

Job Description

A.S.K. Camp Director

Location:	Richmond Hill, Ontario
Reports to:	A.S.K. Camp Volunteer Committee
Total Employees Supervised:	15 –16
Camp Dates:	June 23 rd – August 22 nd , 2003 (Mon. – Fri.)
Hours:	8:30 – 4:00
Pay:	\$13.00/ hr + depending upon experience

Must be available to work for several hours each week from date hired until beginning of camp

JOB SUMMARY:

The Director is responsible for overseeing the camp program throughout the summer. He or she oversees the camp budget, is accountable for the staff's performance throughout, monitors the programs implemented, and ensures the safety and security of the campers at all times. He or she also participates in camp programs and responds to the needs of the campers and staff on a daily basis.

Essential Job Functions:

- Assist Camp Committee in the hiring process
- along with members of the A.S.K. Camp Committee, plans the one-week staff training which takes place the last week of June
- based on the figures received from the Committee Treasurer, budgets funds throughout the summer to accommodate programs, busing to and from out-of-camp excursions, and miscellaneous events
 - is not responsible for budgeting staff salary or building rent costs
- allots money to Assistant Directors to carry out daily programs
- along with the Assistant Directors, co-ordinates the overall camp program
 - plans trip days, work-experience for the senior campers, and ensures that all elements of each group's program is in place
- oversees the daily program planning of the Assistant Directors
- participates in camp programs on a daily basis, assisting Counselors and Assistant Directors where needed
- evaluates performance of Assistant Directors and Counselors throughout and provides written performance evaluations to be submitted to the individuals and to the Camp Committee at the end of the summer
- manages problems and situations involving staff and campers as they arise throughout the summer
- writes written reports on the progress of each camper based on their daily/weekly reports at the end of the summer

Qualifications

A. EDUCATION: Minimum level of knowledge typically required to perform the responsibilities of the position

Post-Secondary Diploma or Degree in field of Social Sciences

Personal attributes and experiences have proven to be more important than educational qualifications in selecting a Camp Director.

B. EXPERIENCE –

MUST HAVE:

- 4-5 years of day camp/ overnight camp counselor experience
- previous experience in a supervisory role of a Day Camp
- previous background working with people with Developmental Disabilities, specifically Autism

Personal Attributes

This individual must be:

- dedicated
- patient
- a leader
- able to work with people in stressful situations
- able to solve conflicts with others
- able to communicate effectively
- available to work throughout the entire summer