

Camp Arbutus Hayo-Went-Ha

LC Director

Job Description

Desired Qualifications

- * Training and experience in supervising and delegating staff
- * Training and experience in working with children
- * Ability to work well with others
- * Ability to originate, and/or monitor all Leaders Corp activities, maintain schedules, and implement them in camp activities
- * Current CPR and first aid certifications
- * Desire to work and live in a camp community

Responsible to

Camp Director and Administration staff

General Responsibilities

To be LC Director for the camp; supervise LC's; and provide a well-run and interesting leadership program.

Specific Responsibilities

1. Ensure each LC member has an opportunity to participate in desired activities.
2. Participate in and lead specific areas of staff training pertaining to program
3. Work with the program director to schedule LC's , and then observe the LC's in these activities.
4. Conduct inventory of all program needs and place orders when necessary, ensuring timely arrival of supplies (See Camp director before purchasing materials)
5. Supervise LC's at all times – know where they are and what they are doing. (Including group days off)
6. Coordinate coverage of the position
7. Post schedules for activities in advance to allow LC's preparation time.
8. Initiate and complete a group project during the scheduled time.
8. Assist with cabin assignments for LC's during the last 2 weeks
9. Keep accident/incident reports that can be used for risk-management assessment
10. Prepare a summary and evaluation of the LC program
11. Write camper reports on each LC with your thoughts and observations, and make recommendations for the following season
12. Monitor all aspects of the LC program
13. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

Essential Functions

The LC Director needs to communicate effectively to enforce safety regulations, must be able to drive for needs and supplies; lift/assist needed equipment; observe all areas of LC program in the camp setting; observe and assess unsatisfactory activities or inappropriate teaching of an activity. (Taking into account safety, location etc.).