

Camp Kawartha

Summer Camp Director – Job Description

(Subject to annual review and periodic updates)



Purpose of the Position

- To provide strong and consistent operational leadership for Camp Kawartha's Summer Camp.
- To ensure the safe, smooth, and effective delivery of all programs in full compliance with Ontario Camps Association (OCA) Standards, Camp Kawartha policies, and directives from the Executive Director.
- To uphold and advance Camp Kawartha's mission of inspiring environmental stewardship, teamwork, building outdoor skills, self-confidence, and connection to nature through high-quality summer camp experiences.

Scope of the Position

Reporting to the Executive Director, the Summer Camp Director oversees the planning, delivery, and evaluation of all summer camp programs. The Director ensures that every aspect of camp reflects Camp Kawartha's mission, values, and long-term strategic vision.

Working Relationships

With the Executive Director:

- Reports directly and is accountable to the Executive Director.
- Provides regular updates, reports, and advice, and receives direction and oversight.
- Reviews policies and procedures ensuring they are consistent with best practices and provides recommendations to the Executive Director

With the Board of Directors:

- Provides written and verbal updates as requested.
- Offers expert advice on best practices in summer camp management while ensuring alignment with Camp Kawartha's vision.

With Staff:

- Provides leadership, supervision, and mentorship to all summer camp staff.
- Ensures all staff deliver programming consistent with Camp Kawartha's mission and philosophy.

With Campers and Parents/Guardians:

- Maintains an open, approachable, and professional presence.
- Responds promptly, fairly, and tactfully to concerns.
- Communicate effectively with parents and guardians to ensure concerns are addressed and resolved in a timely manner.

With Other Departments:

- Actively liaisons with other departments throughout the year including outdoor education, environment centre, health care team, maintenance, housekeeping and food services

Primary Duties & Responsibilities**1. Leadership & Vision**

- Champion Camp Kawartha's mission of fostering stewardship, sustainability, and connection to nature.
- Ensure camp programs consistently reflect and reinforce Camp Kawartha's strategic vision and environmental philosophy.
- Maintain the camp's legacy of excellence while continuously seeking ways to innovate and inspire.

2. Administration

- Recruit, train, and supervise staff in consultation with the Executive Director, ensuring all hiring practices meet organizational policies.
- Develop and manage the summer camp budget, ensuring financial accountability and adherence to approved parameters.
- Monitor payroll, expenses, and contracts, ensuring transparency and proper recordkeeping.
- Prepare regular reports for the Executive Director and a comprehensive year-end report with recommendations for improvement.

3. Program Delivery

- Ensure all programs (overnight camp, day camp, CSD, LIT, canoe tripping, adventure, and specialty programs) are safe, engaging, and mission-aligned.
- Guarantee full compliance with OCA standards and safety protocols.
- Integrate Camp Kawartha's environmental stewardship framework into all programming, drawing on expertise from the Outdoor Education and Environment Centre staff.
- Oversee logistics such as transportation, food service, health and safety, and accommodations.
- Lead pre-camp orientation and post-camp evaluations, ensuring continuous program improvement.
- Anticipate and proactively resolve challenges related to operations, staff, or camper wellbeing.

4. Staff Supervision

- Provide clear expectations, regular evaluations, and ongoing mentorship for all staff.
- Promote a positive, inclusive, and collaborative team culture.
- Ensure staff uphold Camp Kawartha's mission and values in all aspects of their work.

5. Safety & Risk Management

- Maintain a safe, supportive, and inclusive environment for campers and staff.
- Work with the Health Team and Safety Committee to ensure physical, emotional, and psychological safety.
- Ensure food service reflects Camp Kawartha's food philosophy and meets health standards.

6. Advisory & Representation

- Serve as the principal advisor to the Executive Director and Board on summer camp operations.
- Represent Camp Kawartha at conferences and meetings as delegated by the Executive Director.

7. Reporting & Recordkeeping

- Maintain accurate documentation of operations, incidents, evaluations, and program outcomes.
- Provide a comprehensive annual report with clear recommendations for the following year.
- Ensure proper storage and archiving of all summer camp information and equipment.

8. Other Duties

- Perform additional duties as reasonably assigned by the Executive Director.

Impact of Error

Failure to perform duties responsibly could result in:

- Compromised camper or staff safety, including injury or loss of life.
- Significant reputational, legal, and financial damage to Camp Kawartha.
- Loss of credibility, trust, and mission integrity.

Qualifications

Education:

- University degree in education, recreation, leadership, or related field.
- Minimum three years' experience in a senior leadership or administrative role in a camp or similar setting.
- Teaching certificate preferred.

Experience & Skills:

- Proven leadership in children's camping with a deep commitment to environmental stewardship and sustainability.
- Strong knowledge of OCA standards, health and safety regulations, and best practices in camp operations.
- Demonstrated ability in staff recruitment, training, and performance management.
- Budget management, recordkeeping, and administrative expertise.

- Excellent communication, negotiation, and problem-solving skills.
- Ability to foster teamwork, delegate effectively, and ensure accountability.
- High emotional intelligence, with tact and discretion in sensitive situations.
- Proficiency with MS Office (Word, Excel, Outlook, PowerPoint).

Credentials:

- Vulnerable Sector Criminal Record Check.
- Standard First Aid & CPR certification.

Work Conditions:

- Full-time leadership position with long hours required during summer camp season.
- Must be available and responsive to the Executive Director, staff, parents, officials, and regulatory agencies as needed.
- A minimum three-year commitment is required to ensure continuity and consistency in leadership.