

Cave Springs Camp Job Description

Director



Cave Springs Camp

A United Church Summer Camp

The **Mission** of Cave Springs Camp is to serve Christ by encouraging campers and staff to grow in their relationship with God and others while learning about Christ, themselves, and creation.

Charitable #:
118841 535 RR 0001

Web site:
cavespringscamp.on.ca

Summer Address:
Cave Springs Camp Inc.
4410 Cave Springs Rd.
Beamsville, Ontario
L0R 1B1
905-563-8487
(May - August)

Mailing Address:
Cave Springs Camp Inc.
P.O. Box 115
Jordan Station, Ontario
L0R 1S0

The Director is responsible for the overall administration, communication, programming and day-to-day operation of Cave Springs Camp. The Director also has supervisory responsibility for all camp staff, campers, volunteers, programs and activities throughout the Spring, Summer and Fall seasons. The Director also works to promote the camp and its programs, within the communities of the Niagara Region and the surrounding areas.

Responsible To

The Director is responsible to the Board of Directors and will report directly to the Designated Chair of the Program & Leadership Committee.

Job Description

Summer Programming Responsibilities

- Supervise and manage camp counsellors and program staff, including evaluating work performance and taking disciplinary measures, when necessary.
- Coordinate the procurement of weekly volunteers to provide additional staffing, as needed.
- Oversee both Day and Residential camp programming and its development and implementation by senior staff.
- Ensuring the inclusion of Christian education within the summer program and of opportunities for staff faith development.
- Develop summer staff training program in coordination with senior staff members and members of the Program & Leadership Committee.

Spring and Fall Programming Responsibilities

- Direct educational programming using grade appropriate curricula for school groups through May and June, September and October.
- Supervise and manage a staff of approximately 6-8 people (*Spring program only*) and coordinate the addition of volunteer staffing, as needed (*both Spring and Fall programs*).
- Coordinate the accommodation of day and overnight school groups, including meals and sleeping arrangements, as needed.

Year-Round Responsibilities

- Promote Cave Springs Camp within the United Church and the Niagara Region and create opportunities for community engagement and outreach.
- Coordinate hiring of spring and summer staff, with the assistance of the Board of Directors.
- Perform the role of registrar for the Spring, Summer, and Fall programs.



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Year-Round Responsibilities (continued)

- Manage and maintain the budgets of the Spring, Summer, and Fall programs.
- Maintain daily phone and email communications, responding to information requests within a timely manner.
- Coordinate all site rental bookings and provide availability to open the site for rental groups on day of usage.
- Provide semi-annual written reports to the Board of Directors and Cave Springs Camp Corporation.
- Communicate regularly with Board of Directors and attend board meetings throughout the year.

Qualifications

- Demonstrated commitment to the Christian aims and purposes of the camp, with affiliation to the United Church.
- Previous camp leadership experience or related leadership experience in children's or youth programming.
- Knowledge and understanding of areas of childhood development and experience working with children and youth with disabilities.
- Strong communication skills and knowledge of conflict resolution and behaviour management strategies.
- Demonstrated ability to manage time and resources.
- Previous experience with implementing staff training and leadership development.
- Basic word and computer skills for administrative duties.
- Current Standard First Aid & CPR C. Additional certifications an asset.
- Valid Ontario driver's licence and access to a reliable vehicle.
- Must be willing to submit a Criminal Record and Vulnerable Sector Check, obtained no sooner than 3 months prior to start of position.

