committee with hiring of assistant director and counsellors*

- *Assist Camp Association with recruitment of volunteers*
 - This may include advertising and promotion to member congregations
 - Answering volunteer inquiries
 - Aiding the Board in RCMP screening for volunteers

- *Help organize and implement staff training*
 - Work with staffing committee to plan staff training
 - Order supplies for training weekend
 - Make recommendations about content of staff training
 - Facilitate some staff training sessions when required or desired

- *Supervise Counsellors*
 - Hold daily meetings to discuss daily schedule, deal with concerns and maintain group cohesion
 - Provide positive and constructive reinforcement to counsellors on their performance
 - Provide strong leadership and when required manage disputes
 - The Director has the final say on behaviors and attitude, including making the decision to release a counsellor from his or her position if circumstance dictate.

- *Supervise CIT's (Counsellors in Training)*
 - Hold daily meetings to discuss daily schedule, deal with concerns and maintain group cohesion – remember CIT's are volunteers and we are trying to encourage them to become strong future counsellors
 - Provide positive and constructive reinforcement to CIT's on their performance
 - Provide strong leadership and when required manage disputes
 - The Director has the final say on behaviors and attitude, including making the decision to release a counsellor from his or her position if circumstance dictate.

- *Aid in ensuring the fiscal restraint of the Camp.*
 - Expenses that exceed reasonable amounts or that are not emergencies must be approved by the Board.
- *Liaise with Camp Association regarding camp registrations*
 - Aid with registration process (letters of confirmation, health forms, etc.)
 - Track camper information (i.e.: health information and emergency contacts)
- *Ensure physical cleanliness, security and safety of camp facilities*
 - Inform Property committee chair of any damage to camp property
 - Take any steps necessary to ensure the physical safety of the property
 - Ensure camp “chores” are carried out daily in an efficient and effective manner
- *Prepare a written report of each camp held and a final report for presentation to the Camp Association. Report checklist is in the Appendix. The report must be submitted by September 1 of each season.*
- *The scope of this job is limited to the duties outlined above, unless otherwise directed by the President or designate of the Braeburn Lake Christian Camp Association.*

Risk Assessment

Summer camp is a program of indoor and outdoor physical activity and recreation that involves a variety of risks from activities that include swimming, canoeing, hiking, crafts, music, sports, daily devotions, nature appreciation, and campfires. These risks include, but are not limited to, the following:

- a) Personal injury including cuts, bruises, broken bones, strains, dislocation of joints, eye or ear injuries, concussions or head injuries, and internal injuries;
- b) Death from drowning
- c) Risk of death or injury inherent with involvement in the activities of a summer camp
- d) Loss or damage to personal belongings or equipment.
- e) Fatigue, chill, or distraction that may diminish reaction time and increase risk of an accident.
- f) Injury or death resulting from other participants not complying with stated rules or acting in a dangerous, reckless, or negligent manner