Countryside Camp & Conference Centre Association (CCCCA)
SUMMER CAMP DIRECTOR
JOB DESCRIPTION

Accountable to: Director of Operations
Dates: Jan 1-April 30 - 8 hours per week
May 1- Aug 31 - 40+ hours per week
Location: Countryside Camp and Conference Centre

The incumbent will:

Develop, Design, Promote and administer the summer camp program (Camp Shalom) offered by CCCCA supporting our Vision, Mission and Core Values.

Qualifications:

- A sincere love for the Lord Jesus Christ and a desire to grow in Him.
- Agreement with the philosophy and policies of Countryside Camp & Conference Centre Association.
- Hold or is completing a University or College degree with training in a related field relevant to Youth Ministry.
- Have demonstrated abilities in reaching youth for Christ and teaching Biblically based Christian leadership.
- Has been in a position of summer camp leadership for at least one year and in a non-leadership role for at least two years.
- Understanding of the standards and requirements of the Ontario Camping Association
- Relates well to a wide variety of age groups and has good people and customer service skills.
- Has a teachable spirit and is willing to work in a team environment.
- Has the ability to organize time and use it effectively, balancing office responsibilities with time in the field and in programs.
- Is a good decision-maker who is comfortable with the give and take of shared responsibilities for Camp ministries.
- Is computer literate, understanding Microsoft products, web site use, spreadsheets, internet, email promotion, social media networks, and communication.
- Is physically able to handle the physical demands of the job.
- Has a clear criminal record check.

Current Nature and Scope of the Job

- To develop, administer and facilitate the Summer Camping Programs which may include residential camps, and day camps.
- Represents CCCCA and the Summer Camping Programs as an official spokesperson in the community.
- Manage personnel, budgets and resources effectively in view of the Strategic Plan.
- Maintain expense reports for the Summer Camping Programs.

Primary Function and Responsibility:

Program Development and support:

- Lead in the development of a theme for the Summer Camp Programs and provide the resources and training for counselors and staff to teach in the program.
- Be prepared to commit June, July and August exclusively for the Summer Camp Program needs in addition to many days required for interviewing potential staff.
- Primarily live onsite in July and August.

Staff and volunteer hiring, support and development:

- Interview all summer staff applications
- Collect all staff paperwork (eg. Health and safety certificates, police checks, medical forms, contracts, etc.
- Volunteer recruitment including volunteer screening, training, and paperwork.
- Facilitate the operation of the Summer Camp Programs through staff hiring, management, training and appraisal, as well as maintaining personal involvement with campers, parents and staff on a daily basis.
- Be visible on the camp property and involved in the program at all times during the camping season.
- Be a spiritual leader among the summer staff and encourage leadership development.

Marketing and Advertising:

- Assist with advertising for summer staff positions including digital advertising, church visits, visit youth groups, events, job fairs, printed material, etc.
- Assist with designing and ordering camp merchandise.
- Attend Camp Fairs to promote Summer Camping Programs throughout Southern Ontario.

Support parent needs:

- Work with parents to accommodate for special situations and camper needs.
- Be available to parents for questions or concerns. Be available to give tours to parents/guardians as requested.

Other:

- Assist in the preparation of the facility for summer camp in cooperation with the maintenance staff.
- Communicate regularly with the Program Director on every aspect of the program, as deemed necessary by both parties.
- Attend the weekly CCCCA staff meetings.
- Work in cooperation with the Office Manager, Maintenance Manager, Food Services Director, and Bookkeeper to achieve summer camping goals and objectives.

The essential functions of the position include, but are not limited to, the duties listed in the job description. Countryside Camp & Conference Centre reserves the right to add to, delete, change or modify the job duties. The success candidate will agree to the CCCCA Conduct of Life Policy, operational policies and strategic plan.