



Welcome Friend Association

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Welcome Friend Association's 2024 Rainbow Camp® Director Job Description

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, through creating a safe environment that allows our campers to be their best and most authentic selves. We focus on positive programming that helps build the tools and confidence to accelerate this growth.

The Camp Director position, reporting to the Executive Director, is responsible for:

- Planning, coordinating, and overseeing the overall camp program
- The care, safety, protection and supervision of the camp environments, staff and participants
- Communicating with parents, guardians and camp staff (during and after camp hours)
- All administrative duties of camp.

Our Camp Director is ultimately responsible for ensuring every camper is able to experience the complete magic of Rainbow Camp®.

Duties and Responsibilities include:

Human Resources:

- Recruit, hire, supervise and support a full complement of summer staff including the kitchen in accordance with Ontario's employment standards
- Ensure the completion by the camp staff of all required documents (criminal check including Vulnerable Sector check, background clearances, certifications, etc.)
- Works cooperatively, amicably, and professionally with all staff members
- Develop Rainbow Camp® program manuals for the staff
- Develop staff training materials for pre-camp and in-service staff training
- Ensure policies and practices outlined in the staff manual are being followed
- Supervise staff, by providing leadership through training, coaching, motivating, and completing performance appraisals
- Makes recommendations to the Executive Director regarding Rainbow Camp® staff advancement, probationary and disciplinary action
- Organizes and coordinates the camp staff's weekly schedules (days off, hours worked, etc.)
- Establishes a procedure for handling all health, behavior and other issues including informing the Executive Director

Operations

- Responsible for the care, safety, protection and supervision of the camp environments, staff and participants
- Knowledge of, and adherence to all Rainbow Camp® policies, rules, and guidelines, as well as general practices and procedures followed by the Ontario Camping Association and Algoma Public Health
- Administers required Emergency and Safety Drills
- Develop Rainbow Camp® program materials reflecting camp values
- Ensures Health and Safety procedures are being followed and maintained.
- Oversees the development and execution of the programming and all camp activities
- Oversees the delivery of safe, high-quality programming in line with camp program manuals (including required staff-to-camper ratios)
- Ensures staff have all of the programming supplies required
- Steps into direct delivery of the programming as required
- Acts as a positive role model for campers, staff, and volunteers by embodying the values of the Welcome Friend Association, and acts as a positive ambassador for the camp in the community
- Understands the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations
- Handles emergency situations in conjunction with the Assistant Camp Director and immediately reports them to the Executive Director
- Keeps the Executive Director apprised of day-to-day operations, issues, potential problems, complaints, and any proposed changes to the Rainbow Camp® plan
- Oversee first aid response for injuries and the distribution and logging of medication.
- Conduct regular on-site workplace and health and safety inspections

Administration:

- Participate, plan and lead effective staff meetings
- Responsible for parent and staff communication following camp service standards
- Ensures administrative tasks are completed accurately and on time including all paperwork associated with payroll, staff scheduling, camper attendance, Visa reconciling, staff screening, WSIB incident reporting, etc
- Review staff working hours' time sheets to ensure they are completed correctly
- Monitors expenditures and ensures purchases are approved and permissible given the assigned camp budget. Submits all camp receipts and invoices to the Office Administrator
- Assists with camp promotion and strategic marketing, which may include development of marketing material, marketing in schools, at camp fairs and at community events
- Assist with fundraising and promotional events throughout the year
- Oversees social media and websites
- Attend Welcome Friend Association board meetings as required

Other

- Other duties as assigned

Required Qualifications:

- Bachelor's degree in recreation, education, or a related field.
- 5+ years of experience working in a camp setting.
- Strong 2SLGBTQ+ leadership and interpersonal skills.

- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- CPR and first aid certification.

Vulnerable Persons Check

Preferred Qualifications:

- Master's degree in recreation, education, or a related field.
- Experience in a variety of camp activities, such as sports, arts, and crafts.
- Experience in working with 2SLGBTQ+ youth.
- Experience in fundraising and marketing.

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
- Experience with CampBrain software

Compensation is dependent on experience, qualifications and hours worked. The expected salary range is \$50,000 – \$60,000. The position includes room and board (June 1-August 31), and travel expenses.

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.

To apply: Submit a cover letter and resume. In your cover letter please include a paragraph on what excites you about working for Rainbow Camp®. Email our leadership team at hr@welcomefriend.ca