



Position: SECTION HEAD (LOWER CAMP & UPPER CAMP)

Description: The Section Head is responsible for the direct supervision, support and leadership of the campers and staff in his/her section of camp. By modelling strong and effective camp leadership the Section Head will work with the Assistant Camp Director to ensure that campers and staff have celebrated success while at camp, as well as mentoring and guidance when faced with challenges.

Reports to: Assistant Camp Director / Camp Director

Staff Obligations:

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of, abide by and enforce all camp policies and procedures including those for emergencies, code of conduct, health & safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Assistant Director promptly and accident/behavioural reports must be filed for anything that occurs in your presence.

Responsibilities:

- To develop and implement morning and afternoon programming (Sunrise & Sunset) by engaging the entire camp and staff in songs, skits, and announcements.
- To supervise and support all staff members and campers in your section of camp on a daily basis.
- To work with Counsellors to facilitate and supervise lunchtime activities.
- To work with Program Coordinator to facilitate Emergency Lunch Program.
- To be a resource for Counsellors and to assist them with programming ideas for, and implementation of, their cabin-time activities and to review and modify as required cabin-time activities for your section.
- To assist Counsellors and/or Program Staff when additional coverage is required.
- To provide all staff with the necessary instructions and training to participate in and lead camp activities
- To administer the safe arrival program for your section by collecting daily attendance and notifying the office of all campers who have not arrived at camp by 9:15am.
- To ensure that your staff provides care to our campers that reflect the standards and guidelines of the camp and to provide support and guidance to Counsellors dealing with campers who exhibit challenging behaviour.
- To give staff under your supervision positive and constructive feedback on a consistent basis and to work with the Assistant Camp Director to formally evaluate (in person and in writing) staff twice during the summer.
- To facilitate touch base meetings with your section that highlight successes and challenges in camp as well as opportunities for staff growth.
- To work with the families of our campers through phone and in-person communication, to ensure that they are successful at camp and that families are kept informed of both positive and negative behaviours.
- To oversee and approve all camper evaluations and awards for your section of camp.
- To work with the Counsellors in your section to ensure that the campers are receiving proper nutrition while at camp.

- To prepare weekly room schedules for all the cabin-time activities ensuring that program areas have the space they require.
- To share with the staff team the duties of ensuring the camp-site is clean, organized and safe.
- To facilitate the dismissal process of all campers in the gym at the end of each day.
- To plan and facilitate the end of camp ceremonies, The Eclipse, twice during the summer.
- To provide administrative, leadership, and program planning support for day-to-day operations, in-house performances, spirit days, end of camp ceremonies and visitors' days as required.
- To work with the other head staff to design and implement staff orientation, in-service training, camp set-up and post-camp tear-down.
- To provide support to the Camp Director in any other camp related duties required by the camp.

Operational Requirements:

- Ability to work in a high energy/busy environment
- Ability to occasionally work extended hours, evening events, and weekend overnight trips as required
- Current Standard First Aid & CPR Certifications (Red Cross or St. John's Ambulance) and a clear criminal records check are required for this position

Personal Suitability:

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| • Good judgement | • Organizational and planning skills |
| • Initiative | • Flexibility |
| • Strong interpersonal skills | • Discretion |
| • Ability to resolve conflict | • Enthusiasm/High Energy |
| • Strong time management skills | • Ability to speak in front of large groups |

Qualifications/Experience:

- Must be at least 20 years old and be working towards or have completed a post-secondary program at a University or College in Social Work, Child & Youth Work, Psychology, Education, Recreation or a related discipline
- Experience supervising staff in a camp environment or related discipline
- Experience working with children with behavioural challenges is an asset
- Ability to work between the hours of 7:30am – 5:30pm (most work days will consist of an 8.5 hour day)
- Ability to work extended hours occasionally throughout the summer including weekly staff meeting days (until 6:00pm), two Visitors' Day Arts Showcases (until 9:30pm), Head Staff meetings (as needed) and for other special circumstances.
- Ability to work independently and in a team setting with strong organizational and planning skills
- Ability to effectively communicate orally and in writing
- Ability to accept feedback/constructive criticism
- Experience planning and leading both small and large group activities
- Should have some experience in the arts and/or sports

Availability:

- Applicants must be available for:
 - May Staff Meetings: Head Staff, All Staff
 - Head Staff Preparation: June 11 – 22, 2012 (Monday to Friday, approx 30 hours/week)
 - Pre-Camp Training: June 25 - June 29, 2012
 - Camp Sessions: July 2 - August 17, 2012 (Monday to Friday)
 - Visitors' Day Arts Showcases: July 19 & August 16, 2012, until 9:30pm
 - Leadership Overnight Trip: July 26 – July 28, 2012
 - Post-Camp: August 20 - 24, 2012