

JOB DESCRIPTION: CAMP DIRECTOR

The Camp Director has final authority over all matters relating to the camping program when the camps are in session including the staff training camp (end of June to middle of August) and the Vacation Church Camp program in August (last three weeks of August).

S/he is accountable to the Camp Lorrain Board of Directors who will be available to the Camp Director, usually through the Chairperson and/or the Secretary of the Camp Board, during the camping season and throughout the year, by telephone, and when necessary in person.

The Camp Director's Responsibilities include but are not limited to the following:

- Assist the Camp Board in the promotion of the camps;

- Recruit, hire and evaluate all on site staff except the caretaker (counselors, water front directors, craft directors, cook and other special resource people) within the guidelines of the Camp Board including honorariums;
- Recruit and evaluate all volunteer staff (spirit guides and other special volunteer resource people);
- Provide appropriate training for the staff before and during the camping period;
- Be the Supervisor of all camp staff and volunteers while on site;
- Ensure adherence to all written Camp Board policies and values by all staff and volunteers;
- Develop and build good staff and volunteer relationships, organize staff and volunteer responsibilities and daily schedules appropriately;

- Assign campers and counselors to their housing and living groups;
- Provide for and monitor health and safety policies, practices and procedures as approved by the Camp Board;
- Provide a total camp program that is consistent with the camp's goals and values;

- Oversee the preparation of menus, food purchases, and the return or disposal of excess materials at the end of the camping period;
- Be responsible for the physical, mental, social and spiritual well-being of the campers;

- Ensure that all details of closing camp and securing the site are carried out by the staff;
- Administer and maintain complete records during the camp, including camper lists, daily attendance, health and medical forms, financial records, and incident or accident reports;
- At the end of the camps receive written evaluations from staff, prepare written evaluations of the staff for the personnel files, and prepare a written report for the Camp Board of Directors.
- Supervise and participate in the Vacation Church Camp program in August.