

Camp Wendake Job Description: Camp Director

1. General Objective

Directs the preparation, implementation and evaluation of Camp Wendake's one week residential camp; including strategic planning, budget development, funding, staffing, safety, program development and delivery, spiritual direction, kitchen and maintenance. Also oversees continuous improvement and evaluation to ensure staff and campers have a wonderful camp experience while embodying CW's mission, values and community contract.

2. Areas of Responsibilities and Accountability

A. Accountability

- The Director is a volunteer hired by the Governance Committee. S/he reports to and takes direction from the Governance Committee.
- Maintains good working relationships with community associations, Board, staff and other organizations and funding agencies.
- Monitors programs and activities and regularly reports on effectiveness and provides recommendations for change.
- Acts as a resource the Governance Committee so that policy decisions are made on an informed basis including the development of job descriptions, operations manuals/processes to ensure a successful transition in future leadership.
- Keeps the Governance Committee informed of significant issues affecting the development and delivery of program.

B. Financial Management and Budgeting

- Works in consultation with the Governance Committee to establish budget & fundraising goals
- Ensures financial operations in accordance with accounting principles.
- Oversees financial operations in consultation with the Treasurer to ensure bill payment, receipts are issued and expenses are documented.
- Requests Petty cash from the Synod Office Secretary/Treasurer before camp and oversees and expenditures during camp.
- Reconciles expenses at camp's conclusion and arranges payment for outstanding invoices and unforeseen expenses incurred during camp.

C. Community & Media Relations

- Available to represent Camp Wendake as an ambassador to all communities having an interest in the success of the camp including: Ontario AIDS Network, other AIDS Support Organizations, Pride, Huron Church camp, Huron Diocese, Snowy Owl Foundation and others.
- Available as a Camp Wendake spokesperson and representative at community and fundraising opportunities including media relations.
- Forwards requests for interviews and /or information from media and community to Governance Committee.
- Ensures the webmaster obtains required information for the website in a timely fashion.

D. HCC Rental

- Establish and maintain a cordial relationship with the Director of Huron Church Camp (HCC)

- In February, the CW Director meets with the HCC Director to review issues regarding the previous years camp.
- Confirm the rental agreement with HCC for staff training and camp dates, pay deposit and inform committee of the dates.
- Maintain communication with the HCC Director and/or HCC designate.

E. Staff Recruitment, Development and Evaluation

Pre-Camp

- Defines roles and reviews job descriptions and timelines for the successful operation of the camp.
- Supervises the Staff director in the recruitment of staff and meeting of timelines.
- Participates in the interviewing of all new staff to assess individual strengths and areas for development and to establish a trusting relationship which is the cornerstone of the camp's community.
- Reviews staff selection to ensure certifications and documentation are in order.
- Ensures the Staffing Director has appropriate staff for all areas: Spiritual Program, Kitchen, Waterfront, Nursing, Cabin Leadership, Program, Arts, Maintenance, Complementary Therapists.
- Ensures the Staff Coordinator completes personal and criminal reference checks.
- Ensures the safe arrival and welcome of staff in conjunction with the Staff coordinator.
- Oversees and contribute to and/or deliver onsite staff training prior to camp.
- Provides opening staff address, introduce leadership team and the staff coordinator who completes staff training.
- Ensures a comprehensive training program is offered and completed by all staff.
- Consult with Staff Coordinator after staff training to finalize staff roster and inform staff of any changes.

During Camp

- Provide on the spot informal and informal evaluations in conjunction with the Staff Coordinator in Daily Cabin Group Meetings and Full staff Meetings to ensure staffing and program mission alignment, safety and quality.
- Obtain feedback, formally and informally to ensure program integrity and camper and staff wellbeing.
- Lead formal and impromptu daily meetings with Leaders and program providers adjusting camp program and operations according to feedback.
- Monitor staff's accident/incident response, evaluation, documentation and program/policy revisions to ensure compliance and adherence to Ontario Emergency Response Protocols.
- Provide staff arbitration, mediation and discipline up to and including termination.

Post Camp

- Coordinates debriefing of camp, including meeting with the Staff Director (SD) and "On-Site" Leadership Team.
- Provides a post-camp review of policies and procedures including recommending revisions to manuals, job descriptions, training and staff evaluation process.

- Reviews staff performance concerns with the SD including the need for disciplinary action, and/or requesting that staff re-apply or not return.
- Meets with or speaks with all core leaders to review operations and recommendations for improvement
- Write and send personalized letters of appreciation to all staff, committee, and section leaders and requests SD does the same.
- Provides reports and recommendations from core leaders and the director to the Governance Committee in a timely manner to facilitate preparation for the next season.

F. Leadership

- Requests reports from Program Leaders
- Produces Directors report for Operations Committee/Board
- Accountable for the successful operation of a week-long camp.
- Provides Project Management: oversees and supervises the, budget, staff and program.
- Ensures leaders meet all timelines.
- Relationship Management
- Communication
- Mediation, Arbitration, Conflict Resolution and/or Discipline.
- Supervision & Role Modelling
- Committee Meetings

G. Camper Registration

- Supervises Registrar to ensure camper registration process follows timelines and objectives including setting standards for registration including camper registration fees, registration and travel bursaries.
- Assists the Registrar and Nursing Director to ensure appropriate camper selection so there is compatibility between campers needs with program and site services.

H. Safety and Risk Management

- Checks with leaders to ensure camp preparedness
- Checks with onsite manager to ensure site preparedness
- Directs, supports, supervises and monitors leaders/volunteers to ensure a safe, fun, and incident/accident free camping experience by complying with OCA and HCC policies procedures.
- Monitors staff and camper well being by on-going communication.
- Documents and debriefs accidents and incidents to facilitate improvements and eliminate risk factors.
- Provides crisis management following CW Emergency Protocols.
- Insurance is provided through the Huron Church Camp.

I. Program Quality

- Ensures each camper and staff has an optimal experience.
- Review program planned by each Program Director to ensure that measurable objectives for each program area can be achieved.
- Ensures guidelines, standards and protocols are in place and being monitored and updated as necessary.
- Promotes optimal communication occurs between all program areas before and during camp to coordinate activities and ensure optimal program content.

- Measures formally and informally the quality of program and staff performance, with the assistance of the Governance Committee.
- Debriefs and evaluates to ensure continuous improvement.
- Provides information, advise, mentorship and support to their HIV/AIDS camps as requested.

J. Link Between Operation and Governance Committee

Visioning-participation in strategic planning and review as initiated by the Governance Committee

Monitors demographics of campers to determine future trends.

Provides input to the Governance Committee on process issues such as establishing and interpreting terms of reference, decision making and accountability.

3. Specific Skills, Experience or Qualifications Required

- Comfort and skill with all forms of communication including electronic formats
 - Budgeting, Fiscal Management and fundraising
- Builds and establishes trust with campers, staff, committees and community
- Motivating and Inspiring
- Community, Media and Interpersonal; Relations
 - Experience and appreciation for Harm Reduction philosophy and practice as it relates to Camp Wendake
- Conflict Resolution, Empathetic Listening, Diplomacy Mediation
- Consultative Leadership Approach
- Crisis Prevention and Management
- Decision Making and Problem Solving
- Evaluation both formal and informal
- Management, Supervision and Committee Leadership
- Relationship and Partnership Building
 - Staff Assessment, Training, Supervision, 'On the Spot' Development and Evaluation Strategic Visioning, Leadership, Planning and Organizing
- Understanding of Spiritual foundation of wellness and healing
- Walking Your Talk (Camp Wendake's mission and value statements)
- Previous leadership and committee experience is an asset

4. Personal Traits and Qualities Sought

Approachable, Calm under pressure or crisis, Compassionate, Clear and Direct, Empathetic and Patient, Enthusiastic, Diplomatic, Has Integrity, Honest, Spiritually Centered, Supports and Celebrates Diversity

5. Term of Commitment

Minimum two years, three preferred

6. Succession Plan

- Leads in the development/revision of manuals/processes to ensure a successful transition in future direction and leadership.
 - The Director provides one year's notice of leaving to the Operations Committee
 - The outgoing Director is asked to assist with the orientation and 'on boarding' of the new director.

7. Training/Orientation Provided

- Provided on the job by existing leaders, orientation provided by the Governance Committee
- Suggest participation in Ontario Camping Association conferences and also the Association of Experiential Education (AEE)

8. Support, Direction and Feedback

- Provided by the Governance Committee, past Camp directors
- It is recommended that a student in the UWO Industrial Psychology program at the Master's or doctoral level develop a 360 degree evaluation process for Directors

9. Rewards

Service above self

10. Level of Risk

High: as the Director is ultimately accountable for the safety, budget and the wellbeing of campers and staff. In addition, for the duration of the camp, the director is also responsible.