

# Program Director

## Girl Guides of Canada, Ontario Council

**Priority hiring for this position is given to the applicant who can complete the full contract and will be a student in September directly following the summer program at camp.**

**Requirements of Position (must have, or be willing to obtain, to apply for position):**

- Able to be a member of a dynamic staff team delivering a girl-centered, exciting camp program experience to girls. Able to adhere to camp policies which may be limiting and not necessarily reflect your way of living.
- Able to live and work in a camp community setting with limited privacy and personal space.
- Flexibility to work long hours with a wide variety of individuals from a wide-variety of backgrounds and circumstances.
- Able to recognize emotional stressors and implement self-care strategies. Able to discuss emotional and social needs with supervisors.
- Able to participate in all training programs required for this position. Mandatory in-person training will occur within your contracted dates. A few hours of on-line training may be required to be completed prior to the first date of your contract.
- Be available for the full duration of the camp program.
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.

**Qualifications (must have, or be willing to obtain, to apply for position):**

- Minimum age of 18 years of age however 21 years of age is preferred (for driving camp vehicles and being insured on them).
- Full G Ontario Driver's License or equivalent.
- Minimum of 1+ years of experience in youth program development, preferably obtained working in an overnight camp program setting in a senior position for Summer Overnight Camp. Experience preferred at a day camp for Summer Day Camp.
- Demonstrated experience working with children in a recreational setting.
- Demonstrated ability to work in and lead others in a team atmosphere.
- Current throughout employment period:
  - Standard First Aid including CPR C
  - Police Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada. If hired, Girl Guides of Canada, Ontario Council will cover the cost to complete a PRC through our process only and we will provide further instruction once hired.
- Knowledge of the Girl Guides of Canada Girls First program

**Reports to:** Camp Director

**Supervises:**

Overnight Camps: Assigned Camp Coordinators with program specific duties (these positions vary by Camp) and Base Staff.

Day Camps: Base Staff

**Accommodation:**

Overnight Camps: Live in staff accommodation but may be assigned to stay on a site (building or tent) to help cover ratio or support staff.

Day Camps: No on site accommodations provided for day camp weeks, except for scheduled overnights.

## **Responsibilities (training on these "responsibilities" will occur before you begin your role):**

### Section One: General

- Actively participate as a member of the camp leadership team in the implementation of the overall camp program. This includes activities, meals, hygiene, health and safety. Be part of the camp community during transition times, full camp activities and ceremonies when in camp.
- Once trained, apply the appropriate organizational and governmental requirements for the implementation of responsibilities. This includes but is not limited to:
  - Girl Guides of Canada "*Safe Guide*" (Risk Management Document)
  - Girl Guides of Canada program for all ages
  - Girl Guides of Canada, Ontario Council Terms of Engagement/Contract
  - Ontario Camps Association Standards
  - Municipal and provincial regulations as they apply to residential camp program options
  - Specific summer camp program opportunities as advertised on Girl Guides of Canada, Ontario Council website
- Be an effective role model to campers and colleagues. This includes but is not limited to:
  - Living the vision, mission and values of Girl Guides of Canada
  - Respectful treatment of all campers/staff/volunteers
  - Compliance with all rules/regulations
  - Appropriate communication and interactions prior to, during and after camp
  - Maintaining a clean & safe work/living environment and general behaviour throughout the employment period
- Support and actively participate in camp management in a confidential, positive and supportive manner.
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Provide receipts and reports as required on the activity of the program. This includes but is not limited to:
  - Weekly purchase card receipt submissions
  - End-of-year summary report detailing the needs of the department in future years, supply requests, staffing needs, maintenance and full inventory of department
- Participate as a driver for camp needs.
- Ensure that the Camp Director is notified of any concerns as they arise.

### Section Two: Staff Management

- Research, prepare and implement all training components related to responsibilities during staff training ensuring that the trainings are fun, upbeat and experiential
- Ensure that all staff reportable to this position are trained to the appropriate standards and expectations for the delivery of their responsibilities.
- Develop an effective work environment for the staff to implement a safe, healthy and challenging program to the campers.
- Provide supervision to all staff and ensure any concerns in their implementation of responsibilities are identified, rectified and monitored. Provide appropriate recognition to individuals for a job well done.
- Work with the senior leadership team to ensure that each staff member has appropriate down time each day and time off throughout the summer.
- Ensure staff members are completing incident reports in a timely manner.
- Provide leadership to the staff teams you supervise and support.
- Finalize the performance appraisals for all reporting staff and ensure they are delivered within the appropriate timeframes.
- Ensure that the Camp Director is notified of any concerns with employee performance and action steps that are being put in place. Provide recommendation for the termination of employment.
- Overall responsibilities to all base staff:



## Program Director

- Lead staff training in program delivery and implementation of all aspects of the camp program including activity periods, scheduling, special events and theme days.
- Ensure the implementation of the Summer Camps Section Base & Core Programming requirements and other programming details as outlined by the Outdoor Experiences department or staff team.
- Oversee the implementation of the program and ensure that all aspects are maintained within the regulations required by organizational and governmental bodies. When it is identified that an area is not being compliant ensure that this is rectified immediately and the Camp Director is notified of the situation.
- Ensures that the staff teams have reasonable expectations for the type of programming they will be delivering and the group or the age of group they'll be working with.
- Create a master weekly schedule for campers and staff\*
- Ensure that staff complete badge brochures for camper crediting Girls First program.

### Section Two: Program Leadership

- Participate actively in the overall leadership & implementation of the camp program
- Develop, assist with scheduling\*, train and oversee the implementation of the overall camp program. Program development should include alternatives for weather related changes to general implementation. Ensure that all program planning is girl-centered and meets the objectives set out by the local camp community. Incorporate theme of the week activities into the camper experience.
- Be visible during all transition times, program sessions and spend time on site with campers and staff.
- Ensure that all staff reportable to this position are trained to the appropriate standards and expectations for the delivery of their responsibilities.
- Ensure staff submit all paperwork is provided to the camp office prior to the campers' departure.
- Ensure the program areas and associated equipment is maintained in a safe and useable condition.
- Provide each camper with a completed Badge Brochure with the assistance of the Camp Coordinators and Counsellor/Instructor staff team.
- Summer Day Camp Specifics:
  - With input from the Camp Director provide a down time schedule to each staff member of 0.5 hours for regular work days, and one hour for Trek Thursday/Friday ensuring that proper supervision and coverage is provided to the campers during this time.
  - Ride the bus and provide quality customer service to parents and camper during drop off/pick up and in transit.

\*tasks assigned to the Doe Lake Director of Operations.

### **Dates of Contracts and Required Availability (includes planning and training):**

<b>Doe Lake</b> Huntsville, ON Summer Overnight Camp (SOC)	<b>Woolsey</b> Ottawa, ON Summer Overnight & Day Camp (SOC & SDC) 2 positions available
<ul style="list-style-type: none"> <li>• June 8–Sept 4 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Day Camp June 14-Sept 1 2020</li> <li>• Overnight Camp June 14–Sept 6 2020</li> </ul>

#### **Notes:**

- Day Camp staff have weekends off. Weekend time off begins at 7:30pm on Friday and ends at the start of the assigned shift on Monday mornings. No work Aug 3- 7 2020.
- Assignment to specific areas can be changed as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camp Director.



- Girl Guides of Canada, Ontario Council reserves the right to assign employees to assist at camps other than those for which they are hired.
- Girl Guides of Canada, Ontario Council reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description.

