



- Camp Director cannot be away at the same time.
- Written evaluations of staff will be done by the Camp Director and the Personnel Committee within six weeks of commencement of the job. The intent is to support staff to gain the required skills, achieve their own goals, and meet their job description requirements. The Personnel Committee Chair needs to be aware of the staff evaluations and collaborate with the Camp Director if there is to be any warnings given or action to be taken.
  - The Camp Director will work collaboratively with the Chaplain to support the emotional and spiritual needs of campers.

### **RESPONSIBILITIES:**

1. After being hired, will participate, if possible, in the interviews and hiring of the staff.
2. Will develop staff training according to directions from the board and in collaboration with the Chaplain/Assistant Camp Director, First Aid Attendant, Waterfront Director, and Program Committee.
3. Will submitted a staff training plan upon completion to the Program Committee and the Board Chair for approval.
4. Will develop, and implement a Counsellor in Training program, within the budget provided and covering all the required elements. Submit this plan to the Board Chair or Chair of the Personnel Committee for approval.
5. Will prepare and implement summer programs for campers, appropriate to age groups, with alternatives for fair and poor weather, with input from Counsellors and Coordinators. Programs need to include self-esteem building activities, cooperative games, and environmental awareness. Respect old camp traditions as well as creating new ones.
6. Will ensure that all required safety devices, sports equipment, climbing wall, boats, paddles, waterfront supplies, fire extinguishers, oxygen, First Aid equipment, life jackets, air horn, walkie talkies, safety lines for canoes, kayaks and motor boats, bailing buckets, are in serviceable order. This must be done in the spring so repairs and purchases can be made. The coordinators of all departments are responsible for ensuring their responsibilities are met, but the Camp Director is ultimately responsible. All concerns about equipment or facilities are to be brought to the appropriate Board member's attention as soon as noted.
7. Will ensure the safety and well being of all campers and staff, paying specific attention to morale.
8. Will build and maintain respectful staff relations, adhering to policy in the event a staff member does not fulfil his/her obligation and contract. Document examples of concern and include them in the weekly report, or communicate concerns immediately to the Chair of Board/Chair of Personnel Committee.
9. Will maintain accurate records, using appropriate forms (Daily, weekly and monthly reports).
10. Will not alter any policy or create new forms, without first speaking with the Chair of Board/Chair of Policy Committee.
11. Will communicate with the Board Chair and/or the Board member liaison designated for the specific camp, for day to day supply issues.
12. Will ensure that the Director's cabin is maintained as a professional work space.

13. Will be familiar with the MacKenzie Camp Policy and Procedure Manual.
14. Will submit weekly reports of camp sessions and issues arising to Board member liaison, and will meet weekly with the Board member liaison to review camp operation and policy question/concerns, seek advice/direction, and review procedure modifications/changes.
15. Will model self respect, respect for others, good listening, patience, and appreciation of Christian based camping.
16. Prior to a camp session, will consult with the Board Chair/Personnel Chair/Treasurer regarding the decision to engage “on call” staff, or CITs. The decision is to be made based on camp registrations, gender split, and finances. The Camp Director will ensure that the Personnel Chair has a list of all CITs who volunteered for each week of camp.

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17. When the Registrar informs the Camp Director of campers' birthdays, allergies, and food intolerances, the Director will ensure the information is passed to the Head Cook, Counsellor, Chaplain, and First Aid Attendant the Wednesday before the campers arrive.
18. Follow existing policy/procedures for clean-up at the end of each summer session and the end of camp.
19. Ensure that at all times cabins are adequately supervised.
20. During the spring school sessions, will ensure that school teachers fill out field trip forms and include medical conditions, behaviour challenges, or dietary intolerance. This information is discretely relayed to the appropriate staff.

The Mackenzie Camp Society is aware of the responsibilities and hard work required of the Camp Director. The Society commits to appreciate the person in this position and to ensure he/she is given appropriate support and oversight to ensure success. Board committees (Personnel, Property, Program, and Policy) are in place and will respond to a request from the Camp Director. Alternate phone numbers are also available.

Camp is about forming community and that includes all staff caring for the maintenance and cleaning of this community. Setting an example for campers and showing appreciation to those who do makes them more willing to help.

## SPECIAL CIRCUMSTANCES

### VISITORS:

Visitors must notify the Camp Director of their wish to visit camp. The policy is to encourage parents/guardians to see the site on registration day, if they wish. It is necessary that a staff member accompany visitors, as a safety precaution.

### STAFF SUSPENSION:

The Camp Director, acting alone only if he/she is unable to reach the Chair of the Board or the Board Designate, has the authority to suspend any employee or volunteer felt to be causing harm to the camp program and order him/her to leave the camp (Discretion must be used to ensure that such

communication remains as private as possible). After asking the individual to leave, such cases will be dealt with in conjunction with the Board Chair/Personnel Committee Chair and then presented to the board of the society for information and/or further action. Employment Standards must be met if this person is to be disciplined/dismissed. (See B.C. Employment Standard Act.)

NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT. THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPERS. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS, ALCOHOL, TOBACCO, OR MARIJUANA ARE ALLOWED.