

**Position Title:** Program Director  
**Department:** Program  
**Report to:** Managing Director or designate.

**General description:** The Program Director designs, implements and supervises the daily and weekly summer program activities for children, youth and family campers that are fun, supportive and safe. The Program Director develops and offers activities that encourage a healthy respect for self, neighbor and the natural environment and which point participants to a discovery of God and God's loving concern for the world.

**Specific Responsibilities:**

1. Using provided curriculum resources from InsideOut, prepare a complete outline of the summer camp program including developing the camp theme, special days, evening activities, special meals, and sample daily schedules.
2. With the Office Administrator, prepare and distribute necessary Program Documents to staff, program volunteers and campers including: packing lists, Welcome to Camp letters, information packages etc.
3. Coordinate program schedules with Program Staff each week, and review the effectiveness of the prior week's schedule.
4. With the Office Administrator, coordinate and schedule the required staff for retreat groups including guest services and water-front staff.
5. Work with summer Chaplains to implement the provided Bible study curriculum in the daily schedule.
6. Organize and monitor the program resources, such as arts and crafts materials, ropes course and games equipment. With the Managing Director's approval and within budget limitations, order supplies and equipment to enable effective programming. Ensure that equipment is stored safely throughout and at the end of the season.
7. Work with the Kitchen Staff to schedule daily meals and snacks, including meals necessary for onsite or offsite wilderness trips.
8. Prepare and delegate sessions for the 60 hours pre-camp staff training required by the Association des Camps du Quebec, including staff orientation weekend in May.
9. Orient chaplains, health centre staff and dining hall hosts each week so they can serve effectively.
10. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.
11. Attend staff Bible studies on a regular basis, and make note of effectiveness of Chaplains for future reference.

12. Provide the Managing Director with a written final report. The final report should contain details about the program area, an inventory of equipment and supplies and suggestions for the future.

### **Qualifications and Necessary Skills:**

1. Minimum 2 years' experience in camping program and/or youth ministry.
2. One year of counseling experience preferred.
3. Demonstrate a strong Christian faith and a willingness to serve.
4. Excellent organizational and planning skills.
5. A creative playful sense of fun.
6. Willingness to work within a team.
7. An interest in nature and outdoor education.
8. Standard first aid and CPR, NLS or Bronze Cross is a bonus.

**Screening Procedure:** In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes completing a teacher/ leader form, and, in the case of prospective teachers/ leaders, an interview by two people, a reference check, and a Police Records Check for high risk ministries.

**Support, Supervision and Evaluation:** The Program Director reports directly to the Managing Director, and is welcome and expected to bring joys and concerns to the MD's attention at any time. A written performance appraisal will be completed by the MD at the end of the contract.

**Schedule and commitment:** 15 weeks, May to August. The Program Director position is a 24 hour responsibility, with time off each day to be arranged with the Managing Director, in light of schedule and responsibility. Staff receive one continuous 32 hour period off each week.