



**Title:** *Summer Program Director*

**Company:** *Camp Crossroads*

**Location:** *Torrance, Ontario*

**Status:** *Seasonal*

*Start Date: May 3, 2021*

*End Date: September 4, 2021*

**Company Profile:** Camp Crossroads exists as a Christ-Centred ministry to support the local church in making disciples and developing leaders. We have been operating for 40 years and we are located in the heart of the Muskoka district surrounded by the beauty of lakes and forests. We are a year round facility that provides faith based recreational programs for children, youth and adults in various forms and to several different types of groups and organizations including families, schools, churches and other non-profit based groups.

### **Job Description:**

Lead the Summer Staff within a well-organized structure that provides effective quality control for our summer programs as well as encourages future program development.

1. Provide leadership and supervision to the Summer Team (May-Sept), the Day Camp Director and the rest of Summer Staff - including Bridge Staff (June-Sept).
  - a. The Summer Team positions are: Female and Male Section Heads, Special Events Coordinator, Waterfront Manager (and possibly Worship Coordinator).
  - b. Coordinate program and resource needs with Day Camp Director to avoid conflicts with program activities in our Family *or Overnight* camps.
  - c. Work on developing a corporate memory (i.e. binder outlining responsibilities and program files stored on Camp server) for future Summer Team to follow.
  - d. Help coordinate and teach training (May-June) for Team and Summer Staff with Executive Director (ED).
  - e. Manage scheduling for staff devotions in summer.
  - f. Manage time off schedule for all Summer Staff.
  - g. *Works with Office Manager to ensure adequate bus stewards are in place for overnight camper weeks.*
  - h. Manage Summer Staff curfew "night guard" and facilities shut down with Summer Team and ED.
  - i. Hold all Summer Staff accountable to camp policies and procedures with appropriate disciplinary action as necessary.
  - j. Work with ED to provide leadership in emergency procedures.
  - k. *Work with Special Events Coordinator to plan Youth Week special activities.*
2. Coordinate PeeWee weekend logistics with Summer Team before and during the Retreat.
  - a. Assign tasks – follow up on staff assignments.
  - b. MC PeeWee weekend.
3. *Support the Leader in Training (LIT) Program through collaboration with the LIT Directors.*
  - a. *Help prep LIT canoe trip if needed (food, equipment).*
  - b. *Co-lead canoe trip with LIT Directors if needed.*
  - c. *Teach in LIT training sessions.*
  - d. *Collaborate with LIT Directors regarding LIT placement in staff roles.*
  - e. *Potentially co-lead off-site LIT trip with LIT Directors if needed.*



4. *Oversee the daily running of the Overnight Camp program.*
  - a. Assist ED with strategic development of new summer programming.
  - b. Work with ED to revitalize Firesides.
  - c. Co-ordinate and allocate weekly assignments for Summer Staff.
  - d. Review all program plans and hold leaders accountable to quality programming.
  - e. Collect and review risk management check lists for all programs.
  - f. Visit all program areas during camper weeks, giving effective feedback to program leaders on how to improve their leadership and their activities.
  - g. Assign and assist weekly camp MC's.
  - h. Confirm and post weekly schedules.
  - i. Crisis management July/August (additional support to Section heads).
  - j. Help onboard incoming staff at orientation meetings.
  - k. Attend Program meetings on Sunday.
  - l. *Facilitate/run marketplace for Intermediate to Youth weeks.*
  - m. *Co-ordinate with section heads on Sunday evening Fireside talk (Junior High, Teen and Youth).*
  - n. Provide support and fill in staff gaps in urgent situations.
  - o. *Potentially be a prayer partner in a cabin.*
  - p. Mentor all program leaders throughout summer (i.e. meet regularly, be a resource).
  - q. Oversee weekly clean-up of program areas on Saturday
  - r. Help recruit staff for summer.
5. *Oversee the daily running of the Family Camp program.*
  - a. Support Family Camp Chapel leaders where needed
  - b. Ensure the quality of the special events during Family Classic weeks:
    - i. Morning program options
    - ii. Café night
  - c. Oversee the development and design of the Family Choice program options:
    - i. Specialized program areas for ages 8-17 (ie. Swimming, fishing, ski/wake, horsemanship and crafts)
    - ii. Child care supervision for 0-7 yr olds in the mornings.
    - iii. Family free-time options during the day.
    - iv. Potential evening program options.
  - d. Confirm and post weekly schedules.
6. *Manage Program/Medical Supplies:*
  - a. *Manage/Order Sports Equipment:*
    - i. Inventory equipment and record in corporate memory
    - ii. Tether ball set up
    - iii. Volleyball net set up
    - iv. Manage cleaning of storage areas.
    - v. Work with Craft Coordinator to set up Craft Hut.
  - b. *Manage First Aid Supplies for all First Aid Kits.*
    - i. Confer with Waterfront Manager regarding medical purchases.
    - ii. *Work with weekly volunteer medical staff in July/August to top up medical supplies.*
    - iii. Weekly check of First Aid supplies and re-stock/purchase as necessary.

Weekly purchase of program supplies in July/August (in conjunction with Medical supplies).



### Qualities:

Must be known for his or her Christian obedience and faith (i.e. Christ-like lifestyle)  
Desires a deeper personal relationship with Jesus Christ  
Desire for maturity in both personal & professional development  
Open minded and can champion the vision and direction of camp  
Has a love of camp and people  
Resourceful and determined  
Have a mentoring/shepherding nature along with a discerning attitude  
Passionate about seeing kids come to Christ  
High energy and outgoing personality/ Strong work ethic and positive attitude  
Ability to respect and uphold the rules of camp  
Desire to add creative flare to their area of responsibility with passion and ownership  
Teachable and takes initiative  
Has the heart of a servant leader

### Qualifications:

#### Experience

- 3-4 years in a camp context designing, co-ordinating and leading programs
- 2 years in a managerial role leading a team
- Previous experience in customer service

#### Education

- College level

#### Skills

- Strong communication skills to confidently explain organizational information and converse with customers/clients/staff
- Organizational skills to effectively allocate staff in weekly roles throughout summer
- Self-confidence to take the initiative to approach potential customers/clients/staff
- Able to design and assess the quality of programs and mentor others
- Able to teach principles of programming
- Able to multi-task
- Able to address large groups of people

### Working Conditions:

- Required to live on site
- Will have their own work desk and share office space
- Will be working in a team capacity and also on their own
- Can expect a stream of interruptions throughout the day
- Housing and food will be provided

### Work Hours

- Averaged over 4 months - 40hrs/week

### Wage

- Past experience, education and fair market value will be determining factors in wage.

If you are interested in this opportunity, please submit an online staff application through our website here:

<https://campcrossroads.com/staff/>

Camp Crossroads would like to thank all applicants, however only those who qualify for an interview will be contacted.

Camp Crossroads is an equal opportunity employer.