



Position Type: Seasonal – Summer with potential for part-time during the year

Position: Director

Reports to: Board of Directors

Dates: July 1st – August 16th, 2024

Hours of Work: 60 hours of prep work before the start of camp; July & August: Monday – Friday, 9:30 am – 3:30 pm, with the potential of some evenings

Summary

The Director of Winnipeg Beach Day Camp is primarily responsible for overseeing the entire seven-week program. Before the commencement of the camp, they are expected to prepare a comprehensive seven-week program schedule detailing camp activities. Additionally, they are to participate in hiring staff and report annual counsellor assessments. The Director is also accountable for organizing and facilitating staff training and procuring the essential camp equipment. Furthermore, they are to oversee camper registration, communicate with families, and ensure the camp is prepared for campers' arrival.

During the camp season, the Director is expected to supervise all day camp operations, including, but not limited to, the supervision of campers and staff, finances, reports and documentation, registration, and special guests and field trips. It is paramount for the director to ensure the safety and enjoyment of all campers. The Director is required to provide the smooth daily operations of all activities and programs.

Upon the conclusion of the camp season, the Director is responsible for closing the camp office and sheds, conducting an inventory check, and preparing necessary reports and financial information for the board. Additionally, the Director is expected to prepare tax forms for the staff and perform any other required.

Tasks and Responsibilities:

- All duties involved in planning and supervising camp programs, including purchasing supplies. Maintain accurate inventory record of all supplies
- Attend meetings and special events as needed
- Prepare a written report to the board of directors at the end of the camp season
- Inventory report
- Other duties as assigned



Basic Hiring Criteria:

- University/college student working towards a degree/diploma in education, recreation, or other related field
- Age 18+ by July 4th, 2022
- Experience working with children in a camp, classroom, or school-age daycare setting
- Excellent organizational skills
- Good communication skills
- Initiative and proven problem-solving skills
- Physically fit and able to work outdoors for extended periods
- Child abuse registry check and criminal records check are required upon hiring

Assets:

- Experience working at camps in a managerial role.
- CPR and Standard First Aid certification
- National lifeguard certification

How to Apply: Email your cover letter, resume and references to winnipegbeachdaycamp@hotmail.com

Website: www.winnipegbeachdaycamp.org

For questions, please email or call/text the past Director, Jacqui Cohen

Email: winnipegbeachdaycamp@hotmail.com

Phone: (204) 899-1800