



Ryerson United Church Camp Job Description – Summer Director

Purpose:

The Summer Director for Ryerson United Church Camp serves as the key leader overseeing the general program operations of Summer Camp, achieving the mission of Ryerson Camp while adhering to the Ontario Camping Association accreditation guidelines. The Summer Director is paid based on full time hours from May to August and is expected to contribute to camp hiring, planning and reporting in the off season. The incumbent reports directly to the Chair of the Camp Committee or designated Committee Liaison. They will work closely with the committee and subcommittees to ensure the mission and vision are fulfilled by operating a high quality Christian camping experience.

Essential Duties and Responsibilities:

Human Resources

- In partnership with the PLP Sub Committee, recruit, hire, supervise and support a full complement of summer staff in accordance with Ontario's employment standards.
- Develop staff training materials and subsequent program for pre-camp staff training and training onsite during the summer.
- Provide opportunities for professional development, spiritual and personal growth for summer staff.
- Deliver a minimum of one midsummer evaluation of staff.
- Ensure policies and practices outlined in the staff manual are followed.
- Lead regular staff meetings to ensure all are well informed regarding daily program plans and schedules in order to equip staff to effectively perform their job duties.

Program Delivery

- Develops, designs and oversees the delivery of the summer camp program for campers ranging in ages from six (6) to fifteen (15).
- Operate all aspects of the summer camp program in a safe, timely and efficient and relevant manner in accordance with current standards.
- Ensures the camp program ministers to the spiritual development and growth for all campers, volunteers by balancing the various aspects of a typical camp experience (ie. Session teaching/Biblical formation, small group discussion time, physical activities, creative arts/play etc.).
- Provide leadership for the physical, mental, social and spiritual wellbeing of all campers, volunteers and staff.
- Ensures healthy and regular communication and collaboration with the Ryerson Camp Committee for all aspects of camp including related activities, and personnel, both on and off site
- Liaise with camper parents and guardians before, during and after camp to ensure appropriate levels of information is shared

Management & Administration

- Represent Ryerson Camp to members of the community (both within the Presbytery and beyond); attending meetings as necessary
- Assist with the delivery and coordination of pre-season promotions
- Work within the budget as laid out by the Camp Committee
- Ensure that all expenses are recorded, covered and reconciled
- Ensure all data records of campers, staff etc. are properly documented in the secured PLP Google Drive for future reference.
- Attend meetings of the Ryerson Camp Committee and United Church Outdoor Ministries (UCOM), as necessary. Where attendance is not possible, written reports will be submitted in advance of the meeting
- Work collaboratively with the Leadership Development Camp, UCOM to plan and assist with their use of the Ryerson site
- Work collaboratively with the assigned directors of Family camp(s) and Youth camp overseeing plans to ensure they align with the mission and vision of Ryerson Camp
- Carry out other duties as assigned by the Ryerson Camp Committee

Qualifications/Education/Experience:

- Able to support and execute the Mission and Vision of Ryerson United Church Camp as outlined in our defining statements and documents/policies;
- Post Secondary education with five (5) years experience related directly to children's summer camping;
- Current Standard First Aid & CPR(C) is required
- Ability to provide leadership, counsel, motivation and supervision to a staff team of approximately 15-20 young adults;
- Ability to set objectives, delegate and prioritize workflow such that goals are efficiently met;
- Strong theological background and the ability to guide staff on their faith journeys;
- An active member and presently participating in Christian Church or Christ-centred faith community
- Excellent verbal and written communication skills
- Able to provide a current Vulnerable Sector Police Record Check prior to the beginning of staff training

Possess a current Ontario Government's Supervisor Health and Safety Awareness Certificate

(<http://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>)