

Camp Director – Braeburn Camp

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

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

Reports to: the President of the Braeburn Lake Christian Camp Association

Conditions of Employment:

- Must submit a resume
- Provide contact information for a minimum of 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
- Sign a contract and code of conduct
- Sign a release waiver

Responsibilities include, but are not limited to:

1. *The Director is responsible ultimately for everything that happens during the camp season, and has the knowledge to handle any crisis that may arise.*
2. *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.
3. *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

4. *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

5. *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

6. *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

7. *Supervise Counsellors*
 - Hold regular 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 councilor from his or her position if circumstance dictate.

8. *Supervise CIT's (Counsellors in Training)*
 - Hold regular 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 councilor from his or her position if circumstance dictate.

9. *Liaise with Camp Association supply coordinator regarding purchases of supplies, materials and food.*
 - Aid in ensuring the fiscal restraint of the Camp. We operate on a shoestring budget. We cannot cook meals that are too extravagant, nor can we afford to purchase items that will not benefit the entire camp
 - Expenses that exceed reasonable amounts or that are not emergencies must be approved by the Board.

10. 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)

11. 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

12. Prepare a written report of each camp held and a final report for presentation to the Camp Association

- The report should include a summary of each camp
- Statistics (ages and gender of all campers)
- Issues/problems and solution or current status
- Recommendations for future camps

13. 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

The summer camp is a programme of indoor and outdoor physical activity and recreation that involves a verity of risks from activities that include swimming, canoeing, hiking, crafts, music, sports, daily devotions, nature appreciation, and campfires. These risks include, without limited the generality of the foregoing, the following:

- a) Personal injury including cuts, bruises, broken bones, strains, dislocation of joints, eye or ear injuries, concussions or head injries, and nternal 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 dangerous, reckless, or negligent manner