

Job Title: Program Director

Location: Elmwood, Ontario – Between Hanover and Durham Ontario

Dates of Employment: June 19th, 2022 – August 28, 2022

About Us:

Since 1971, Camp McGovern has been faithful to the original vision of providing underprivileged children and youth with the opportunity to go to overnight camp. At Camp McGovern we serve approximately 75 kids a week - all of whom are referred through Children's Aid, United Way Agencies or Big Brothers Big Sisters. We are situated on 120 acres located along the beautiful Saugeen River, near Hanover, Ontario.

Our team of staff and volunteers put on an array of activities throughout the week including: Arts & Crafts, Nature Programs, River Rides, High/Low Ropes, Archery, Swimming, Canoeing, Campfires, Games and more. Camp McGovern is a welcoming, safe environment where Campers and Staff come from all walks of life and experiences. We value friendships, we foster leadership and we hold a shared passion for having FUN.

If you want to make an impactful difference while utilizing your experiences, education, leadership and skills, then this may be the perfect fit for you!

Job Description:

Camp McGovern is a registered charity seeking a Program Director for our summer camp operations. We are looking for an enthusiastic candidate who has a big heart, a positive attitude and a desire to be a leader in the camp community.

Camp McGovern's Program Director is responsible for overseeing all program activities and logistics including, but not limited to, evening programs, day trips, camp wide activities, weekly themes, campfires, program sessions - including supporting staff who are running them, and making sure everything happens according to a program schedule.

The Program Director is the main producer of fun at camp. They ensure that all programs and activities are completed in a safe and fun way. The Program Director needs to be safety-oriented, as well as able to effectively communicate with the entire camp staff

including counsellors and other program specialty staff. The Program Director will be responsible for examining how well the overall program is meeting the camp's mission, vision and objectives.

Job Responsibilities:

- Lead in the organizing and setting up of camp programs prior to the start of camp with a focus on ensuring that policies and procedures meet the required OCA standards and regulations.
- Plan, organize, lead and participate in camp program activities which include hiking, canoeing, swimming, games, archery, nature, and more.
- Organize special guests that relate to the weekly themes.
- Work within a set program budget to ensure program areas are stocked and the weekly allotment is spent in line with program priorities.
- Ensure all safety policies and procedures are adhered to.
- Work with the Camp Director to plan a weekly schedule that includes a wide range of activities and sessions led by cabin counsellor/program leaders.
- Plan full-camp activities and communicate in advance to the Camp Director how many staff will be needed at the activity to run and supervise it successfully.
- In collaboration with the rest of the leadership team ensure that the schedule runs smoothly and adjust the schedule as needed to accommodate camper feedback, staff feedback, staffing issues etc.
- Encourage staff to be flexible and attentive to their campers' needs and desires for programs.
- Provide leadership and support for the staff to ensure program goals are met.
- Assist in maintaining accurate program records including incident/accident reports, camp documentation and weekly attendance.
- Maintain inventory of program supply spaces and ensure that they are secured when not in use.
- Understand, follow, and enforce all camp policies, protocols, and procedures outlined in the Operations Manual.
- Manage rotational program schedules to ensure all programs have an appropriate level of supervision.
- Assume a lead role in crisis management/emergency response.
- Build positive relationships with campers and staff to ensure a safe and enjoyable camp experience.

- Document program accomplishments and camper successes.
- Collaborate with the Leadership Program Coordinators in running a successful LIT/CIT program.
- Organize and facilitate team building activities for campers, and modify programs for campers with limitations.
- Conduct daily checks of all program areas to ensure that they are safe, clean, organized, and proper storage procedures are being followed. Report any deficiencies.
- Meet regularly with specialty program leads and provide support and ensure they are given the tools and resources to offer successful programs.
- Participate in camp special events, cabin supervision, and other camp duties as required.

Our ideal Program Director:

- **F**osters self-esteem, social skills, and respect for others.
- **U**ncovers potential for personal growth in campers.
- **N**urtures mentoring, teamwork, and leadership development.
- Is a positive and conscientious professional who, in collaboration with the rest of the camp staff, ensures a safe and fun experience for our campers.
- Has strong interpersonal skills, including patience and communication
- Is empathetic to the diverse group of campers that we serve.
- Is safety driven in everything they do.
- Provides comfort and support when someone needs it.
- Communicates well and seeks help when needed.
- Is organized and keeps accurate records.
- Is able to act in a supervisor role.
- Understands the importance of camper confidentiality, but knows when a disclosure is required (training provided).
- Is resourceful and creative when it comes to all activities.
- Is able to take initiative to create activities on the spot.
- Has experience working with people of diverse backgrounds. We do not discriminate on the basis of race, color, origin, age, sex, sexual orientation or disability.

Qualifications:

- At least 19 years of age.
- Valid First Aid/CPR-C
- A satisfactory Police Records Check - including the Vulnerable Sector Screening (dated within 3 months of employment).
- Certifications in Challenge Courses, Lifeguarding, Canoe/Tripping, Wilderness First Aid etc. are considered an asset, but not required.
- Experience in camp settings, youth programs, recreation, supporting children with special needs, outdoor education, forest school or related fields would be considered an asset.