



YWCA Edmonton
Job Description



Department: Camp Yowochas Title: Summer Camp Director Reports to: Director	Date Written: January, 2013 Last Revised: January, 2020 Revised By: Barb Specht, Registrar
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Qualifications Required:

- 18 years of age by commencement of camp program
- Proven supervisory skills (minimum one summer)
- One year program planning and delivery experience
- Experience with residential summer camp
- Current Standard First Aid and CPR and Pleasure Craft Operator's Card
- National Lifeguard Service and Challenge Course Certification are an asset

Major Responsibilities:

The Summer Camp Director is responsible for the planning, coordinating and delivering all base camp programs under the direction of the Director. Additionally, the Summer Camp Director supervises Assistant Counsellors and Counsellors, providing them with guidance, mentorship and supervision.

Position Duties

- Ensure the quality, continuity and flow of all summer camp programs
- Ensure that campers are in the right place, at the right time doing the right activity
- Ensure campers are supervised at all times
- Assist the Waterfront Specialist and Ropes Specialist in the delivery of waterfront and challenge course programs as needed
- Assist with staff skill development through hands on training
- Participate in program delivery

Human Resources

- Work in a team to supervise and provide mentorship for all Assistant Counsellors and Counsellors
- Be a member of the staff recruitment and selection team for summer camp positions when available
- Be a member of the summer staff training team
- Provide performance appraisals for staff: informally (verbally) once per month and formally (written) at the midpoint and end of each staff member's term
- Coach, mentor and discipline staff members, as required, with assistance from the Assistant Director and Director.

Administrative Duties

- Assist in administration and maintenance duties as assigned
- Perform in other positions as required
- Write a report on summer camp programs to be completed prior to the last week of camp

Serve as a member of the Camp Yowochas Senior Management Team

- Adhere to the staff code of conduct and personnel policies
- Assist in development and implementation of centre plans: marketing, promotion, budget, capital, work, fundraising, business, program, risk management, staff development
- Act as site supervisor as assigned

All other duties as assigned

Work Environment

- Camp Yowochas is a year round centre located 80km west of Edmonton on Lake Wabamun
- On site residence is a requirement of this position, accordingly, room and partial board are provided.
- On site on call duty is a requirement of this position. It is a shared responsibility among the Camp Yowochas Management team.
- Your accommodation must be maintained in accordance with Camp Yowochas accommodation policies
- Evening and weekend work is a requirement