

# **Communications Director**

## **Reports to: Camp Director**

### **Position Purpose:**

To provide management, communication, supervision, recruitment and training to the camps staff. The Communications Director will oversee and provide communication and support to all staff (including teachers, nurse, kitchen staff, maintenance staff and volunteers).

### **Essential Job Functions:**

1. Participate as a member of the camp's senior staff to plan, direct, train and supervise evening programs, special events, and other all-camp activities and camp functions
  - ◊ Work with Activities and CIT Director to develop a program curriculum, awards programs, and leadership programs.
  - ◊ Assist in the planning and implementation of staff training during pre-camp and throughout the summer (with other senior staff).
  - ◊ Assist in the planning, scheduling and implementation of the end-of-session show.
  - ◊ Participate in management and staff meetings.
  - ◊ Makes sure time off is scheduled fairly and that each staff member is contributing positively to the camp activities
  - ◊ Works closely with Activities Director and Camp Director to ensure camp runs smoothly
  - ◊ Provide guidelines, run safety drills, and ensure campers and staff follow safety procedures.
  - ◊ Ensure kitchen staff, nurses, teachers and volunteers are on schedule and properly doing their jobs and happy.
  
2. Assist in the management and care of the facilities and equipment in all program areas.
  - ◊ Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
  - ◊ Ensure that any program areas are kept free of hazards and debris.
  
4. Develop and implement schedules and records for all areas of camp program and staff.
  - ◊ Develop feedback forms and ensure feedback is provided by all staff and campers before departure.
  - ◊ Collect and evaluate records; report and evaluate camp program.
  - ◊ Provide evaluations with Activities director on all staff.

**Other Job Duties:**

- ♦ Attend and facilitate/conduct staff meetings.
- ♦ Maintain clear and positive written and verbal communication with all camp staff.
- ♦ Assist in running camp activities when needed.
- ♦ Provide support and guidance to those assigned as leaders.

**Qualifications:**

- ♦ Experience in outdoor skills and instruction.
- ♦ Current instructional certification in camp programs or related experience.
- ♦ Current certification in first aid and CPR.
- ♦ Criminal Police Check

**Knowledge, Skills, and Abilities:**

- ♦ Training and experience in teaching programs to adults and children.
- ♦ Desire and ability to work with children outdoors.
- ♦ Must be mature
- ♦ Must be a strong team leader and able to delegate

**Physical Aspects of the Position:**

- ♦ Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Willingness to live in a camp setting and work irregular hours delivering programs in the facility available.

**Contract Length: July 1, 2012 to Aug. 11, 2012 (6 weeks)**

**Salary: \$2500 (room and board included)**

