

Position Description: Program Director

All Camp Douglas Staff are expected to be servant leaders, with the flexibility and willingness to help out wherever help is needed. The following is an outline of the specific responsibilities of the position that you will be filling this summer. Most important, however, is your role as a living example of what it means to be a member of a Christian Community: Leading, living, laughing, and giving with love, patience, and understanding.

The Program Director will, in consultation with the Camp Director, Worship Director(s), Waterfront Director, and others as available, plan, design and implement programs and activities suitable for all age groups. The Program Director is responsible for ensuring that adequate supplies are available and in place for all activities and that clean-up is completed after activities in a timely manner. In consultation with the Worship Director(s), she/he will plan the theme for each week and for the whole summer. He/she reports directly to the Camp Director.

Qualifications & Skills:

1. Skills in any or all of the following areas: Arts & Crafts, Outdoor Education, Archery, Adventure, and Christian Education.
2. A committed relationship with Jesus Christ, a mature, growing faith and the freedom to share the same.
3. An understanding of and caring for children, and the ability to live and work in a camp environment.
4. The ability to work with other staff in a spirit of co-operation.
5. A demonstrated willingness to participate in full camp activities.
6. A minimum of 17 years of age.
7. Waterfront and First Aid certification that meets or exceeds the BCCA requirements.
8. A successful result from screening procedures such as: police record check, reference checks and verification of special training certificates.

Orientation, Training, Supervision & Evaluation:

1. Training week will provide 5 days of full-time orientation and training in the following areas:
 1. The Leading With Care Policy of the Presbyterian Church in Canada
 2. Health & Safety procedures such as Universal Precautions, water safety, kitchen rules, archery safety
 3. Weekly Emergency Drills for fire, missing camper, stranger/wild animal on property, or other emergencies
 4. Common characteristics and developmental stages of children and youth
 5. Bible study / worship preparation
 6. Camp Douglas Policy manual
 7. Property & Activity orientations
2. Weekly planning meetings with the Worship Director, Waterfront Director and Camp Director
3. Mid summer evaluations with Camp Director
4. Daily supervision by the Camp Director

Responsibilities:

1. To ensure that all materials and equipment are prepared and ready for all the summer programs, and that weekly activity schedules are prepared and distributed.
2. To plan and present a session at staff training regarding the expectations of staff in the camp program and any special skills required.
3. To ensure that craft supplies and other program supplies are in adequate supply, and with the Camp Director, arrange for the ordering of all materials needed.
4. To coordinate communication of the day's activities to staff and campers.
5. To supervise program activities.
6. To ensure that all volunteers and staff involved with the program activities are properly equipped and prepared.
7. To plan for and coordinate the 'special themes' for meals and special activities (eg. Monk's Meal, Formal Dinner) in consultation with the Head Cook.
8. To co-ordinate Camper Awards with the Head Cabin Leader and to ensure that they are ready in time for the Formal Dinner, and appropriate.
9. To ensure that the Craft Cabin, field, and archery field are kept tidy, and that all program equipment is stored and cared for.
10. To be responsible for "rainy day" activities, always having several backup plans available in order to ensure a smooth running program in all weathers.

11. To attend and participate in Core Staff Planning and All Staff Training.
12. To participate in camp clean-up through out the summer and at the end of the summer.
13. To prepare an end of summer report for the Camp Committee.

Schedule & Commitment:

1. Camps run Sunday afternoon to Friday afternoon for 10 weeks from July to August
2. Training week and Core Planning week attendance and participation are mandatory.