



Position: Camp Spirit Program Director

Reports to: Camp Spirit Facilitator

PURPOSE AND SCOPE OF THE WORK

The Camp Program Director(s) is responsible for implementing the Camp Spirit program. The Program Director will work in partnership with another program director and both will be responsible for the smooth running of the camp in each site ensuring safety of participants and alignment of program with vision, mission, values of Camp Spirit. The Program Director will be the staff lead at one of the two Camp Spirit sites each week. The Program Director will play a lead role in training of staff and evaluation of staff and program.

The Camp program director(s) will work in collaboration with Camp Spirit Administrator, designated local site organizers, and summer staff team.

Responsibilities

1. Facilitation of Staff Team:

- Support the Staff Team in their roles
- Lead scheduled Coordinator Team Meetings for debriefing, reflection and evaluation
- Provide resources for the team in order for them to carry out their work
- Establish Camp Spirit teams for each site throughout the summer
- Facilitate and coordinate with Site Coordinator and volunteers at each of the Camp Spirit sites as needed.
- Participate in co-facilitating staff and program volunteer training pre-summer, and ongoing as needed
- To coordinate the Community Engagement part of the Camp Spirit program

2. Planning and Implementation of Camp Spirit at the 13-14 locations which will include:

- Communicate with Camp Spirit Administrator on all logistics, resource lists, for each site
- Prepare the Newsletter each week with prepared template from Administrator
- Liaison and communication with the site specific ministerial staff in charge of the camp at each facility.
- Liaison with the Camp Spirit Administrator about registration updates, participant information, etc.
- Provide lists of required supplies and resources to each site in ample time for the local site organizers to prepare

3. Faith and Spirituality

- Be in essential agreement with United Church of Canada ethos, theology, values
- Model behavior which is consistent with United Church and Camp Spirit mission vision and values
- Provide resource and planning support for program components of the Camp Spirit
- Assess and evaluate resources – stories, songs, activities – to have integrity with United Church policies and practices

4. Emergency and Safety Planning

- Ensure the physical, emotional and spiritual safety of all people involved in the Camp Spirit program.
- Ensure staff are appropriately informed and trained

- Ensure that participants and volunteers are appropriately informed

5. Communication, Evaluation and Documentation

- Ensure a thorough evaluation of program, facilities, leadership
- Attend to ongoing correspondence – email, phone, and mail

6. Daily Program involvement

- Support opening, closing and any other whole group gatherings

7. Additional Duties as required

Education, Training, and Experience

- Significant experience in ministry with children, youth and young adults
- Previous experience with Camp Spirit staff is an asset
- Experience in collaborative team leadership
- Experience in a faith based environment
- Computer skills as asset
- Experience in supervision and training of staff

Skills and Abilities

- Capacity to communicate Camp Spirit mission and values
- Proven communication skills with individuals and groups
- Ability to organise and be attentive to detail
- High level of ability to adapt and implement curriculum or children's program
- Able to work in an environment where interruptions are frequent
- Confident with speaking to and directing large groups of people
- Willingness and ability to provide leadership for and to work in a collaborative team
- Skilled at working with biblical and theological concepts and stories
- Capacity to be healthy and centred in the midst of multiple and varied work demands
- Demonstrated ability to work in an ordered and organised manner as well as a capacity to be
- spontaneous, flexible, and to take initiative

This position will require the program director to:

- Travel both local and the possibility of longer distances as we have camps on Vancouver Island, *please see the list of our camps*
- Have a valid Driver's License
- Have access to a vehicle

Compensation

This salaried position will be paid based on the rate of \$25 per hour for 40 hours per week, 18 weeks. .

Dates of Work

- April 2019, 25 hours for the month for site visits and coordination
- Starting full time work, May 1, 2019 for 18 weeks until and including, Wednesday, August 28, 2019 (Coordinators will work with Program Directors on Monday and Tuesday, August 26 and 27).
- Summer weeks of works will be Mondays, 7:30 - 4 pm and Tuesdays thru Fridays from 8 am until 4:30 pm. Both Monday, July 1st and August 5, all Camp Spirit staff are expected to work and will be paid according to the BC Employment Standards for those statutory holidays.
- Meetings with all Camp Spirit Site Supervisors will be on May 22nd at 7pm at the Regional Office and on June 19th at the Regional Office
- Celebratory Barbecue for all Camp Spirit Staff will be on August 27th at Jericho Beach (or Shaughnessy Heights United) beginning at 5pm

Applicants are asked to apply by sending your covering letter and resume to marlynichol@gmail.com by January 22 2019