



PERSONNEL

Job Descriptions

Section 5.2

2. PROGRAM DIRECTOR

The Program Director works in a team relationship with the Camp Director. She/he works to ensure the effectiveness of all aspects of the summer camp program, while carrying lead responsibility for specific functions as assigned by the Board of Directors and/or the Camp Director.

A. Daily Functions

The Program Director:

- a. May be called upon to act as a cabin leader.
- b. Provides administrative support to the Director by sharing responsibilities.
- c. Is never off site at the same time as the Director and takes over Director's role in the event that the Director must leave the camp. Is familiar with the Director's job description.
- d. Respects all camp rules, regulations and policies.
- e. Attends pre-camp training sessions and daily in-camp staff meetings.
- f. Is actively involved in the planning of the total in-camp staff meetings.
- g. Assists the Director, qualified personnel and other camp leaders in the on-site camp training week programs. Will also participate in these training programs.
- h. Provides support and encouragement to campers with respect to their level of independence, and to recognize and utilize potentials for personal growth and social development.
- i. Participates in events, such as group discussions, field trips, social, recreation, and other activities.
- j. Works cooperatively with other camp staff to achieve the objectives of the camp programs.
- k. Plans, leads, coordinates and manages all phases of the camp programs in accordance with the camp philosophy and the camp rules, in conjunction with the Director.
- l. Ensures with the Director that orientation, training and camp staff manuals have been provided to all camp staff and to volunteers.
- m. Facilitates communication between all camp staff and develops an effective staff team.

- n. Thoroughly understands all camp rules and procedures, especially those pertaining to emergencies.
- o. Participates actively in the recruiting, orientation, and training of the volunteer staff. Develops (in conjunction with the Director) and leads the counsellor-in-training program as required.
- p. Has responsibility for the overseeing and guidance of volunteer staff (in consultation with the Director).
- q. Is a key resource in effectively dealing with conflicts that may arise during the camping season; makes recommendations for improvement.
- r. Is responsible for the storage and care of all recreation and program equipment; reports any loss or damage to the Camp Director; takes inventory at the end of the camping season; makes recommendation for improvement.
- s. coordinates daily program and activities.
- t. Assists the Director in other ways as required, especially with camp paperwork and reports.
- u. In order to act effectively in the absence of the Director, is familiar with the Director's job description.
- v. Develops (in conjunction with the Director) and leads the Counsellor-in-Training program as required.
- w. Completes *Staff Self-Evaluation* form.
- x. Assists the Director in reviewing the *Counsellor* and *Staff Self-Evaluation* forms as per policy. (See Appendix I) Assists the Camp Director in completing the *End of Summer Report to the Board of Directors* form. (See Appendix II)
- y. Will inform the Director and/or a Camp Board Representative immediately of abuse disclosures and ensure the Ministry for Children and Families is informed.
- z. Will assist with and oversee the Christian Education Program. To ensure the program is operated in accordance with camp philosophy and the beliefs of the United Church of Canada.
- aa. Is in charge of implementing program for Crew-'Counsellor in training program' in conjunction with the Executive Director.

ACCOUNTABILITY: The Director

