



Brigadoon Village Program Director

Contract Dates: June 3rd – August 30th, 2019

Position Description

Our Program Director joins the Support Staff team at Brigadoon Village. Collectively, the Support Staff team ensures the safe and smooth running of all aspects of camp. Each Support Staff team member is expected to model Brigadoon's values and philosophy at all times. Our Program Director is responsible for ensuring that any programs taking place at camp are fun, safe, inclusive, and empowering. They have a high degree of experience in camp programming, strong facilitation skills, program evaluation and development skills, and understand the needs of youth living with chronic illnesses and other life challenges.

The main responsibilities of the Program Director fall into three categories: **Intentional Programming, Communication, and Staff Support.**

Intentional Programming: Our Program Director leads the charge in making sure all of our programming is intentional – evaluating all areas of our programming to ensure that it is helping our campers to grow and develop as individuals and that each of our programs is the best possible version. This person ensures that all policies and procedures are being followed at all times in order to maintain the safety of all participants and good condition of all equipment.

Communication: Each area of the program and schedule needs to be communicated to counsellors, programmers, and the Support Team. Details of where to be, how programs will run, and what staff can do to make programs successful will be communicated by the Program Director.

Staff Support: Our Program Director oversees, coordinates, and supports all programming staff to ensure their needs are met, they are performing well, and that their programs are being run effectively.

Reports to: Summer Director

Direct Reports: Special Programs Coordinator, Waterfront Coordinator, All Programmers

Position Specific Responsibilities

Programming

- Attend sessions in each of our 6 Core Program areas in order to develop each area consistently as the summer progresses.
- Plan and create the schedule for each of our camp sessions, ensuring that up to 100 campers are able to participate in each of the Core Program areas, enjoy each of our all-camp activities, and benefit from unstructured counsellor-led time.
- Ensure all areas of schedule are coordinated and communicated to each staff member. Communicate all changes to relevant parties.
- Adapt schedule to account for unforeseen changes, inclement weather, new information, etc.
- Overseeing the planning and execution of large scale camp events, for up to 100 campers simultaneously, ensuring that each of these is accessible to all, engaging for all abilities/age groups, dynamic, safe, and fun.
- Reviewing Daily Program Logs from all program areas to help to address issues, celebrate successes, and brainstorm possible improvements.
- Regularly running programs in the absence of programming staff.
- Overseeing budget management, supply requesting, and purchasing within each program area.

Staff Supervision:

- Responsible for supervising up to 20 staff members.
- Conduct weekly one-on-one meetings with staff members to ensure that their needs are being met, their programming goals are being met, and coaching them for regularly improved performance.
- Give regular feedback to programmers in the areas of program facilitation, adaptation, and consistently helping programmers to brainstorm new and creative twists to their programs.
- Manage an on-going list of tasks required by camp, and delegating these tasks accordingly to programming staff.
- Conduct twice daily meetings with programming staff to ensure that they have all pertinent information required to do their jobs effectively.
- Model and demonstrate best practices to all staff members, in terms of program delivery, program prep, and Brigadoon overall philosophy.
- Play a key role in the planning and delivery of our Staff Training periods.

General Camp Management

- As part of the Support Staff team, consistently evaluate all aspects of camp in order to ensure that everything is running smoothly.
- Ensure camper safety is maintained according to relevant policies and procedures.
- Model our philosophy and values, encouraging a positive culture and staff dynamic.
- Help to ensure that camp facility is well-cared for and kept clean.
- Step in to provide extra coverage for cabin groups where required (counsellor time off, extra support required, etc.)
- Help to troubleshoot issues in all areas of camp.

We're Looking for People Who Are:

- Committed to consistent learning and growth.
- Team players, willing to help out in all areas in any way they can.
- Passionate about helping to create a transformative experience for our campers.
- Creative and enthusiastic
- Organized, strong communicators, and competent problem solvers.
- Energetic and silly
- Kind and compassionate
- Able to physically and mentally care for campers for full days (7 am – 11 pm).

Requirements and Qualifications

- Previous supervisory experience is preferred.
- Minimum 2 years working in a camp or recreation setting.
- Post-secondary degree in a related field is an asset.
- Current Standard First Aid / CPR-C (can be obtained after job is offered)
- Criminal Record Check (including Vulnerable Sector Check (can be obtained after job is offered)
- Other certifications relevant to our program areas considered a great asset (NLS, Paddling, Archery, etc.)
- Proof of complete Immunization History prior to start date.

Further Position Details:

Camp sessions last from Sunday-Friday and all Brigadoon staff members will be expected to live on-site, working full days. There will be time off allocated to staff members each day, but staff should be aware that they are expected to work from approximately 7:00 am – 11:00 pm during each day of camp. Staff are expected to live onsite for the entirety of the summer season (June 3rd – August 30th) and will be able to leave site between camp sessions.

- Camp staff must be able to commit to the duration of the contract in order to secure employment.
- Room and Board are provided for the entirety of the camp season.
- There will be a preliminary Spring Training period from April 28th – May 1st (those who are unable to attend will be paid for it and expected to review the makeup resources).
- There will be a second Staff Training period from June 21st to June 28th, prior to the beginning of our first session on June 30th. Support Staff-specific Training will precede this period, starting on June 16th.
- The Program Director contract will begin on June 3rd in order to allow for time to prep summer programs prior to the beginning of Staff Training.

There will be further opportunities to join the team in our Spring and Fall seasons as an Activity Instructor, if interested.

How to Apply:

Any potential candidates interested in joining us for the 2019 Summer Season are welcome to apply online at

<https://brigadoon.campbrainstaff.com>

Applications will be accepted until March 1st. Any questions about employment opportunities can be directed to our Summer Director, Tiffany MacInnis at tiffany@brigadoonvillage.org