Team Lead of Camp Experience Position Description

Overseeing program and site reps

The Team Lead of Camp Experience is responsible for the overall success of camp programs during the interprovincial event:

- ensuring the safety and well-being of all campers, staff and volunteers during the camp.
- ensuring that all programs and services are delivered according to the contracts signed between ANY Council and all user groups, in accordance with GGC policies and procedures.

This includes all aspects of staffing and supervision for program delivery.

Reports to, is accountable to and evaluated by:

- Camp Director

Responsibilities

General Program Leadership Responsibilities

- Member of the Planning Committee to plan and execute the camp goals
- Responsible for the planning of daily camp activities and creation of activity schedules with appropriate leisure and recreational activities.
- Present camp information/reports as required.
- Overseeing camp crew, participants, as well as ensuring the wellbeing of campers.
- Prepare and manage the program budget.
- Oversee the orders for program equipment and supplies for all on- and off-site program.
- Ensure all programs and activities accessibility for all.
- Ensuring safe practices and a healthy camp environment.
- Maintain event binder/shared drive for ANY Council. Keep records and document processes in the event binder/shared drive
- Be present on camp site for the duration of the event
- Be a positive role model and provide support to core crew and participants
- Ensures that the SG.4 process for serious incidents, issues, complaints or important changes to the program is followed.
- Replace Team Leads and core crew as needed
- Ensure that all core crew and patrol guiders on site adhere to GGC Policies and Procedures
- Ensure policies and practices outlined in Safe Guide and GGC.
- Ensure all provincial/municipal protocols are being followed.
- Adhere to the rules established by the owners of the camp location.
- Maintain positive working relationships with participants, parents/guardians, core crew, patrol guiders, staff, and community agencies
- Maintain participant confidentiality at all times

Personnel

- In conjunction with Steering Committee, recruit, appoint, supervise and support a full complement of Camp Experience Committees in accordance with ANY Council procedures and standards
- Develop pre-camp orientation materials for program facilitators

- Provide program-based orientation materials for core crew and patrol guiders to the Communications Team Lead
- Participate, plan and lead effective team meetings regularly with the committee chairs
- Give guidance and direction to core crew and patrol guiders

Management & Administration

- Communicate and engage effectively with participants, patrol guiders, parents/guardians, core crew, and staff
- Work with the Team Lead of Finance in monitoring all expenses and revenues within the framework of the program budget
- Assist with promotional events in the 2-years leading up to the event
- Oversee youth participant program schedules

Health, Safety and Wellness Responsibilities

- Must be completely informed and up to date on all safety-related protocols and procedures as per the SG.4
- Ensure all activity and out trip leads follow and adhere to Safe Guide protocols, including Safe Guide permission forms and water safety forms for participants.
- Ensure all program facilitators on and off site are aware of Emergency Response Plan (SG.4).

Program

- Oversee the camp programs
- In coordination with Site Team Lead, oversee the coordination of the bus arrivals and departures to run smoothly.
- In coordination with Finance Lead and ANY Council contract signers, approve reservations and bookings for out trips in accordance with GGC policies as submitted by committee chairs.
- Ensure program supply needs collected from all program facilitators.
- Set goals and objectives for program areas. For example, activities, Crafts, out trips, and Waterfront

Skills Required:

- Strong interpersonal, motivational, communication and facilitation skills
- Working knowledge of Microsoft Office suite
- Dependable and meets deadlines
- Must be independent, self-motivated, flexible and pro-active
- Resourceful, creative; a problem-solver
- Enthusiastic, fun-generating and energetic
- Have the ability to set objectives, delegate and prioritize workflow such that goals are efficiently met
- Knowledge, understanding, and appreciation of diversity and social inclusion
- Strong organizational skills and ability to adapt to change
- Ability to work collaboratively with GGC staff, core crew and patrol guiders
- Strong conflict resolution skills and experience in youth behavior management in a camp setting

Experience, and Other Requirements:

- Member of GGC for at least five years
- A thorough knowledge of Safe Guide

- Must have camp experience as responsible guider for a minimum of two two-night overnight tenting within the last five years
- Experience leading a team of volunteers
- Experience in planning and leading programs/activities
- Experience motivating and inspiring youth and adults
- Experience with budgeting and financial management of events