



Cave Springs Camp

Phone: (905) 563-8487

Email: director@cavespringscamp.on.ca

Website: cavespringscamp.on.ca

Position: Directing Team Member

Positions Available: 3 (Assistant Director, Head of Mainsite, Head of Day Camp)

Dates of Employment: May 1 - August 25, 2018 (with some hiring duties in March and April)

Cave Springs Camp is a United Church camp located in Beamsville, Ontario offering a unique summer camp experience since 1951. Cave Springs provides Day Camp and Overnight Camp (Mainsite) programming for children and youth between the ages of 5-15. We are dedicated to providing a welcoming and safe community environment for all campers where they are encouraged to seek out challenge, build meaningful connections, and explore their relationship with God and others while learning about Christ, themselves and creation.

The responsibility and trust placed in our staff is immense and requires individuals who display a Christian commitment, caring attitude and enthusiasm for children. We are seeking individuals who are looking to explore their own leadership potential, to learn, to grow, and to be challenged.

Job Description: The Directing Team is made up of four (4) people who together share the responsibility of managing daily operations of camp. The team is led by the Camp Director, the 4th member of the team. The job is split into two main seasons. The months of May and June are spent facilitating programming for school field trip groups, training, and preparing for the arrival of staff and campers. July and August are spent managing staff, overseeing programming, and completing administrative duties for daily operations. A detailed breakdown of the responsibilities for each position can be found below.

Requirements:

1. Must have an understanding of Camp Purpose and a strong commitment to its implementation; must be able to initiate, support and encourage spiritual growth of campers and staff.
2. Must be able to relate well to a variety of ages and demonstrate an ability to mediate, facilitate and build unity among staff.
3. Enjoy working with children and possess relevant soft skills in youth interaction.
4. Must be able to make optimum use of human and material resources at camp.
5. Exhibit a practicing Christian commitment serving campers and other staff as per camp purpose and philosophy.
6. Be open and inviting to all that are at Cave Springs Camp regardless of race, gender, age and background.
7. Previous experience working in summer camping (preferred), or equivalent experience.
8. Previous experience in a supervisory role considered an asset
9. Be available for the term of employment as specified in the contract.
10. Be willing to live residentially at the camp from May 1- August 25, 2018.
11. Attend Camp training sessions as specified in the contract.
12. Must have strong leadership, initiative, organizational, and administrative skills and ability to work in a team leadership environment.
13. Submit a Police Criminal Record Check and completed medical form on or before June 1st of the year of employment.
14. Must hold current CPR and First Aid certification, or willingness to obtain essential
15. National Lifeguard certification, or willingness to obtain an asset
16. Challenge Course Certifications – ACCT Level 1-2, or willingness to obtain an asset



General Responsibilities (All Positions):

1. Be accountable to the Camp Director.
2. Ensure the SAFETY of all campers and staff in any and all activities.
3. Plan and lead camp training sessions in conjunction with the Director.
4. Ensure that an overall camp program is developed prior to camp which:
 - a. Meets the needs of the campers and staff
 - b. Makes effective use of human and material resources at camp
 - c. Integrates faith with life through session, discovery group time, evening campfires, vespers, and all aspects of camp.
5. Assist in the hiring of camp staff.
6. Provide the leadership, support and guidance for physical, mental, social, and spiritual well-being to all staff and campers.
7. Communicate with parents/guardians, agencies and campers as required.
8. In conjunction with the health care coordinator, ensure that all health and safety standards are maintained throughout the camp season.
9. Interpret and implement camp policies during all camp programs.
10. Oversee and coordinate the resource staff and all program areas.
11. Keep Board of Directors informed of all staffing issues and concerns
12. At the end of the camping season, ensure the cleanliness and upkeep of the site.
13. Be a responsible ambassador for Cave Springs Camp while off-site
14. Practice good health habits and maintain personal appearance.
15. Maintain personal conduct that is consistent with Christian commitment.
16. Assume responsibility for the use and care of camp facilities and equipment.
17. Complete end of summer reports and assist with the closing of the camp.

Specific Duties of the Assistant Director:

1. Be willing to work alongside the Director and be prepared to accept the responsibilities of the Camp Director when that person is absent from camp.
2. Be responsible for overseeing school group scheduling and programming throughout the Spring season.
3. Independently plan and implement aspects of staff training for heads of staff and all staff.
4. Complete daily administrative tasks (making phone calls, posting to social media) as designated by the Camp Director.
5. Exhibit a practicing Christian commitment with a theological stance consistent with that of the United Church of Canada. Act as a guide and an example in practices of faith formation to all of the staff.
6. In conjunction with the Camp Director determine the appropriate course of action should any issues arise throughout the summer.
7. Provide conflict resolution strategies to all staff and implement disciplinary action as necessary for staff and campers.
8. Complete end of summer evaluations for all members of staff.
9. Be available as a support for any staff member as someone to talk with, seek guidance from, or to raise any concerns with based on life at camp.
10. Any other duties as specified by the Camp Director.



Specific Duties of the Head of Mainsite:

1. Oversee and coordinate the mainsite counselling staff and a portion of programming staff as designated by Camp Director.
2. Work in conjunction with Head Daycamp to plan, organize and carry out the program aspects of camp such as evening games, talent shows and theme meals.
3. Run daily programming meetings, in conjunction with Head Daycamp, to delegate special events appropriate to the age of campers.
4. Provide check-ins with mainsite counselling staff and designated program staff throughout the summer.
5. Provide conflict resolution strategies to mainsite counsellors and implement disciplinary action as necessary for mainsite campers.
6. Be a resource person for staff to rely on for planning assistance.
7. Be available as a support for any staff member as someone to talk with, seek guidance from, or to raise any concerns with based on life at camp.
8. Any other duties as specified by the Camp Director.

Specific Duties of the Head of Day Camp:

1. Oversee and coordinate the Day Camp counselling staff and a portion of programming staff as designated by Camp Director.
2. Work in conjunction with Head Mainsite to plan, organize and carry out the program aspects of camp such as evening games, talent shows and theme meals.
3. Run daily programming meetings, in conjunction with Head Mainsite to delegate special events appropriate to the age of campers.
4. Provide check-ins with Day Camp counselling staff and designated program staff throughout the summer.
5. Provide conflict resolution strategies to Day Camp counsellors and implement disciplinary action as necessary for Day Campers.
6. Be a resource person for staff to rely on for planning assistance.
7. Be available as a support for any staff member as someone to talk with, seek guidance from, or to raise any concerns with based on life at camp.
8. Any other duties as specified by the Camp Director.

The United Church of Canada has a legal, moral, and spiritual duty to care for and protect participants in our church programs. Assessment of this job description(s) identifies it as one with the opportunity to be alone with children and in a position to exert influence on children and vulnerable individuals. This position, therefore, involved full screening measures.

Interested parties must:

- 1) complete an application at <https://cavespringscamp.campbrainstaff.com/> and
- 2) forward a resume to Sharon Millar at director@cavespringscamp.on.ca

The deadline for applications is **Monday January 29th, 2018 at 5:00pm.**

Interviews will be conducted on **Saturday February 3rd, 2018.** Cave Springs Camp sincerely thanks all applicants for their submissions, however, only select applicants will be contacted to book an interview.

