

## **GREEN GROVE CAMP SUMMER STAFF JOB DESCRIPTION**

### **POSITION:**

**Youth Camp Director**

**Teen Camp Director**

The Camp Director will effectively plan, manage, and promote the operations of GGC summer program by being consistent with established guidelines and direction from the President of the Board of Directors. You will foster an inclusive experience for both the camp participants and summer staff, while following and promoting the mission of GGC.

### **Job Summary**

- To provide leadership for and work in conjunction with counselors and other camp staff members to fulfill the objectives of the GGC program.
- To take a leadership role and assist in the design, development, and implementation of crafts, sports, singing, dancing and other activities which promote the Ukrainian culture, Ukrainian Orthodox faith and encourages positive interactions among campers and staff.
- To supervise and provide direction for the daily duties of the counselors.
- To create the necessary atmosphere for a positive camp experience.
- Is directly responsible to GGC President.

\*Attend and participate in mandatory staff training sessions and staff meetings when called by the President (meetings prior to the start of camp session). Applies to both Youth and Teen camp.

\*Attend, participate, and help organize camp orientation prior to start of camp (typically 3 days). Applies to Youth Camp.

- Encourage the use of the Ukrainian Language throughout the duration of the camp.
- Coordinate staff meetings and contribute to the ongoing improvement of the camp program.
- Inform food services of daily activities or changes to the schedule as soon as they are made.
- Deal with complaints brought to you by parents, campers, counselors, and other staff members in a timely, professional, and appropriate manner.
- Ensure you and your counselors are aware of any medical or special needs of campers.

### **Experience**

- Experience in effective leadership and management of a staff team.
- Ability to successfully develop, plan and execute a summer program of learning and fun with direction and guidance from the President.
- Excellent written and oral communication and leadership skills; you will be required to not only engage with staff and participants but with parents and guardians as well.
- Understanding of issues related to providing services and supervision to persons of all ages.
- Patient and empathetic capabilities while leading with integrity and diligence.
- Ability to work cooperatively with staff and volunteers while inspiring motivation and collaboration.
- Ability to work independently with minimal supervision.
- Experienced with risk management while ensuring all procedures and policies are adhered to completely.

### **The Camp Director will...**

- Implement and manage the effective application of all operating policies of GGC, the camp program and to ensure that the safety and well-being of campers, staff and volunteers.
- Organize and plan with the President of GGC the orientation, pre-season, and ongoing training for all camp staff.
- Maintain an effective working relationship with the President
- Ability to teach Ukrainian language classes is an asset.
- Be present during registration of camp participants providing support as needed and to welcome all participants and parents.
- Communicate effectively with camper parents/guardians and caregivers.
- Adhere strictly to all due diligence policies and procedures.
- Provide leadership with emphasis to the “Campers Come First” philosophy.
- Ensure program remains within allotted budget for operating costs.
- Responsible for the successful delivery of the camp program.
- Be able to problem solve and deal with concerns that may arise relating to campers and staff.
- Provide a daily update to the Board Member responsible for Communications and Advertising to share on social media of camp happenings – including group photos to be shared.
- Provide written summaries of camp session, including recommendations for improvements and other changes as appropriate.
- Undertake other duties as may be required or directed by the President
- Must complete a **written evaluation** at the end of the camp session and submit to the President within 2 weeks of the last day of camp.

*These statements on duties are not to be taken as the final and only work to be done by staff members.*