



PROGRAM DIRECTOR

FULLTIME APRIL 1- AUGUST 31.

HALF TIME SEPTEMBER-MARCH

Location: Sauble Beach mid-June to August 31, remote the rest of the year



Silver Lake Mennonite Camp provides an enjoyable setting where spiritual and personal growth are fostered and values are emphasized. This occurs during summer camp, outdoor education and retreats. Community living, personal discovery, outdoor skills and environmental caring are of primary focus.

PROGRAM DIRECTOR

Working under the guidance and strategic direction of the Executive Director (ED), the Program Director is responsible for overseeing and managing the delivery of SLMC's programs within the guidelines of Silver Lake's mission and policies and the Ontario Camping Association accreditation standards. The Program Director serves as acting Executive Director in the Executive Director's absence. The position is fulltime from April-August and halftime throughout the rest of the year.

Working Relationships

- a. With Executive Director: Reports to and is directly accountable to the ED. Provides information and reports, shares issues, provides advice, receives direction from the ED.
- b. With Staff: Provides operational leadership to all program staff ensuring that all who experience SLMC's programs are well-served and that SLMC's mission and vision are implemented. Is the direct supervisor of Assistant Directors.
- c. With Volunteers: Provides operational leadership to volunteers and supports the Head Cook and Maintenance Coordinator with volunteers in each of those areas.
- d. With Campers and their Parents/Guardians: Open, approachable, respectful and tactful communication. Listens and is sensitive to camper and parent concerns.

Responsibilities

Personnel

- Take a leadership role in recruiting, hiring, supervising and supporting a full complement of seasonal staff in accordance with Ontario's employment standards
- Develop staff training and in-service materials in collaboration with the Leadership Team
- Ensure the weekly evaluation of all seasonal staff
- Participate, plan and lead effective staff meetings with Program staff as a whole and with sub-sections of staff (i.e. meet regularly with Assistant Directors, with program areas etc.)
- Ensure policies and practices outlined in the staff manual are being followed
- Collaborate with the ED to recruit, build relationships with and direct volunteers as needed

Management & Administration

- Be prepared to step in as acting Executive Director as needed
- Play a leadership role in recruiting campers, promoting SLMC
- Build healthy relationships with constituency, communicate and engage effectively with campers, parents, staff, volunteers and alumni
- Work with the ED to monitor expenses and revenues within the operating budget and submit financial reports as needed: seasonal staff payroll, expense reports, etc.
- Ensure that regular on-site workplace and health and safety inspections take place
- Assist with fundraising and promotional events throughout the year
- Submit reports on trends etc. that are helpful for assessing future direction for camp programs
- Attend Silver Lake board meetings throughout the year

Program

- Oversee the operation of SLMC programs
- Operate and evaluate all aspects of the SLMC program in accordance with current standards
- Ensure all programs promote camper and staff wellbeing
- Make sure program areas, buildings, and facilities are well maintained
- Work to adapt and integrate summer theme (often from MennoMedia) into programming
- Set goals and objectives for program areas: Quest, Nature, Crafts, Outtrips, Garden and Waterfront etc. in collaboration with the Leadership Team

Faith Development

- Provide an accurate reflection of the camp mission in camp programs, staff training, policies, publicity and overall management
- Ensure quality Quest material is developed for each age group
- Provide spiritual development opportunities and support for staff

Qualifications

Required:

- a clear Vulnerable Sector check and have or be willing to obtain Standard First Aid & CPR
- a post-secondary degree in education, recreation, leadership or equivalent with a minimum of 3 years of experience related directly to children's camp programming
- knowledge of camps industry including policies and processes relative to camps in Ontario
- the ability to recruit, hire, train, lead, counsel, motivate and supervise seasonal staff (about 100)
- an understanding of financial management, high level organization
- a proven ability to delegate responsibility and ensure accountability
- an ability to work with tact and discretion when dealing with sensitive issues
- a focus on ensuring camper, staff and volunteers' wellbeing
- an ability to set objectives, delegate and prioritize workflow such that goals are efficiently met
- Ability to document processes and perform recordkeeping
- Excellent interpersonal, analytical and communication skills
- Proficiency in office software including Microsoft Office and CampBrain

Assets:

- a theological background, ability to guide staff on faith journeys
- Credentials such as NL, WAFA, ORCKA, Standard First Aid & CPR, MHFA etc.
- An in-depth appreciation of, and commitment to environmental stewardship and sustainability

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.