

Position: Camp Director

This role is part time work at your own home/own schedule from February to May and then full time work at the camp you're working with from early June to early September. The amount of part-time work in the February to May part of the contract is dependent on the number of staff required for the team you are the Camp Director of.

Requirements of Position (must, or be willing to obtain, to apply for position):

- Willing to provide leadership to a dynamic staff team delivering a girl-centered, exciting camp program experience to girls
- Willing to be an active and available employee prior to camp in a part time role and during the camp program in a full time role
- Actively participate in the hiring of employees and placement of volunteers prior to the full time contract beginning
- Willing to live in a residential setting during the implementation of the camp program
- Participate in all trainings required for this position – some travel may be required
- Available for the full duration of the camp program (see above)
- Be employed only by Girl Guides of Canada, Ontario Council during the full-time component of your contract
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer

Qualifications (must, or be willing to obtain, to apply for position):

- Minimum of 5 years of experience in residential camp senior leadership which includes responsibilities involving staff supervision, conflict resolution, appropriate business skills and youth program management
- Meet all requirements outlined in the Ontario Camps Association's standards for the role of a Camp Director
- Demonstrated ability to work in and lead others in a team atmosphere
- Full G driver's license and over the age of 21 for insurance purposes preferred
- Computer proficiency in a Windows environment (Word, Excel, Outlook)
- Current throughout employment period: Active adult membership in GGC with Safe Guide training (can be obtained within one-month of the start of your contract if you aren't a current member)
 - Standard First Aid including CPR B
 - Criminal Records Check to comply with membership in Girl Guides of Canada-Guides du Canada (GGC)
- Must attend trainings at Camp Ma-Kee-Wa, April 30th - May 3rd and June 1st - 5th
- Directors at our Overnight & Combined Camps will move to live full-time at the specific camp locations as of June 6. Directors at our Day Camps will be required to work on-site at the camp they are hired for full-time as of June 6.

Reports to: Camping Program Supervisor

Works Collaboratively With: Camping Section Employees & Volunteers

Accommodation:

Overnight Camps: Live in staff accommodation but will be assigned to stay on a site (building or tent) to help cover ratio or support staff.

Day Camps: No on-site accommodations provided except for a practice overnight during staff training and Trek week Super Thursday overnights to meet ratio with the campers. The overnight accommodation may be shared with other staff and/or campers.

Responsibilities (training on these “responsibilities” will occur before you begin your role):

Section One: General Responsibilities

- Actively provide visible leadership to the camp team in the implementation of the overall camp program
- Learn and use the following documents within the camp you are hired for. This includes but is not limited to:
 - GGC "Safe Guide" (our national Risk Management guidelines and forms)
 - GGC program for all ages (e.g. Spark, Brownies, Guides, etc)
 - GGC, Ontario Council Terms of Engagement (part of the Contract)
 - OCA Standards/Guidelines/Best Practices
 - Municipal and provincial regulations as they apply to camp programs
 - Specific summer camp program opportunities advertised for the summer program 2015 (website)
- 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. Resolution must be in a timely manner and follow our organization's best business practices for customer service to ensure minimal impact to our organization
- Operate the camp as outlined to parents in our marketing materials

Section Two: Leadership

- Overall responsibility for the implementation and operation of the camp program as outlined in the Camps marketing materials.
- Provide an environment that maintains the focus of all actions on the needs of the camper
- Assessment, management & implementation of risk management procedures for all activities. The primary source of reference for these procedures will be Safe Guide
- Implement and enforce all requirements established by both organizational and governmental bodies
- Develop and implement an effective work environment for the staff to implement a safe, healthy and challenging program to the campers
- Be accountable for the actions of the staff team as it pertains to the implementation of their job responsibilities
- Be visible during all transition times, deliver program sessions and spend time on site with campers and staff.
- Communicate with your Supervisor or delegate on a regular basis to ensure they are aware of the current state of affairs at your camp, potential areas of concern, your management of issues and areas of success

Section Three: Staff Management

For the purposes of this position description, the staff team for our Camping Operations includes both volunteers and employees.

- In partnership with your Supervisor (or delegate) and Camping Human Resources Coordinator, ensure that all necessary employee vacancies are fulfilled in accordance to the practices established by GGC, Ontario Council. This will involve occasional part-time work (approximately 5-15 hours per week depending on the size of the staff team) throughout the months of February to May
- Ensure that all necessary volunteer vacancies are fulfilled in accordance to the practices established by GGC, Ontario Council. This will involve work throughout the months leading into the start of the camp program
- Provide a work environment that implements harassment free, fair and equitable practices for all members of the staff team and ensure compliance with all practices adopted and established by GGC, Ontario Council
- Implement appropriate conflict management procedures to ensure that grievances are resolved, managed and/or escalated in a timely manner
- Ensure that all staff members are trained to the appropriate standards and expectations for the delivery of their responsibilities

- Participate in all trainings as defined by the Camping Section
- Provide overall supervision to all staff and ensure any concerns in their implementation of responsibilities are identified, rectified and monitored. Provide appropriate recognition to individuals for a job well done
- Ensure a time off schedule is provided to the staff team at least 2 weeks prior to the first day of scheduled time off
- Ensure that the Camping Supervisor or delegate is apprised of any concerns with employee performance and action steps that are being put in place. Provide recommendation for the termination of employment
- Ensure all employees receive professional feedback and performance appraisals prior to the completion of their term of employment. Performance appraisals are to be managed under the practices established by GGC, Ontario Council
- In our smaller camp operations (as determined by the organization and reflected in the Reporting Structures), the role of Camp Director takes on the duties of the Camper Care Director and directly supervises the Camper Coordinators, Day Camp Coordinator and Counsellor staff
- At Woolsey, Doe Lake and Wyoka, the Camp Director will be responsible for scheduling coverage of all the Saturday Activity Facilitation which occurs on their site and other camps assigned to them.

Section Four: Business Management

- Comply with all practices established by GGC, Ontario Council in the implementation of the business component of the summer camp operations. This includes but is not limited to:
 - Financial accounting and management controls including processes for receipts, purchasing and p-cards
 - Report management:
 - Reports for equipment improvements and maintenance
 - Camper reports
 - Staff reports
 - Financial report
 - End-of-year reports detailing the operations of the camp and recommendations for change for the following year
 - Summer camp procedures
 - Communicating with third-party service providers, busing companies, bus stop locations and/or caterers to ensure that all associated details are secure (this will be a requirement once the full time part of the contract begins)
- Establish a way of work with the camp property staff and their volunteer community to demonstrate knowledge of the Summer Camps Responsibilities document (an agreement on ways of work between our Property Department and the Camping Section, e.g. how garbage is managed, who puts up tents, who tests water, what to do if a repair is required)
- Provision of all reports, financial materials and other documentation prior to the end of the term of contract by the agreed upon date as communicated by your Supervisor (or delegate)

Positions for the Role of Camp Director/Coordinator include:

Combined Overnight & Day Camps

1. Woolsey Camp Director (Full Summer, Day Camp & Overnight Camp)- Ottawa, ON
2. Ma-Kee-Wa Camp Director (Full Summer, Day Camp & Overnight Camp) – Palgrave, ON

Summer Day Camps

1. Ademac – Oshawa, ON
2. Carruthers Point – Kingston, ON
3. Mississauga Guiding Centre – Mississauga, ON
4. Orenda – London, ON
5. Tekahionwake (Teka) – Paris, ON

Summer Overnight Camps

1. Adelaide – Haliburton, ON
2. Bonita Glen (weekends only) – Orillia, ON
3. Doe Lake– Huntsville, ON
4. Wyoka– Clifford, ON

*Camp Directors will be recruited throughout January and February 2015.

Notes:

- Contract dates and salaries for Camp Directors will be provided during interviews
- Assignment to specific areas can be changed as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camping Program Supervisors or Manager.
- GGC reserves the right to assign employees to assist at camps other than those for which they are hired.
- GGC reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.

For these positions only, please apply by e-mail with a resume and your position of choice to [Leeanne Federico, H.R. Coordinator- Camping \(hr.coord2@guidesontario.org\)](mailto:Leeanne.Federico@hr.coord2@guidesontario.org) by January 15, 2015. All other staff positions can only be applied to through an on-line application. This will be available in mid-January at www.girlguides.ca/ON.