



PERSONNEL

Job Descriptions

Section 5.1

1. CAMP DIRECTOR (hereafter called the Director)

A. General

The role of the Camp Director is to direct the staff, camps and program according to the "United Church Camping Standards" and under the guidelines of the British Columbia Camping Association.

The Director:

- a. is employed by, and responsible to, the Cultus Lake United Church Camp Board. She/he reports to the Administrator and/or delegate on all matters relating to the camp during the time she/he is Director.
- b. is aware of, and familiar with, the Cultus Lake United Church Camp Mission Statement; is in support of the purposes of camping in the total programme of Christian Education in the United Church; and is able to facilitate that awareness in the Staff.
- c. agrees to participate in special study and available training prior to camp, as suggested by the Camp Board, and present to the Camp Board an evaluation of such participation.
- d. is a liaison between the Camp Board and the staff and campers. As such, the Director must practise discretion and confidentiality. As an adult role model in a position of authority, the Director's personal conduct must be at all times above reproach.
- e. completes the "Daily Log Journal" as per policy.
- f. completes *Staff Self-Evaluation* form.

The Camp Board recognizes the loneliness of this position and offers support to the Director in decision making, enforcing discipline, and providing positive feedback.

At all times, there will be a Camp Board member on call and each camp will be visited at least once by that person.

B. Daily Functions

The Director has authority over all routine matters relating to both salaried and volunteer staff (hereafter all volunteer and paid personnel will be referred to as "staff" unless otherwise noted) as well as campers for the duration of the camps.

The Director:

- a. assigns appropriate and adequate staff to cabins.

- b. adjusts cabin membership if necessary.
- c. enforces campers' and leaders' curfews.
- d. is the last person in bed after a cabin check/head count.
- e. advises the cook in advance (one day at least) of any adjustments to menus or meal times and of campers' or staff birthdays.
- f. organizes and oversees activity and chore duty.
- g. prepares charts for daily use of such activity and chore duty.
- h. when leaving the camp for any reason, appoints the Assistant Director to be in charge, or a responsible substitute if the Assistant Director is not available.
- i. ensures that lifeguard staff is on duty.

C. Staff: Salaried and Volunteer

The Director:

- a. assists the Camp Board and the Administrator to recruit leadership paid staff for the camp and be present at interviews.
- b. may assist the Camp Board in recruiting volunteer staff. Sources of recruitment are previous volunteers, paid staff applicants, and volunteer applicants.
- c. organizes and implements leadership and staff training programs, in conjunction with the Administrator and/or Program Committee; is responsible for obtaining the services of a qualified instructor to teach, during the leadership training week, a Basic First Aid course to staff and volunteers, and a qualified Ministry for Children and Families Child Protection Social Worker or otherwise qualified personnel to train staff in procedures regarding abuse disclosure.
- d. ensures that all staff have knowledge of DISASTER PROCEDURES, and have learned SEARCH AND RESCUE PROCEDURES for lost, missing, or runaway campers; ensures all staff know the "FIRE PLAN" and procedures to follow in case of an accident, the CHILD ABUSE AND NEGLECT POLICY, and the UNAUTHORIZED PERSON ON CAMP PROPERTY policy.
- e. allows and encourages all staff to develop their own style of leadership, provided those styles are in keeping with the Cultus Lake United Church Camp mission statement.
- f. helps volunteer counsellors and paid leadership staff facilitate their own interpersonal skills and abilities, focusing on what they do right, and providing regular positive feedback.
- g. meets with program and kitchen staff, nurse/first aid person, and waterfront personnel for orientation and planning.
- h. arranges and attends daily "in camp" staff meetings.

- i. is responsible for maintaining good relationships between volunteers and paid staff. The Director will not hesitate to contact the Board through the Administrator, Board Chair or delegate if unsure of how to handle any given situation.
- j. is familiar with staff self-evaluation forms and process and instructs volunteer and paid staff in their use; ensures they are completed and reviewed as per policy.
- k. has the authority to suspend and dismiss from camp any employee or volunteer felt to be seriously harming the camp or program. Such cases will be brought immediately to the attention of the Administrator and Camp Board for immediate action.
- l. knows and follows the grievance procedure, familiarizes staff with it, and ensures that this procedure is followed as warranted.

D. Program

The Director ensures that respect for each other, God, and for God's creation is woven through all camp activities and that appropriate worship is offered to all campers.

The Director:

- a. participates with the Program Committee (See 1.65) in developing camp programs.
- b. coordinates use of available and accesses new activities, worship, craft and other resources in conjunction with the Program Committee.
- c. maintains and files written daily program records for each day of camp program.
- d. sets reasonable bedtimes and is aware of the sleep requirements of children of different ages.
- e. knows and follows procedures regarding sending a camper or volunteer home because of discipline problems.
- f. notifies parents if a child is taken off camp property for medical attention; **KEEPS A WRITTEN RECORD** of campers off-site at any time.

E. Site Maintenance

The Director:

- a. is responsible for the general cleanliness and sanitation of the camp.
- b. ensures that cabins are well cleaned and mattress covers are wiped with Lysol and/or other approved disinfectant between each camp, or daily as necessary.
- c. ensures that washrooms are clean and grounds are neat and tidy before the next group of campers arrives.
- d. is responsible for contacting the Administrator or Caretaker when repairs or emergency assistance are needed. The Administrator or Caretaker will contact the appropriate support people.

F. Camp Close Down

The Director:

- a. assists with cleanup and close down at the end of camping season.
- b. ensures that paid staff compiles appropriate inventories at the end of camping season as directed by the Board.
- c. ensures that the camp is left in a fashion approved by the Administrator, as outlined in the document entitled "Physical Care of Camp."
- d. completes reports as required by the Camp Board and sends notes of thanks to the counsellors no later than September 30th.
- e. Presents report covering the camping season (*End of Summer Report to the Board of Directors*) and returns camp records to the Camp Board no later than September 30th. The report should include inventories, recommendations to the committee and a discussion of all major events/occurrences of the summer, plus any other information the Director feels the committee should know. (See Appendix I, Forms, *End of Summer Report to the Board of Directors*.)

G. Other

- a. The Director informs a Camp Board Representative immediately of abuse disclosures, or concerns regarding abuse; informs the Ministry for Children and Families and/or the Royal Canadian Mounted Police (as appropriate) immediately of abuse disclosures.
- b. The responsibility of discharging any staff member belongs to the Camp Board.
- c. The Director ensures the *Cultus Lake United Church Camp Paid Employee List* is completed prior to the commencement of summer camp and copies distributed as noted on the form.
- d. The Director ensures the *Cultus Lake United Church Camp Volunteer Counsellor/Staff List* is completed prior to the commencement of summer camp and copies distributed as noted on the form.

ACCOUNTABILITY: Camp Administrator