

**CAMP SPIRIT SUMMER 2022**

**Position:** Director

**Reports to**: Camp Spirit Executive Director

**PURPOSE AND SCOPE OF THE WORK**

The **DIRECTOR** is responsible for the planning and implementation of the Summer 2022 Camp Spirit program in an area of the Pacific Mountain Regional Council. Directors will work alone or with a co-Director to lead one of 5 Camp Spirit Teams for Summer 2022. The teams will include: 2 Northern, Rural & Indigenous Travelling Teams; 1 Vancouver Island Travelling Team; and 2 Lowermainland Teams. Directors are hired for full time hours from May 15 until September 1, 2022. The **DIRECTOR** is responsible for the smooth running of Camp Spirit at each site – ensuring the safety of participants. They are also responsible for ensuring alignment of the program with the vision, mission, values of Camp Spirit. The **DIRECTOR** will be the team lead at each of the Camp Spirit sites each week and will play a significant role in the training and evaluation of staff and youth crew.

Camp Spirit directors will work in collaboration with the Camp Spirit Executive Director, Camp Spirit Administrator, Site Coordinators and Summer Staff Team.

**RESPONSIBILITIES**

1. **Lead the Staff Team:**

* Support the Coordinators in their roles.
* Lead scheduled Staff Team meetings for planning, debriefing, reflection, and evaluation.
* Ensure that Coordinators have the resources they need to carry out their work.
* Ensure that each site is adequately staffed – for camper numbers and diverse needs.
* Facilitate teamwork and effective communication between Coordinators, Youth Crew, Site Coordinator and Volunteers at each of the Camp Spirit sites.
* Co-facilitate Coordinator and Youth Crew training prior to the summer.
* Support and train Coordinators as required throughout the summer.
* Participate in the Site Coordinator Pre-Camp Gatherings.

2. **Plan and Implement Camp Spirit weeks at up to 7 sites:**

* Communicate with Camp Spirit Administrator regarding logistics for each Camp Spirit site.
* Liaise with the Camp Spirit Administrator regarding logistics, registration updates, participant information, travel information for each week of Camp Spirit.
* Provide Camp Spirit Administrator with the necessary information for the Welcome and Mid-Week Newsletter in a prompt, clear and efficient manner.
* Liaise regularly with the Site Coordinator at each site prior to their week of Camp Spirit.
* Provide lists of required supplies and resources to each site in ample time for the local site organizers to prepare.
* Ensure that each site has the appropriate number and sizes of t-shirts, name tags and other supplies as needed.

3. **Faith and Spirituality**

* Be in essential agreement with United Church of Canada ethos, theology, values.
* Model behavior which is consistent with United Church of Canada and Camp Spirit mission vision and values.
* Assess and evaluate resources – stories, songs, activities – to ensure that they are consistent with United Church values, policies, and practices.
* Develop a thorough knowledge of the Camp Spirit 2022 Curriculum (theme, stories, resources, and recommended activities) and work with the Staff Team to bring the curriculum to life.
* Provide resource and planning support to Coordinators for the program components of the Camp Spirit.

4. **Emergency and Safety Planning**

* Ensure the physical, emotional, and spiritual safety of all people involved in the Camp Spirit program.
* Examine and adapt or create (as needed) emergency and safety plans for each site.
* Ensure that staff are appropriately informed and trained in emergency and safety policies and procedures.
* Ensure that participants and volunteers are appropriately informed of emergency and safety policies and procedures.

5. **Communication, Evaluation and Documentation**

* Maintain ongoing and consistent correspondence with staff, parents, and site teams – email, phone, and mail.
* Provide Administrator with content to be shared on Camp Spirit social media.
* Ensure a thorough evaluation of program, facilities, leadership.

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
* Ability to organize 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
* Proven communication skills with individuals and groups
* 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 centered during multiple and varied work demands
* Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative

**THE DIRECTOR WILL BE REQUIRED TO**

* Travel both local and possibly of longer distances
* Have a valid Driver’s License
* Have access to a vehicle

**COMPENSATION**

The remuneration for this salaried position will be based on the applicant’s experience. This position is 40 hours per week from May 15th until September 1st.

**APPLICATION PROCESS**

Applicants are asked to apply online at: <https://campspirit.campbrainstaff.com/>