

**Reference: Canyon Church Camp Policy and Procedures Manual**

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**5.10.1 JOB DESCRIPTION FOR CAMP DIRECTOR**

**Qualifications for Camp Director**

1. Must be at least 24 years of age at the commencement of employment. The following list of duties will be expected in addition to any other relevant duties requested by the Board.
2. Must satisfy a Category C Level Screening as follows; for any overnight programs and any one-on-one activities:
  - a. Provide a current valid **Criminal Records Check with a Vulnerable Sector Included** clear of any incidents. Failure to comply will be grounds for refusal to hire and/or immediate dismissal and removal from camp.
  - b. Provide two references
3. Must have a respect for and a willingness to understand United Church of Canada Theology so as to encourage and support our Christian community.
4. Must have First Aid or CPR training.
5. Will have demonstrated the ability to teach and lead youth groups.
6. Must have good organizational, leadership and interpersonal skills.
7. Will have many skills in the following areas: hiking, orienteering, crafts, sports, rainy day activities, quiet time activities, music, nature knowledge, bible knowledge and appreciation of others' faith stories. *Details required.*
8. Will submit a medical confirmation of physical fitness for this position.

**Job Description for Camp Director**

Under the direction of the Canyon Church Camp Association Board the Camp Director will:

1. Create Counselor and Counselor-in-training programs for Orientation Weekend and during camp.
2. Be responsible for the implementation of Counselor and Counselor-in-Training programs.
3. Work with the Board, Assistant Camp Director and Resource Staff to ensure the safe and smooth running of all programs at camp.
4. With the Assistant Camp Director, will arrange and schedule all components of camp week.
5. With the input from the Assistant Camp Director, will coordinate, schedule and delegate responsibilities for song leadership, campfire, vespers, group recreation activities, etc. both on and off site.

6. With the Assistant Camp Director, will monitor the free time for Counselor and Counselor-in-Training and the resource staff as is designated by the Board.
7. If a problem situation arises, will communicate with and work closely with a Board representative and/or President of the Camp Board.
8. Will work with the Board and Interview Committee to interview applicants for Counselor and Counselor-in-Training positions.
9. Will work with the Board and Resource Staff with regard to any ideas that will increase the quality of youth participation in camp programs.
10. Will formally monitor the performance and behavior of the Assistant Director, Counselors and Counselors-in-Training and will ensure their adherence to camp rules and schedules at all times.
11. Will submit final evaluations to the Leadership Chairperson on the Assistant Camp Director, Counselors and Counselors-in-Training by August 30.
12. Will submit completed incident reports to the Camp Boardard.
13. The duties and limitations of this position are as detailed herein and as per this Canyon Church Camp Policy & Procedures Manual, unless otherwise defined by the Camp Board.