

St. Brigid's Summer Camp

343-550-3180

stbcamp@gmail.com



Program Director

Reports To: Camp Director, Assistant Camp Director, Camp Support Staff

Staff Training: July 2 to July 5, 2019 (paid)

Work Dates: Rental Season – End of May to End of June (exact dates to be finalized)
Summer Season – July 8 to August 23, 2019 (Monday to Friday for 7 weeks)

Salary: Based on experience and qualifications; also includes:

- Bus transportation to and from camp
- Room and board: all meals from Monday (lunch) to Friday (lunch)

About St. Brigid's Summer Camp

At St. Brigid's Summer Camp, we are committed to fulfilling the needs of today's children. It is our belief that every child should have the opportunity to participate in camp. Our camp is located on beautiful Lake Manitou, near Low, Quebec. We are a waterfront based camp with traditional camping activities including swimming, canoeing, hiking, games, arts and crafts, and of course, campfire. St. Brigid's Summer Camp is open to all children aged 8 to 14. Campers attend for five-day sessions, from Monday to Friday: boys in July and girls in August.

Job Summary

As an STB Program Director, you will be responsible for organizing, coordinating and executing the daily program for all campers, for both big and small groups. You will ensure, with your Co-Program Director, an exceptional camp experience for all campers while ensuring a safe and fun environment.

Duties and Responsibilities

Including but not limited to,

- Organize and run the daily program at camp, ensuring a safe and efficient program delivery
- Organize and deliver a comprehensive staff training with guidance from the Camp Director, Assistant Camp Director and/or Camp Support Staff
- Work closely with the Head Counsellors, Camp Director and/Assistant Camp Director in dealing with major disciplinary issues for campers and in quickly identifying any staff related issues
- Provide exceptional leadership and support to Counsellors, Head Counsellors, LIT Director(s) and Lifeguards
- Provide relevant staff members with daily progress reports
- Provide oversight, support and direction to campers and the full camp staff
- Come up with creative ideas for new and old activities to keep the program fresh and exciting
- Explain activities to large groups of campers and staff
- Set up, execute and participate in a variety of camp activities
- Lead the campers to activities throughout the day and participate with them in camp activities
- Be a full participant in all aspects of camp life

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Program Director

Duties and Responsibilities (continued)

- Maintain a neat and organized work environment
- Ensure the proper maintenance and care for all camp equipment (sports equipment, audio, art/drama equipment, etc.) according to STB maintenance schedule
- Documentation of any incidents (e.g. camper injury, camper behavioural issues)
- Organize and coordinate adequate breaks and rest times for counsellors
- Ensure that camp rules are clearly explained and understood
- Monitor the daily progress and general welfare of campers and staff members (e.g. following rules, overall health, participation, having fun, etc.)
- Assist with several special camp tasks such as camp photos, camp board, etc.
- Organize and ensure the carrying out of shared duties such as: breaks/rest times for counsellors, night duty, beach duty, etc.
- Carry out any other task/responsibility as designated by the Camp Director, Assistant Camp Director and/or Camp Support Staff

Qualifications & Requirements

- Proven leadership skills and ability to lead a team of co-workers
- Experience working with children/youth
- Ability to confidently address large groups of children and staff
- Exceptional team player, ability to work well with a variety of personalities and to give and receive feedback
- Mature individual who desires to work with children in a dynamic outdoor setting
- Excellent role model, modeling honesty, integrity and respect
- Possess enthusiasm, energy, patience and a sense of humour
- Ability to work with all children, including those who are challenging
- Provide a current Police Criminal Record Check – applies ONLY to persons over the age of 18 (see <https://www.ottawapolice.ca/en/contact-us/youth-records.aspx>)

Assets (not required)

- Experience working with children with special needs
- Experience public speaking
- Experience in a supervisory position
- Active member of school community
- 2+ years of experience on staff at a camp and have graduated from or be in University/College
- Pursuing or looking to pursue a career working with children
- First Aid/CPR
- NLS

Apply Online

<http://stbcamp.ca/staff-apply-online/>