Summer Director

Summer Program Staff
Contract Dates: **May** to **August 2027** (*exact dates TBD*) with part-time responsibilities beginning in January and ending in September
Gross Remuneration: **$475 per week** for **16 weeks**

Note: *The selected candidate will be offered one of the titles "Summer Co-Director" or "Assistant Director" depending on qualification and fit.*

Overview

The Summer Director for Ryerson Camp serves as the key leader overseeing the general program operations of Summer Camp, achieving the mission of Ryerson Camp while adhering to the Ontario Camping Association and United Church of Canada accreditation standards. The Summer Director is paid based on full time hours from May to August and is expected to contribute to camp hiring, planning, and reporting in the off season. The incumbent reports directly to the Chair of the Camp Committee or designated Committee Liaison. They will work closely with the committee and subcommittees to ensure the Mission and Vision are fulfilled by operating a high quality Christian camping experience.

Responsibilities

Human Resources

- In partnership with the PLP team, recruit, hire, supervise, and support a full complement of summer staff in accordance with Ontario's employment standards.
- Develop training materials and program for staff orientation and on-site staff training.
- Conduct a minimum of one midsummer evaluation of staff, which includes a performance review.
- Ensure camp policies and practices, as outlined in the staff manual, are followed.
- Lead regular staff meetings to ensure all are well informed regarding daily program plans and schedules in order to equip staff to effectively perform their assigned duties.

Program Delivery

- Develop, design, and oversee the delivery of the summer camp program for campers ranging in age from six to fifteen years.
- Operate all aspects of the summer camp in a safe, timely, efficient, and relevant manner, in accordance with current standards.
- Ensure the camp program ministers to the spiritual development and growth of all campers, staff members, and volunteers by balancing the various aspects of the typical camp experience (i.e. session teaching/biblical formation, small group discussion time, physical activities, creative arts/play, etc.).
- Provide leadership for the physical, mental, social, and spiritual well-being of all campers, staff members, and volunteers.

- Ensure healthy and regular communication and collaboration with the Ryerson Camp Committee for all aspects of camp, including related activities and personnel, both on– and off-site.
- Liaise with the legal guardians of campers as needed before, during, and after camp to ensure an appropriate level of information is shared.

Management and Administration

- Represent Ryerson Camp to members of the community (both within the Erie Presbytery of the United Church of Canada and beyond it), attending meetings as necessary.
- Assist with the delivery and coordination of pre-season promotions.
- Work within the budget laid out by the Camp Committee.
- Ensure that all expenses are recorded, covered, and reconciled.
- Ensure that all camper and staff data are documented and secured in the appropriate manner.
- Attend meetings of the Ryerson Camp Committee and United Church Outdoor Ministries (UCOM) as necessary, or submit written reports in advance of the meeting when attendance is not possible.
- Work collaboratively with the Directors of Leadership Development Camp, UCOM to plan and assist with their use of the Ryerson site.
- Work collaboratively with the assigned Directors of Family and Youth Camp programs, overseeing plans to ensure they align with the Mission and Vision of Ryerson Camp.
- Other duties as assigned by the Ryerson Camp Committee.

Requirements

- Ability to support and execute the Mission and Vision of Ryerson Camp as outlined in our defining statements and documents/policies.
- Some post-secondary education *and* five years of experience related directly to children's summer camping.
- Ability to provide leadership, counsel, motivation, and supervision to a staff team of approximately 15–20 young adults.
- Ability to set objectives, delegate, and prioritize workflow such that goals are efficiently met.
- A strong theological background and the ability to guide staff members on their faith journeys.
- Is an active member currently participating in a Christian Church or other Christ-centred faith community.
- Excellent verbal and written communication skills.
- Current Standard First Aid with CPR-C.
- Ability to provide a clean Police Records Check with Vulnerable Sector Screening prior to the beginning of staff training.
- Possession of a current Ontario Government's Supervisor Health and Safety Awareness Certificate (https://www.ontario.ca/page/supervisor-health-and-safety-awareness-five-steps#elearning-module)