



JOB DESCRIPTION: CAMP DIRECTOR (VOLUNTEER)

Camp Quality Canada has been providing camping experiences to children with cancer and hematological conditions, and their families, since 1988. Our programs serve campers ages 7 – 17 across Alberta, Manitoba and Ontario.

REPORTS TO: Program Manager

LOCATION: Camp Quality Alberta

SUPERVISES: Family Coordinator, Fundraising Coordinators, Program Coordinator, Teen Program Coordinator, Medical Coordinator, Volunteer Coordinator, Seasonal Camp Volunteers

The Camp Director, is responsible for overseeing operations for a 1 week overnight camp including recruiting and training volunteers, camper recruitment and assisting with the coordination and implementation of safe and intentional camp programs.

This position ensures that camp maintains both internal and external compliance with camping policies, standards, and regulations. This position will work independently and within a program team structure. This position has significant time demands throughout the year including nights and weekends. This position also requires living at camp throughout the summer camp session, as well as during designated family weekends.

This volunteer position is contracted until September 30, 2019.

GENERAL RESPONSIBILITIES

- Serve as a professional member of the Camp Quality team in the delivery of camp programs and activities.
- Achieve, through participation of Camp Organizing Committee and seasonal camp volunteers, Camp Program goals, including overseeing the development and execution of all camper programs, specifically summer camp, weekend family camp and family fun days.
- Ensure all activities adhere to CQ program standards, policies & procedures, as well as Provincial and Federal legislation.
- Ensure that all camp programs follow best practices and procedures for risk management.
- Promote a positive and effective work environment for volunteers, aligned with CQ's values.
- Working within the budget approval process, develop and manage the annual budget for your camp location.
- Steward, foster and develop strong relationships with community partners.
- With the Program Manager, hire, train, support and supervise members of your Camp Organizing Committee.

- Serve as a member of the Camp Advisory Council.
- Attend regular Camp Director's conference calls, retreats and workshops as necessary.
- Engage in ongoing professional development.
- Maintain interpersonal skills necessary to work with a highly motivated, passionate and committed volunteer base, constituents and supporters.
- Support organizational development, fundraising and stewardship

EXPERIENCE AND QUALIFICATIONS

- Relevant post-secondary education or equivalent experience
- Minimum 2 years experience developing and leading camp programming
- Experience coordinating multi-faceted programs for children with serious health challenges and their families.
- Positive communication, supervision and support skills.
- Ability to deal with conflict and challenge in a way to create positive results
- Willingness to accept guidance and supervision
- Experience hiring, supervising and supporting staff and volunteers
- Strong administrative and computer skills
- Clear and current Criminal Background Check.

To apply, please submit a cover letter and resume to Lauren Burke, Program Manager at lauren.burke@campquality.org. Resumes will be accepted on an on-going basis until the position is filled.

Hires will be contingent on positive references, a criminal background check and the completion of the required medical screening. We thank all applicants for applying, however, only candidates selected for an interview will be contacted.