



GLEN MHOR PROGRAM MANAGER

Positions Available: 1

Reports to: Camp Director, Assistant Director

Supports: Area Heads, Glen Mhor Program Coordinator

GENERAL FUNCTION:

The Glen Mhor Program Manager is responsible for designing, implementing and supervising the Glen Mhor programs. The Glen Mhor Program Manager should ensure all programs are safe, inclusive, and encourage self-esteem, stewardship, and servanthood.

KEY RESPONSIBILITIES:

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- Oversee the successful implementation of all programming aspects of Glen Mhor.
- Coordinate the daily and weekly scheduling of all Glen Mhor programs, including assigning cabins to sessions, assigning programmers to lead cabin sessions, and work with the Iona, Tripping and LIT programs to schedule any use of Glen Mhor equipment, staff or program areas.
- Support the Program Team to ensure all programs areas at camp are engaging, follow the 4 S's, and meet required OCA standards.
- Oversee the development and evaluation of Area Heads and Resource Programmers.
- Schedule and assign daily, weekly and seasonal program responsibilities to the Program Team.
- Oversee the division of responsibilities with the Glen Mhor Program Coordinator when multiple camps are running at Glen Mhor concurrently.
- Design, organize and execute the Pay It Forward program.
- Manage and oversee the equipment and maintenance of program areas including archery, slingshot range, hammock village, terrajump, disc golf, and canoe storage.
- Complete administrative duties including but not limited to answering the phone and town run.
- Work with the Counselling Manager and Directing Team to oversee pick-up and drop-off days.
- Manage budgets and inventory for all programming areas. Ensure equipment is stored safely throughout and at the end of the season.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- The successful applicant is required to live onsite for the duration of the summer camping season.

EXPERIENCE & QUALIFICATIONS:

- A minimum of three years' experience as a camp staff member or equivalent.
- Standard First Aid/CPR-C
- G-class driver's license
- Level 1 Challenge Course Certification required, and/or a willingness to be trained in high ropes facilitation and the ability to pass the training courses.
- National Lifeguard Certification recommended
- Arts programming and nature programming experience are assets.
- 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
- Preference will be given to candidates who are available for a 3-month contract (end of May to August).