



Welcome Friend Association

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Welcome Friend Association's Rainbow Camp® Director Job Posting

Application Deadline: June 30th, 2024

Job Title: Rainbow Camp® Director

Welcome Friend Association is looking to hire a full-time Summer Camp Director to lead and run our flagship program Rainbow Camp®.

Rainbow Camp® is one of the longest-running camps for young people who are 2 spirited, lesbian, gay, bisexual, transgender, queer questioning (2SLGBTQ+) and allied youth.

We...

- Believe 2SLGBTQ+ youth are massively underserved and that what we do will have an exponential impact on the world
- Do this by creating a safe environment that allows our campers to be their best and most authentic selves.
- Focus on positive programming that helps build the tools and confidence to accelerate this growth.

This position is responsible for planning, coordinating and overseeing the overall camp program and approves all daily camp activities reporting to the Executive Director. They are responsible for communicating with parents, guardians and other camp staff during and after camp hours of operation. The Camp Director is responsible for the care, safety, protection and supervision of the camp environments, staff and participants. The planning, preparation and organization of daily activities and site (set-up/clean-up) as well as all administrative duties of camp is a requirement of the Camp Director. Our Camp Director is ultimately responsible for ensuring every camper is able to experience the complete magic of Rainbow Camp®.

Duties and Responsibilities include:

- Knowledge of as well as the carrying out of all RC policies, rules, and guidelines, as well as general practices and procedures followed by the Ontario Camping Association and Algoma Public Health.
- Recruit, hire, supervise and support a full complement of summer staff in accordance with
- Ontario's employment standards
- Develop staff training materials for pre-camp staff training and in-service training during RC. Develop RC program materials for campers and RC program manuals for the staff

- Develop staff training materials and subsequent programs for pre-camp staff training and in-service training during the summer.
- Provide opportunities for professional development and personal growth for summer staff
- Participate, plan and lead effective staff meetings:
 - Year-round - Once per week with the Executive Director and Program Director
 - Summer - Once per week with Head Counselors
 - Summer - Once per week at the commencement of new camps
 - Summer – Nightly
- Ensure policies and practices outlined in the staff manual are being followed
- Supervisory duties include providing leadership to the camp staff team by training, coaching, motivating, monitoring performance and providing mid and end-of-summer performance appraisals to ensure staff are meeting the expectations of their role and achieving camp objectives.
- Ensures Health & Safety procedures are being followed and maintained, and that the staff team is sharing the duties of keeping the campsite clean, organized and safe in order to meet Health & Safety requirements.
- Coordinates daily operations of camp programming including creating and completing set up and take down checklists and designing schedules so that all camper groups participate in all the activities outlined in program manuals.
- Monitors the delivery of safe, high-quality programs working with senior staff team to ensure counselors are delivering programs in line with camp program manuals, have all the supplies they require and are incorporating camp values daily. Steps into direct delivery of the program as required.
- Responsible for attending all staff training and meetings; ensures staff are confident in their role and in delivering on-site camp training to their camp staff team.
- Ensures administrative tasks are completed accurately and on time including all paperwork associated with payroll, staff scheduling, camper attendance, parent communication, WFA visa reconciling, screening etc.
- Responsible for parent and staff communication including checking camp email and voicemail daily, responding to all parent inquiries in a courteous and prompt manner (within 24 hours) and that staff are kept informed of any changes in schedule, staff meetings, etc. Relays all performance issues, and parent complaints to the Executive Director to ensure they are being resolved.
- Assists with supply purchasing as required; works with Program Director to ensure camp program materials are purchased and adequately stocked throughout the summer to ensure delivery of high-quality camp programs.
- Achieves assigned budget; Monitors expenditures and ensures purchases are approved and permissible given the assigned camp budget. Submits all camp receipts and invoices to Office Administrator.
- Assists with camp promotion and strategic marketing, which may include marketing in schools, at camp fairs and at community events to ensure we reach our camper targets.
- Acts as a positive role model for campers and staff by embodying the values of the Welcome Friend Association.

- Following all Welcome Friend Association policies and procedures and the Ontario Camping Association camp guidelines.
- Demonstrates appropriate behaviours in line with Welcome Friend Association's Mission Statement.
- Represents the Welcome Friend Association in a professional manner.
- Understands the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services.
- Understands the importance of the volunteer staff partnership and integrates the value of philanthropy and volunteerism in dealings with members, volunteers, donors and staff.
- Oversees the development of the program, plans and implements all camp activities including weekly trips and special activities and/or assignments with approval from the Executive Director.
- Controls camp expenditures under an operating budget previously defined by the Welcome Friend Association Board and administered by the Executive Director.
- Supervises and makes recommendations to the ED regarding RC camp staff advancement, probationary and disciplinary action.
- Works closely, cooperatively and amicably with all staff members.
- Organizes and coordinates the camp staff weekly schedules (days off, hours worked, etc.)
- Administers and/or schedules training as well as regular group meetings with staff.
- Produces forms, letters and pertinent documents needed for the implementation of the camp.
- Handles questions, problems, and concerns of parents/guardians before and during camp.
- Observes the peer culture to see if there are any problems and implement solutions as necessary.
- Monitors and ensures appropriate participant behaviour and adherence to camp rules and regulations.
- Establishes a procedure for handling all difficulties related to health, behaviour and other problems and reports incidents to the Executive Director
- Supervises and makes recommendations to the ED regarding RC camp staff advancement, probationary and disciplinary action
Handles emergency situations in conjunction with the Assistant Camp Director and immediately reports them to the Executive Director.
- Assesses the overall program to see if there are any changes that need to be made for optimum functioning. Makes recommendations to the Executive Director as required.
- Completes and/oversees the completion by the camp staff of all documents (criminal check including Vulnerable Sector check, background clearances, certifications, etc.) as required by the Welcome Friend Association.
- The RCD shall at all times keep the ED apprised of the status of RC's day-to-day operations, issues, and changes to the RC plan, including updating the ED with the RC campers' experiences, assessment of the RC staff work performance, and any and all issues as they arise. The ED shall provide the RCD with advice and assistance as required, in addition to their approvals.
- Plans the weekly schedule of camp activities with staff.
- Assigns games and activities to the camp staff.
- Checks ID at sign-in/sign-out.
- Review staff working hours' time sheets to ensure they are completed correctly.

- Be certain there is always enough camp staff at camp (1 counsellor to a 3 camper ratio) with a minimum of two staff members in a cabin.
- Arrange and assign field trip groups to staff (1 counsellor to a 5 camper ratio)
- Ensures campers are leaving and returning on time for field trips.
- Filling out all injury and accident reports, including WSIB forms (staff), for every incident in a timely manner.
- Taking care of all injuries including first aid.
- Distribute medication to participants and complete the medication log accordingly.
- Greet parents at check-in/out during the morning and afternoon. Answer any questions parents may have during this time.
- Manages all exchanges (in person, phone, text etc.) with parents/guardians including challenging situations, answering all questions.
- Administers Fire Drills / Tornado Drills.
- In collaboration with the WFA Marketing Manager and leadership team, set summer schedule and develop marketing material ie: brochure, posters, social media and website
- Communicate and engage effectively with campers, parents, staff, volunteers and alumni
- Build relationships with summer volunteers
- Work with the Executive Director in monitoring all expenses and revenues within the framework of the operating budget
- Conduct regular on-site workplace and health and safety inspections
- Assist the WFA Growth Manager with fundraising and promotional events throughout the year
- Attend Welcome Friend Association board meetings throughout the year

Qualifications: Must have worked in a camp setting for a minimum of five summers, or outdoor education environment, and have at least 60 credit hours of college courses at an accredited college or university. Experience working with 2SLGBTQ+ youth and awareness of the unique challenges of working with this demographic. First Aid, CPR and Vulnerable Persons Check are all required prior to the first day of staff training. The ideal candidate will have experience in planning programs, using CampBrain, general accounting skills, the ability to work collaboratively with others, and possess excellent leadership, management and organizational skills. The Camp Director must be patient, enthusiastic, self-controlled and dependable.

While performing the duties of this job, the employee must be independently able to safely traverse campgrounds and camp out-trips and engage with campers and staff in all camp settings, alert and receptive to any issues. The employee is occasionally required to operate objects or tools, and reach with arms and hands. At times, the employee may need to climb, balance, stoop or kneel. The job requires frequent light lifting (5-10 lbs.) and infrequent heavy lifting of up to 50 lbs. The employee will be asked to operate a motorized vehicle. The employee will work in the field and be exposed to all types of weather conditions.

The following certifications are not required but will be considered an asset to your application:

- G Class Drivers License
- National Lifeguard certification
- Wilderness First Aid
- Food Handlers Certificate
- Mental Health First Aid

Compensation is dependent on experience, qualifications and hours worked. The expected salary range is \$60,000+. The position includes room and board (June 1-August 31), and travel expenses. The Camp Director reports directly to the Executive Director.

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.