

2026 Camp Director - Braeburn Lake Christian Camp

Major function: To oversee the entire camp programme of **Braeburn Lake Christian Camp**

Term of Employment: **June 1, 2026 – August 7, 2026**

Details:

June 1 - June 12: Preparation for camp sessions
June 14 - June 18: Staff Training Camp
June 19 - June 27: Additional week for staff training
June 28 - July 9: Camp sessions
July 10 - July 18: Staff break from camp duties
July 19 - July 30: Camp sessions
July 31 - August 7: Preparation post - Camp reports

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

Reports to: President or Designate

Compensation: \$7000.00 + \$250.00 bonus for returning employees

Application Deadline: **Monday, March 30, 2026**

To apply: Submit a resume and provide contact information for 2 references to **president@braeburncamp.ca**

Preference will be given to applicants who have past experience working or attending **Braeburn Lake Christian Camp**

Conditions of Employment:

- Provide a current copy of a **RCMP Vulnerable Sectors Check** (if over 18 yrs.) current within the last year
- Complete an interview with a minimum of 2 board members
- Provide copies of all certifications including First Aid and Water Safety certifications, as applicable
- Sign a position contract and code of conduct

Responsibilities include, but are not limited to:

1. *The Director has ultimate responsibility for everything that happens during the camp season and has the ability and knowledge to handle any crisis that may arise.*
2. *Implementation of the camp programme. Any major changes to the programme must receive 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 programme is set out by the Camp Director with consultation with the Braeburn Lake Christian Camp Association. The Board will make decisions on matters such as offering high risk sports or activities
 - Under the current Board structure, there is a person responsible for the Christian programme content at Camp The Director's responsibility is to ensure that there is adequate time in the schedule for the Christian programme to be delivered

- The Director must convey the importance of this part of the Christian programming to the life of the camp. If there are concerns expressed by staff, parents or caregivers about the programming, the Director will refer these to the Board member in charge of curriculum or the President.
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
 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 Staffing Committee with the hiring of Assistant Director and Counsellors*
 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 staff training sessions when required or desired
 7. *Supervise Counsellors:*
 - Hold daily meetings to discuss daily schedule, deal with concerns and maintain group cohesion
 - Provide positive and constructive reinforcement to counsellors as it relates to their performance
 - Provide strong leadership and manage disputes
 - The Director has the final say on behaviours and attitude, including making the decision to release a Counsellor from his or her position if circumstances dictate
 - Complete an evaluation for each Counsellor and meet with each staff member individually post-camp to discuss performance and evaluation
 8. *Supervise CIT's (Counsellors in Training):*
 - Hold daily meetings to discuss daily schedule, deal with concerns and maintain group cohesion
 - Provide positive and constructive reinforcement to CIT's on their performance
 - Provide strong leadership and manage disputes
 - The Director has the final say on behaviours and attitude, including making the decision to release a CIT from his or her position if circumstances dictate
 - Complete an evaluation for each CIT and meet with each staff member individually post-camp to discuss performance and evaluation
 9. *Work with other camp volunteers (craft, water sports, orienteering) to ensure that safety policies are followed and to assist with behaviour and camp procedures*
 10. *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

11. 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

12. Prepare a written report of each camp held and a final report for presentation to the Camp Association. In this report, recommendations to the Board about changes that are needed for this camp season and seasons following will be provided. The report must be submitted within a week of the end of each camping season.

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.