



Job Title: Program Director

Reports to: Executive Director

Direct Reports: Seasonal Staff (Winter/Fall Staff, Core, Summer Staff)

Work Location: Torrance, Ontario

Position Purpose

Camp Crossroads exists as a Christ-centred ministry to support the local church in making disciples and developing leaders.

Camp Crossroads (CC) is affiliated with the [Ontario Mennonite Brethren Conference of Churches](#). It functions as a summer camp for kids, youth and families and also operates as a year-round retreat centre.

Reporting to the Executive Director at Camp Crossroads, the Program Director will direct, manage, and where needed provide hands-on support to ensure all programs are effectively prepared to support current and future needs. This position will be expected to provide leadership, strategic direction and sound management to program design, development, and delivery within the organization.

As an ambassador for Camp Crossroads, you ensure that all activities promote, enhance, and protect the central mission, vision, and values of our organization. We also ask that you support and are committed to live out the [Mennonite Brethren Confession of Faith](#) in your own values and personal life decisions.

This is a permanent, full-time position with the expectation of working at 1224 East Bay Road, Torrance Ontario, Canada.

Key Duties and Responsibilities

Spiritual Leadership

- Model Christ in word, actions and all relationships.
- Model and promote Camp Crossroad's Mission, vision and values.
- Seek Christ in prayer for direction and management, submitting to Him all program activities at Camp Crossroads for the purpose of seeing Christ lead.
- Pray for kids, youth, families and fellow CC staff. Ensure that all positional responsibilities at CC are designed and carried with a heart's disposition of prayer and dependence on the person of Jesus Christ.
- Attend staff meetings and devotions.
- Lead staff devotions as needed (approximately 10/year)
- Personal knowledge and experience of the saving work of Jesus Christ, pursuing personal spiritual growth and involvement in a local church.

You make known to me the path of life. Psalm 16:11

Staff Culture and Management

- Work alongside the Executive Director to build and maintain a culture where paid and volunteer staff are equipped, supported and led as a unified team whose common goal is to serve our guests and one another as Christ modeled.
- Work with Ministry Director and Executive Director on strategies and implementation for discipleship and leadership development of seasonal staff.
- Work with Ministry Director to create and lead healthy community through social events
- Collaborate with Ministry Director in leading, training, developing, equipping paid summer staff and volunteers in the running of the program activities at Camp Crossroads.
- Responsible for managing all seasonal applicant interviews and selection. (Summer Staff, Bridge, Summer Team, LIT etc)
- Responsible for assigning all weekly staff roles in summer
- Co-ordinate with Ministry Director to conduct reviews and exit interviews with summer staff
- Help to define and create job descriptions, create and maintain corporate memory, manage standard operating procedures.
- Communicates with incoming summer staff ie. Training info, arrival time, expectations
- Involved with staff accountability and discipline where needed
- Facilitate effective communication with the Executive Director, between and within various departments.
- Build a truthful, accountable, forgiving, joyful and healthy work culture.

Administration

- Creates and posts schedules for programs and camp run retreats
- Assigns and communicates night guard responsibilities during summer programs
- Sets up LIT Canoe Trip
- Sets up in-house training ie. Lifeguard Course
- Sets up and manages 'Marketplace'

Strategic Direction

- Work with the Executive Director to develop strategic plans for short and long term program opportunities and needs.
- Work to optimize capacity in pursuing program initiatives, projects and priorities in support of Camp Crossroads Strategic Plan.

Program Design, Development and Delivery

- Cast vision, and develop understanding of roles in all aspects of the program activities.
- Design, develop, and deliver all programs at Camp Crossroads.
- Responsible for hosting retreats and rentals (MC duties where needed)
- Purchase program equipment and supplies.

- Manage and organize all program equipment for program use. I.e. Replacing tetherballs on poles, collecting program equipment on property and re-organizing as needed
- Research and design program structures, environments, areas.
- Works with registrar to set up and manage/lead program options for rentals
- Collaborate with Property Manager for set-up, clean-up and storage of all program equipment.
- Collaborate with Property Manager to build winter program activities i.e. Ice rink, tube run
- Collaborate with Ministry Director to help facilitate and lead field trips for Crossroads Discipleship Program

Budget Management

- Processing invoices and receipts in a timely manner.
- Develop and manage program budget on a yearly basis.
- Report variances to Business Director of expenditures as they relate to set yearly budget.

Risk Management

- Ensure all of the organization's program activities comply with the provincial and federal law.
- Develop risk management strategy and plans.
- Manages all program risk management weekly check lists
- Ensures all Incident Reports pertaining to program relate activities and staff are filled out.
- Assist in crisis management, staff discipline, and safe place policies.
- Ensure all of the organization's program activities comply with industry standard risk management. (i.e. OCA, Robertson Hall) and sets up program area inspections where needed i.e. Ropes Course (Challenges Unlimited)
- Collaborate with Insurance Company in creating necessary risk management protocol for all new programs
- Maintain records as required by provincial and federal law, insurance requirements, and industry standard.

Communication

- Communicate with seasonal staff.
- Collaborate with Ministry Director and Executive Director in building relationships with existing and new churches.

Personal and Professional Development

- Pursue opportunities to learn and grow through conferences, courses, books, podcasts and traveling to other camps.

Qualifications

Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Support and agreement of Mennonite Brethren Confession of Faith.

- Servant Leader.
- Coachable disposition.

Education

- Possess a college or university degree or experience equivalent in related field.

Experience

- Minimum 5 years outdoor recreation program design, delivery and management experience.
- Experience in operating various types of Power Boats.
- Experience and skill in non-motorized watercraft.
- Experience in setting/managing budgets.
- Computer Literacy and keyboarding skills to create reports and use spreadsheets.
 - Proficient in Word Docs, Excel, Google Drive

Other requirements

- Understand data privacy standards.
- Strategic Thinking Skills.
- Capacity to build and maintain healthy relationships while keeping staff accountable.
- Strong oral and communication skills.
- Excellent management and organizational skills.
- Legally entitled to work in Canada.
- Full motor vehicle licence for Ontario.
- Current clean criminal record check, including vulnerable sector search required.
- Ontario Boat Operator Course/Card.
- First Aid training.

Work Conditions

Work Location

- Work is performed in a rural camp setting.
- Work is performed in an office provided on site at 1224 East Bay Road, Torrance, Ontario.
- May work from home when applicable.
- Required to travel as needed to alternative program locations, meetings, events etc.

Physical Requirements

- The employee is required to see, hear and speak English
- May be required to lift up to 50lbs.
- Physically able to walk over varied terrain.
- Physically able to set-up and maintain various program activity areas. (I.e Volleyball Nets, Ice Rink)

Work Conditions



- Must be able to function in a sitting or standing position.
- Work is deadline driven.
- Work rhythm is seasonal in nature and long hours may be required at certain times.
- May be required to work evenings and weekends.

Work Hours

- Generally 40 hours/week of work is expected.
- Work weeks in excess of 40 hours will be required during peak times.

Hazards

- Work hazards are considered minor and controllable.

NOTE: This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned by the Executive Director.

TO APPLY:

Visit <https://www.campcrossroads.com/staff/> and click the “Apply Here” button to fill out our on-line staff application. You will receive a confirmation email with further instructions on submitting your references. Once we have received your references you will be contacted to set up an interview.

Contact the office if you have questions: info@campcrossroads.com or 705-762-3111.