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| Job Title: | <i>Summer Camp and Outdoor Education Director</i> |
| Classification Code | |
| Classification Category | <i>Program Director (Level 2)</i> |
| Salary Band: | <i>11</i> |
| Reports To: | <i>Executive Director</i> |

Job Purpose

The Summer Camp and Outdoor Education Director helps to fulfill the mission, goals and objectives of Sasamat Outdoor Centre through the comprehensive management of all programs. This includes conducting and directing the design, preparation, implementation and evaluation of all of Sasamat Outdoor Centre's programs, as well as participating in strategic planning for potential program expansion. This position provides leadership that enables a staff team to be inspired, creating and maintaining a welcoming, safe and respectful environment for staff, campers and the community.

Scope

Reporting to the Executive Director, the Summer Camp and Outdoor Education Director provides year-round leadership to Sasamat Outdoor Centre's programs; these include summer camps, outdoor education programs and special events. The Summer Camp and Outdoor Education Director ensures the delivery of high-quality camping experiences for children, youth, adults and families.

This position focuses on camper care and development by ensuring staff and volunteers are well trained, efficient, and highly effective in the delivery of programs and services. Building and maintaining relationships is also a major responsibility for the Summer Camp and Outdoor Education Director; they will keep camper, staff, family and delivery partner relationships in good standing and well informed.

Success in the position will be measured by positive outcomes for staff training, teamwork, program delivery and community relationships.

Duties and Responsibilities

The Summer Camp and Outdoor Education Director will provide direct and indirect leadership to all aspects of programs at Sasamat Outdoor Centre including:

1. Program Management and Development

- Plan, implement, direct, monitor and evaluate the delivery of all camp programs and activities including:
 - Program development, planning and reporting

- Program budget - planning, administration, monitoring and control
- Funding development and funding proposals for the programs
- Communication with campers, parents and the community
- Formal and informal data collection and reporting to ensure program integrity and camper and staff well-being
- Developing, monitoring and reporting of program objectives and outcomes to meet the needs of funders
- Reporting on effectiveness of program delivery and making recommendations for change
- Maintaining and monitoring health and safety standards, current industry standards of practice and risk management
- Ensuring positive camper experiences

Program responsibilities currently include:

- Outdoor Education for Schools and Community Groups
- Children's Programs (i.e. Day Camp, Resident Camp, Spring Break Day Camp)
- Family Programs (i.e. Family Camp, Open House)
- Youth Programs (i.e. Leadership, Resident Camp, Volunteer Training, Youth Outdoor Skills, CIT, Out Trips)
- Seniors' Events
- Special Events

2. Human Resources Management

- Development and supervision of human resource needs including:
 - Establishing and implementing an overall HR plan for the program(s), including recruitment and retention strategy, performance management and staff training and development
 - Planning and delivering a comprehensive onsite staff training program prior to Summer Camp
 - Participating in the interviewing of all new program staff to assess individual strengths and areas for development and to establish a trusting relationship
 - Staff scheduling to ensure that adequate qualified staff and volunteers are available to carry out programs, activities and services
 - Ensuring program staff certifications and documentation are in order
 - Ensuring all new program staff are familiar with camp policies and procedures
 - Training new program staff in program delivery
 - Providing informal and formal staff performance evaluations
 - Providing arbitration and mediation to program staff
 - Organizing and participating in staff and volunteer appreciation events

2. Internal Relationships

- Reports directly to the Executive Director of the NH/Camp as a member of the senior management team at the NH/Camp level
- Acts in the absence of the Executive Director to manage the NH/Camp when authorized
- Informs the Executive Director of issues affecting the development and delivery of programs
- Works effectively as a member of Sasamat Outdoor Centre's management team
- Represents Sasamat Outdoor Centre and ANHBC on committees and in the community as assigned
- Participates in the success of the Sasamat Outdoor Centre strategic plan

3. External Relationships

- Communicates with campers, parents, teachers, and community groups
- When necessary, provides informal family and individual counseling services, including referrals to appropriate community services
- Establishes relationships with Neighbourhood Houses and other community organizations

4. Marketing and Communication

- Participates in the gathering of stories and pictures that highlight the programs and activities at Sasamat Outdoor Centre
- Participates in promotion and marketing through media and community events.
- Communicates to staff and public through web and print media

5. Other Duties

- Participates in other duties as required to effectively deliver programs and support the staff team

Competencies

Commitment to Organization Mission, Vision and Values – demonstrates and promotes an understanding of, and appreciation for the mission, vision and values of Sasamat Outdoor Centre and ANHBC

Leadership – Motivates and inspires others to take action and achieve desired outcomes

Relationship Building and Collaboration- Builds positive interactions internally and externally to achieve work related goals

Health and Safety – Acknowledges the need for Health and Safety standards and understands how to manage and educate others in risk management and harm reduction

Development – Commits to continuous learning and development for self, participants, volunteer and staff

Teamwork – Actively participates to build maximum organizational effectiveness for Sasamat Outdoor Centre and ANHBC

Planning and Organization – Establishes a clearly defined and effective course of action for self and others to accomplish short and long term goals

Quality Focus – Ensures that success criteria are set for self, staff and programs, and that criteria reviewed and surpassed regularly to provide excellent service delivery

Business Oriented – Develops plans and takes actions with a view to maximizing returns

Results Oriented – Ability to achieve and exceed identified goals

Decision-making – Ability to solve problems while exhibiting sound judgment and a realistic understanding of issues and outcomes

Qualifications

Education and Specialized Knowledge

- Post-secondary degree in a relevant field
- Minimum of three years in a supervisory or management role in a camp environment
- Extensive knowledge of the organized camping industry and the requirements for delivery of high quality summer resident camp and day camp programs and outdoor education programs for schools and community groups

Required Skills and Abilities

- Demonstrated ability to design, develop, and support culturally competent programming
- Strong interpersonal skills and proven leadership ability to guide and motivate staff and volunteers
- Strong organizational skills
- Strong administrative abilities
- Ability to work under pressure, set priorities and meet deadlines
- Strong oral and written English communication skills
- Proficiency with computers and software including word processing (MS Word), accounting programs (Excel) and social media sites
- WCB First Aid Level 1
- Class 4 license
- Satisfactory Criminal Record Check
- Certification, or ability and willingness to achieve certification, in specific recreational activities (i.e. RCABC advanced canoeing, ACCT challenge course)

- Physical fitness level commensurate with the duties of the job

Additional skills considered an asset:

- Second language

Working Conditions

- Regular full time position, 35 hours per week, Monday through Friday
- May require working longer hours during summer camp
- May require working in an outdoor environment when necessary to meet program needs
- May occasionally travel to other locations in Metro Vancouver and the Lower Mainland
- May be required to work some evenings, weekends, and statutory holidays
- May be required to work alone and lock up on a semi-remote site
- May involve working with difficult clients

Direct and Indirect Reports

Direct and Indirect Reports will vary depending on the number of programs running and the time of year.

Direct Reports – 0-20

Indirect Reports – 0 to 55

Application Instructions

To apply, please submit a resume and cover letter to info@sasamat.org