

CAMP TANNER JOB DESCRIPTION

Camp Director

The following are duties of the **CAMP DIRECTOR** at Camp Tanner and are in addition to requirements of all staff as listed in the offer and contract. All staff are also required to read and abide by the Camp Tanner Staff Manual and any additions which are made to it.

Responsibilities Before Camp

- a) Attends Camp Tanner Inc. Board meetings when possible.
- b) Staff Training and Planning: Plans and leads pre-camp staff meetings and training sessions with support of the Program Committee, Camp Co-ordinator, director team and senior staff; knows all camp job descriptions and ensures staff understand the expectations of Camp Tanner Inc. as described in (but not limited to) the Staff Manual.
 - i. Collects Staff Paperwork:
 - Signed Contracts, Health and Tax Forms
 - Copies of Police Check, First Aid and other required Certifications
 - ii. Health and Safety Training
 - Emergency Procedures
 - Bullying, CAS Reporting etc
 - iii. Leadership and Programming Training
 - Job Descriptions
 - Daily and Weekly Schedules
 - Camper Behaviour
 - Program Content and Ideas (Songs, Games, Activities etc.)
 - Supplies Staff should bring to camp
- c) Programming: works with Assistant Director and Camp Coordinator to develop daily and weekly schedules.
 - i. Assistant Director and Camp Coordinator will arrange for special guest visits to enhance existing program, with special consideration given to interesting and educational topics (for example: fishing, science, falconry, insects, reptiles, environment and more).
 - ii. Assistant Director and Camp Coordinator will reach out to external staff as necessary (Special Activities Staff and Chaplain for example) to ensure they are aware of expectations and are prepared for the summer.
 - iii. Works with Assistant Director to ensure all special events and meals have designated leaders; works to support staff taking leadership of new things.

Responsibilities During Camp:

- a) Is responsible to the Camp Tanner Inc. Board; lives onsite for the duration of the program and oversees all aspects of Camp Tanner.
- b) Is available and accessible at all times, works cooperatively with all staff and volunteers and strives to know all persons on site individually.
- c) Participates in all aspects of the camp program and takes mostly supportive roles but also leads when necessary.

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d) Staffing, Evaluations, Discipline and Feedback

- i. Coordinates hiring/placement of staff in conjunction with Staffing Committee
- ii. Works with Assistant Director to assign staff to cabin units.
- iii. Evaluates and disciplines Assistant Director Position, as well as Support Staff Positions (Cleaner, First Aid Supports, Kitchen Support Worker), retaining copies for the Camp Tanner Inc. Board.
- iv. Approves evaluations or disciplinary actions written by the Assistant Director, and collects copies for Camp Tanner Inc. Board: Craft/Sports Leader, Lifeguards, Chaplain, Counsellors and CITs
- v. Attends / Facilitates frequent Staff Huddles and Daily / Weekly Meetings

e) Campers and Parents

- i. **Organizes camper cabin groups with help of Camper Director and Registrar.**
- ii. Organizes Registration and pick up, addresses parental concerns and manages any mid-week absences.
- iii. Works with staff and Camper Director to stay aware of all camper issues and assists where necessary; ensures parents/guardians are kept well informed.

f) Camp Site and Accrediting

- i. **Conducts inspection and documents physical state of the camp prior to and at the conclusion of the camping season and each week. This includes a written description of the property as well as photos and should include the state of the cabins, staff lounge, dining hall, pool house, craft cabin, directors hut, trailer and grounds in general. Anything needing repair should be documented with a photo and brought to the attention of the Kinsmen immediately. Photos should be taken of pool room, pool supplies, electric and water meters etc.**
- ii. **Logs any and all interactions with members of the Kinsmen, documenting times, names and particulars. Notes resolution (if any) of problems and retains copies of expenses incurred by Camp Tanner Inc. in doing so.**
- iii. Is made aware of and approves or denies visitors to camp.
- iv. Works with Staff (especially Support Staff) to ensure property is well maintained; reports any issues requiring attention to the Camp Tanner Inc. Board and/or Kinsmen Club of Stratford; hires repair persons if needed.
- v. Facilitates camp clean up at the conclusion of individual weeks and the summer.

g) Health, Safety and Risk

- i. Responsible for health and safety of all persons at camp (staff, campers, volunteers).
- ii. Demonstrates and enforces all boundaries and rules; Instructs and practices emergency procedures (including but not limited to: fire, flood, tornado, threat, drowning etc.) with staff and campers. Documents practices (kept on

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file in the trailer) and makes revisions to emergency procedures with approval of Camp Tanner Inc. Board.

iii. Works with First Aid Support to determine when health concerns need outside attention and makes immediate arrangements to obtain additional care, notifying parents and/or emergency contacts of all actions.

iv. Ensures all incidents (of any nature) are properly documented and local authorities are involved as needed (police, Children's Aid Society, etc). v. Ensures that safety inspections are completed, documented and filed on the Friday Evening of each camp. Concerns are made known immediately to the Camp Tanner Inc. Board.

h) End of Summer Report

i. Co-ordinates the End of Summer Report with assistance from Camper, Staff and Programming Directors as well as Senior Staff: Craft, Chaplain, Special Activities and Senior Camper Leaders and Head Lifeguard. Report includes feedback and recommendations and is completed in entirety by September 1st and presented in person to Camp Tanner Inc. at scheduled September board meeting.

ii. Kinsmen Log to be submitted to Property Committee at September meeting (digital and physical copies).

iii. Gathers and submits inventories from other Senior Staff:

- Program Director: staff books, costumes, activities, sports trailer.
- Craft Leader: craft cabin supplies.
- Head Lifeguard: pool and chemical inventory.
- First Aid Support: trailer inventory.

Current National LifeGuard Certificate considered an asset for the 2021 season

COVID-19 Specific Information: Successful applicants would be required to familiarize themselves with signs and symptoms of COVID-19 and may be required to be the point of contact for SouthWestern Public health in order to evaluate COVID-19 concerns should they arise. This requirement will continue to be evaluated by the Camp Tanner Staffing Committee as new and updated information becomes available from the Federal, Provincial and Local Public Health governing bodies