

GLEN MHOR PROGRAM MANAGER

Positions Available: 1

Reports to: Camp Director, Assistant Director

Supports: Area Heads, Program Coordinator

GENERAL FUNCTION:

The Program Director is responsible to design, implement and supervise the Glen Mhor programs. They will supervise all Glen Mhor program staff. The Program Director is to develop and offer safe inclusive programs that encourage self-esteem, stewardship, and servanthood.

KEY 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.
- Oversee the successful implementation of all programming aspects of Glen Mhor.
- Coordinate the daily and weekly scheduling of all Glen Mhor programs.
- Support the Program Team to ensure all programs areas at camp are fun and follow the 4 S's.
- Schedule and assign daily/weekly/seasonal program responsibilities & duties to members of the Program Team.
- Complete administrative duties including but not limited to answering the phone, town run, etc.
- Work with the Counselling Manager and Directing Team to coordinate and oversee pick up and drop off days.
- Oversee the development and evaluation of area heads and resource programmers.
- 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.

JOB KNOWLEDGE/QUALIFICATIONS:

- A minimum 3 years experience as a camp staff member or equivalent.
- Standard First Aid/CPR-C
- The successful applicant is required to live onsite from early May through August.
- 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

RECOMMENDED QUALIFICATIONS/CERTIFICATIONS:

- National Lifeguard Certification
- Challenge Course or Facilitation Certifications
- G driver's license (valid)

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.