



2018

Zajac Ranch for Children

Program Director

Job Description

Reports to: Camp Director & Assistant Director
Zajac Foundation Management

Responsibilities include, but are not limited to:

Programming Staff Supervision and Management (Summer):

- Facilitating training for Rangers in individual program areas
- Managing equipment and maintenance requests from individual program areas and ensuring all necessary materials are purchased in advance of the beginning of camp.
- Being an active, visible presence at program areas throughout camp sessions.
- Planning, leading and adapting staff training sessions.
- Conducting check-in meetings with activity staff in order to consistently improve quality of program delivery.
- Ensuring effective communication between all levels of camp
- Knowing, enforcing, and adhering to the policies and procedures
- Conducting mid-summer and end of summer staff evaluations with the Camp Director / Assistant Director.
- Functioning as part of a creative team for managing ad hoc issues and challenges at camp.

Regular Camp Program Delivery and Development

- Scheduling all activities during summer season.
- Supervising program development and ensuring activity binders are kept up to date.
- Maintaining an inventory for all activity area materials/equipment/supplies
- Visiting each activity area on a regular basis to ensure their safety, and that the activities are fun and engaging for all campers
- Designing and implementing an appropriate evaluation system to determine whether camp activities effectively meet camp goals.

LIT/CIT Program

- Planning sessions for LIT/CIT programs on topics including leadership, teamwork, communication, etc.
- Helping to manage program registration, including determining suitability for programs.
- Scheduling staff assigned to the LIT/CIT programs.
- Helping to design an outline for two distinct LIT and CIT programs (one basic program and one more advanced, for older campers who are suited to become volunteers or counsellors).
- Delivering program sessions.
- Helping campers to set goals and evaluate individual progress during sessions.
- Evaluating effectiveness of the LIT/CIT programs and making suggestions for future improvement.
- Designing program for CNIB campers, as requested by CNIB Program Director

Special Programs

- Designing programs suitable for evening programs, elective activity choices, and theme days.
- Selecting appropriate special programs to fit the needs of campers in individual sessions.

- Facilitating sign-up process for elective activities and Teepee Sleepout sessions.
- Assigning campers to groups and sessions for special program activities.
- Managing campfires and talent shows.
- Ensuring that weather appropriate back up plans are in place.
- Ensuring that all necessary materials are purchased in advance for special programs.
- Assigning staff to delivery and setup of programs.
- Managing set-up and clean-up process.

Safety

- Managing any emergency situations in the absence of the Camp Director/ Assistant Director and Nursing Director
- Managing escalation of behaviour management issues on site with director / assistant director.
- Promoting strong safety awareness among all staff
- Along with directors, planning and delivering all emergency procedure training with on-site staff.
- Making sure activity areas are clean, tidy, and safe before and after each camp session.
- In rotation with the Camp Director / Assistant Director, providing “On Call” coverage (can be contacted by phone or radio) from bedtime to Breakfast in case of emergency.

Off-Season Rental Groups

- Along with Directors, managing preparations for incoming rental groups.
- Assisting with setting up for, serving, and clean-up process for meals.
- Facilitating Outdoor Education programs for groups as required.
- Checking in with groups to ensure satisfaction and that all needs have been met.
- Helping to manage clean-up process after departure of rental groups.

Foundation initiatives

- Assisting in marketing, fundraising and spreading awareness of the Zajac Ranch as directed by the Foundation office and Camp Director
- Hosting tours for potential donors, volunteers, camp groups when necessary
- Engaging in the school recruitment program in place for 2018.

Qualifications:

- A firm belief in the value of summer camp for children with special medical needs.
- Bachelor’s degree in camp administration, recreation, social work, education, or related field an asset.
- At least two years of camp administrative experience.
- Experience working with developmental disabilities, special needs, and behavioural management an asset.
- Ability to work independently and within a team environment.
- Proficient computer skills; Microsoft Office and CampBrain (camp registration system) is an asset, but not required.
- Ability to proactively manage multiple work tasks in a timely manner.
- Effective verbal and written communication skills.
- Not-for-profit experience an asset.
- Hold valid Standard First Aid and CPR Level C or the ability to obtain.
- Possess and maintain a clear Criminal Record Check and Vulnerable Sector Search.
- The Program Director is required to live on-site; private living quarters will be provided.
- Experience in typical camp programming (canoeing/kayaking, ropes, archery, orienteering, etc)
- NLS certification an asset.
- Experience in Leadership Programs and Leadership Development, ideally in the camp setting.

Term: June 1st- August 31st with the potential to extend until the end of September, pending performance and needs of the company.

Remuneration: Salary to be determined based on qualifications. Accommodations and food provided during camp sessions for the duration of the term.

How to Apply: Applications should be accompanied by a cover letter and a resume and can be submitted to:

E-mail: info@zajac.com

Mail: The Zajac Foundation
300 – 2006 West 10th Ave
Vancouver, BC V6J 2B3

In Person: At the above address