

# The Scott Mission

Position: **Camp Director**

Direct Report: Children Youth and Camp Manager

Status: Full Time Permanent

Work Location: 502 Spadina Ave, 1550 O'Connor Drive, Camp in Caledon

Department: Children, Youth & Camp

Starting Date: ASAP

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## POSITION SUMMARY:

The Camp Director will be based in the Caledon Camp during summer months and 502 Spadina Ave or 1550 O'Connor Drive the rest of the year. The Camp Director will give overall leadership and direction to all camp related programs (summer and year round), staff, facilities and property.

## Job Purpose:

- To foster and grow the Christian spiritual life of children through camp programming towards Jesus Christ
- To assume a "Supportive & Pastoral Presence" at Camp, providing spiritual support in the Christian Faith to staff, campers, guests and visitors

## Duties & Responsibilities:

- Plan, define, guide, operate and oversee all aspects of the summer camp and year round programs
- Adjust, envision and implement camp programs and outreach in accordance with safety protocols in changing COVID-19 environment

### Camp

- In collaboration with Camp Manager, define and delegate areas of supervision and leadership duties (potential areas including but not limited to health & safety, food services, registration, maintenance, ministry & program)
- Conduct accident investigations and documentation such as incident reports and WSIB forms
- Ensure all Ontario Camping Association standards are met and maintained; ensure emergency procedures are explained, observed and practiced by all persons in camp
- Responsible for oversight and responsible stewardship of the camp budgets
- Oversee inventory, ordering and reordering of supplies and equipment; arrange for proper distribution
- Maintain and review records and evaluations of all programs, operations, staff and facilities
- Manage and bring overall leadership to staff
- Conduct regular meetings with senior staff team to ensure goals and objectives set out are met
- Provide verbal and written evaluations for staff; provide spiritual development opportunities and support for staff
- Provide pastoral/spiritual support to staff and campers when needed
- Deal with escalated behaviour issues and situations

### Year round

- Oversee management and expand/vision for Scott Mission Camp retreat centre rented out to church/other groups
- Participation and leading in events and ministries to promote/guide spiritual growth in staff
- Give oversight to camper follow-up efforts. These include weekend retreats, youth groups, camper reunions and other potential events
- Participate and lead in events and ministries to promote/guide spiritual growth in clients

- Provide Pastoral support, care and spiritual guidance to both staff and campers
- Maintain involvement in Scott Mission ministry programs including chapel, staff devotions and other Mission-wide events
- Maintain a vibrant spiritual life with the Lord and build personal fellowship as a resource
- Develop staff training material and program for pre-camp and in-service staff training
- Develop marketing material for summer season
- Develop/purchase devotional materials for staff
- Develop and update camp staff's manual, handbook, and orientation process; ensure policies and practices outlined are being followed
- Lead and participate with Human Resources in full cycle recruiting and training for staff in accordance with ESA & OCA's employment standards

**Qualifications:**

- Post-secondary education with at least 4 years' experience at children's camp in a leadership capacity
- Strong understanding of spiritual formation and discipleship. Theological training an asset.
- Good knowledge of Health & Safety procedures and regulations; ability to respond to crisis and hazardous situations with sound judgement in a timely fashion
- Ability to set objectives, delegate and prioritize workflow such that objectives are met
- Good conflict resolution skills; ability to provide leadership, spiritual counsel, supervision and motivation to a staff of 50
- Ability and desire to work in multiple locations, including living in a residential camp setting
- Excellent verbal and written communication skills; poised to communicate with staff, children, parents, donors, volunteers, leadership team and others
- Physical stamina to handle the demands on a residential camp environment including long work days, extended work weeks, extensive walking, intense heat and humidity
- Current First Aid and CPR Certification
- Child and youth behaviour management training is an asset
- G driver's license required
- Proficient in MS Office

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A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Interested applicants are invited to send a resume with cover letter to: [careers@scottmission.com](mailto:careers@scottmission.com)

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference.