



CAMP DIRECTOR JOB DESCRIPTION

The Camp Director is responsible for the overall success of the summer camp program administered by CCS. The Camp Director is also responsible for ensuring the safety and well being of all campers, staff and volunteers during the summer camp season, while ensuring that all programs and services are delivered according to the contracts signed between CCS and all user groups, in accordance with CCS policies and procedures. This includes all aspects of staffing, supervision, administration, management of facilities, program delivery where stipulated and supervision of the delivery of food services.

Reports to, is accountable to and evaluated by:

- Manager of Youth and Camping Services

Skills, Characteristics, Qualifications and Requirements:

- Experience working at a sleep-away (residential) summer camp.
- Educational background with a completed degree in one of: Recreation, Education, Phys-Ed, Early Childhood, etc.
- Strong interpersonal skills with a positive and cheerful attitude
- Supervisory experience, preferably in a camp setting
- Working knowledge of Microsoft Office suite
- Organized
- Dependable
- Bilingual
- Strong communication skills
- Completed Police background check (at the expense of CCS if not already completed)
- Driver's license
- First Aid certification

Responsibilities

1. General Camp Leadership Responsibilities
 - a. Pre-camp planning and logistics (3 weeks: June 5th to June 23rd)
 - b. Present on camp site in Laurentians region for the duration of the residential camp season (6 weeks: June 29th to August 11th)
 - c. Interviews, supervises evaluates the Seasonal Staff team and all hiring is done according to the predetermined budget.
 - d. Be a positive role model and provide support to campers, volunteers and staff
 - e. Staying emotionally and physically healthy for the duration of the contract
 - f. Assist with camp events and programs as needed
 - g. Ensure the success of the ACQ (Association des Camps de Quebec) inspection and certification, create the complete ACQ binder required for inspection
 - h. Work with Manager of Youth and Camping as needed to ensure the success of TEC
 - i. Provides leadership to the Seasonal Staff team through regularly scheduled team meetings, as well as one on one meetings to establish clear objectives and review performance, both



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informally and on an ongoing basis, and formally on 2 separate occasions during the summer.
Submits performance reviews on all staff by September 16, 2018.

- j. Ensures that the Manager of Youth and Camping Services is informed immediately of any serious incidents, issues, complaints or important changes to the program.
 - k. Replace other camp staff as needed
 - l. Ensure that all staff on site adhere to CCS Policies and Procedures (as well as ACQ standards)
 - m. Any other tasks deemed necessary for the successful, safe and fun functioning of the camp
 - n. Adhere to the rules established by the owners of the camp location. (CCS does not own the location)
2. Health, Safety and Wellness Responsibilities
- a. Supervises – with the support of the Camp Chef – the delivery of healthy meals to all campers, according to the predetermined budget, and taking into account special requirements indicated in the camper and staff personal files.
 - b. Create and implement an arrival protocol for campers (regarding medication, lice, bedbugs, athlete's foot etc.)
 - c. Ensure the bus departures and arrivals go smoothly.
 - d. Checking the campers' meds and ensure that files are complete (med card, etc.) at the bus
 - e. Coordinate the collecting and distribution of camper snacks (the ones that they bring with them)
 - f. Creating lists for the Kitchen staff regarding camper and staff allergies/dietary restrictions
 - g. Coordinates hospital trips and emergency interaction with authorities
 - h. Creating the camper info and meds list for the staff with the Medic
 - i. Coordinating the distribution of camper meds with the Medic
 - j. Creating a "Prevention and Care" plan for typical camp ailments with the Medic
 - k. Creating a "Hospital/Clinic" package and plan with the Medic
 - l. Keeping an up-to-date inventory of Infirmary meds and supplies with the Medic
 - m. Coordinate general site inspections to prevent accidents, injuries, damage with the Medic
 - n. Coordinating over-all infirmary plan and schedule with the Medic
 - o. Knowing camper and staff medical files in advance and planning accordingly with the Medic
 - p. The Camp Director must be completely informed and up to date on all safety-related protocols and procedures related to:
 - i. Waterfront emergencies, severe weather, waterfront evacuation, waterfront search, missing camper, dry land search, power outages, dangerous animals on site, unwanted visitors on site, evacuation because of fire, campfire procedures and Provincial Government guidelines for fire-bans.
3. Promotion and Fundraising Responsibilities
- a. Recruit at least 50 campers for 2018 camp season
 - b. Collaborates with CCS in organizing camp related fundraising events.
4. Facility, supplies and Equipment responsibilities
- a. Determines and purchases, according to a pre-determined budget and authority level, equipment and supplies needed for the ongoing operation of camp. (Payment or reimbursement to be processed in collaboration with the Manager of Youth and Camping Services.
5. Administrative Responsibilities
- a. Keeps track of purchases and petty cash with the support of Assistant Camp Director



- b. Creates, updates and maintains all Seasonal Staff employee personnel files, ensuring that these files are updated/transferred back to the CCS office throughout the season at the end of the summer.
 - c. Administers clearly written warnings as needed to members of the Seasonal Staff team.
 - d. Keeps accurate records of all camp related purchases.
6. Reports and Statistics
- a. Ensures that all scheduled reports, as well as incident and emergency reports are completed and forwarded to the Manager of Youth and Camping Services in a timely manner.
 - b. Creates and implements camper and parent pre-camp and post-camp satisfaction surveys due within one month of the closure of camp
 - c. All incident and emergency reports are submitted within 48 hours of the event.
 - d. Report number and details of participants on site provided by Wednesday of each week.
 - e. End of session reports for groups by Wednesday of the following week.
 - f. Administers and secures all cash and related items in a responsible fashion.
 - g. Compilation of parent, camper stat data sheets for Funders by September 5th, 2017.
 - h. Year-end Camp Director's report focusing on any recommended repairs or upgrades to facilities and site, as well as any recommended changes to policies, procedures and protocols for summer 2018 due within a month of camp closure.
- *The Camp Director will also work to ensure that year-end or end-of-session reports by user groups are submitted in a timely manner.
7. Enthusiastically hosts inspections or visits from Funders or authorised inspection agencies, upon a schedule authorised by the Youth and Camp Manager.
8. Participates in and assists any investigation or legal proceedings that may arise during or after the 2017 camp season.

This position includes:

- 1. Competitive remuneration in not-for-profit sector
- 2. Secure accommodation during 6 week on-site camp season
- 3. 3 full meals per day during 6 week on-site camp season
- 4. Use of CCS vehicle during 6 week on-site camp season
- 5. Accommodation may be provided for 2 people. May suit community minded couple
- 6. Rewarding experience benefitting Montreal's most wonderful children

Please send your CV and Cover Letter to Steven Valin, Manager of Youth and
Camping Services - stevev@ccs-montreal.org