

Cairn Family of Camps Summer Staff Job Description Program Manager

Positions Available: 1

Reports to: Camp Director, Assistant Director

Supports: Program Counsellors, Program Coordinators, Program Supervisors

GENERAL FUNCTION

The Program Manager oversees and manages all Cairn programs, including their design and implementation. They will create daily and weekly schedules for all camp programs, in conjunction with the Program Coordinators and Supervisors, and provide program support and resources to all staff. They will develop and evaluate the Program Counsellors to provide the best camper experience, and ensure that camp is a safe inclusive environment that encourages self-esteem, stewardship, and servanthood.

KEY RESPONSIBILITIES

- All-Staff Responsibilities:
 - Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps.
 - Demonstrate strong support and commitment to serving the campers, staff, families, and all program participants of the Cairn Family of Camps.
 - Practice and support the health and safety of all campers, staff, families, and all program participants of the Cairn Family of Camps.
 - Complete a year-end report, including a season review, and offering suggestions for future camp seasons.
 - Complete additional duties as required.
- Program Development and Management Responsibilities:
 - Oversee the successful scheduling, planning and implementation of all programming aspects of Cairn's programs.
 - Maintain oversight of all shared Cairn resources, including staff, program resources, and site resources, to ensure all programs (Glen Mhor, Iona Tripping, CYOB, LIT) are sufficiently equipped to operate effectively.
 - Coordinate the daily and weekly scheduling of all Glen Mhor programs.
 - Schedule and assign daily, weekly, and season-long program responsibilities and tasks to those involved in leading programs.
 - Complete regular inspections of program areas to ensure compliance with all regulations and Cairn Standard Operating Procedures.
 - Work with the Counselling Manager and Directing Team to coordinate and oversee camper pick up and drop off days at the beginning and end of each camp session.
 - Act as the Glen Mhor program timekeeper to ensure that programming, meals, and other camp activities meet scheduling expectations.
 - Ensure the smooth running of meals, including delivering announcements.
 - Manage budgets and inventory for all programming areas. Ensure equipment is stored safely throughout and at the end of the season.
- Staff Development and Management Responsibilities:
 - Supervise, coach, and evaluate Program Counsellors.
 - Ensure the ongoing wellness, morale, and development of the Program Counsellors and other staff involved in leading Cairn programs.

- Act as a resource for campers, Counsellors, and Program Supervisors and Coordinators, providing support, strategies, and direction, as needed.
- Professionally and supportively address any issues with or between counsellors (emotional, disciplinary, etc.) in conjunction with the Counselling Manager and Program Supervisors.
- Complete administrative duties related to staff development, including but not limited to evaluations, behaviour logs, situation of concern logs, communication logs, creating schedules etc.
- Develop and lead sessions during staff training as required, in conjunction with the Directors.

JOB KNOWLEDGE & QUALIFICATIONS

- A minimum 3 years' experience as a camp staff member or equivalent.
- Personal skills: service-oriented leadership, management, organization, group facilitation, problem-solving ability, adaptability, empathy, growth mindset, collaboration
- Standard First Aid/CPR-C
- A minimum of one of the following qualifications: National Lifeguard Certification, Challenge Course Certifications (Level 1 Ropes), or a G Driver's license.
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification prior to the summer camp season.
- Experience in music, arts, dance, drama, sports, or outdoor skills programming an asset.
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- The successful applicant is required to live on-site through the duration of their contract.
- Preference will be given to candidates who are available to fulfill a 4-month contract (mid-May to August).

COVID-19 ACKNOWLEDGEMENT

Due to the constantly evolving nature of policies, procedures, and recommendations surrounding the COVID-19 pandemic, the Cairn Family of Camps recognizes that elements of the summer 2021 schedule and programs, and – consequently – job responsibilities may be required to adapt. Until staff are hired, any updates to this document will be available on the Cairn website at <https://ilovecamp.org>. Once staff are hired, communication will take place directly via phone or email.

CONTACT

Please submit your application, including any supplementary documents, at <http://cairn.campbrainstaff.com>. Should you have any questions, please contact Robynne Howard, Camp Director, at robynne@ilovecamp.org.

The Cairn Family of Camps supports diversity, equity and a workplace free from harassment and discrimination. The Cairn Family of Camps is committed to an inclusive, barrier-free recruitment and selection process and workplace. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the camp office.