

Sports & Drama Leader

14 weeks grant dependent

RESPONSIBLE TO: Summer Camp Director

QUALIFICATIONS:

- Commitment to the Christian aims and purposes of the Camp
- Knowledge of and the ability to teach/supervise indoor and outdoor sports, drama and games
- Strong leadership and organizational abilities
- Experience working with children and ability to relate to and interact well with children.
- Belief in the individual worth of the camper
- Strong communication and conflict resolution skills with ability to work collaboratively with others
- Emotionally mature and willing to accept responsibility
- Minimum age of 18
- Basic word and excel computer skills for administrative responsibilities

Program Responsibilities:

- Plan sports/drama sessions for summer camp sessions in cooperation with the Summer Camp Director and other program areas
- Review current budget and ensure program materials are available and within budget
- Plan alternative programming for program sessions in case of unforeseen circumstances
- Supervise and direct all activities of the sports/drama programs
- Set up sports equipment at beginning of summer and cleanup at end of the summer. Supervise the care for sports equipment and tidiness of sports hut and field. Notify Summer Camp Director of supplies in need of replacement or repair
- Implement program within boundaries of sport field and pre-approved hiking trails as set out by rules and guidelines
- Assist in setting up camp for summer program, which includes, but is not limited to: First Aid Station, Waterfront Area, Kootenay Hall, update signage, etc.
- Assist in planning program for Leadership Camp & Staff Training Week
- Be willing and receptive to integrating the week's religious themes into your program in consultation with the chaplain
- Work with other staff as a team member in planning events and evening programs.

Safety and Supervisory Responsibilities:

- Lead and encourage campers to participate in all activities in accordance with the Camp manual's purpose and aims
- Visually observe behaviour of campers in your care, and report any concerns to Summer Camp Director
- Available to sleep in a cabin to supervise campers overnight if necessary

Owaissi Anglican Camp Job Description

- Visually identify hazards in your program area, and respond appropriately
- Delegate duties to other qualified staff members, when necessary
- Assist Summer Camp Director in maintaining high standards of safety and health within your program area in accordance with the BCCA accreditation standards and the Camp Owaissi Manuals
- Ensure policies and rules for Camp Owaissi and the Sports Area are understood and observed by campers, staff, and volunteers
- Ensure adequately stocked first aid kits go on all outings according to accreditation standards and that there is a qualified first aid person that accompanies all group trips

Administrative and Facility Responsibilities:

- 3-5pm Fridays all staff are expected to clean and ready the camp for the following session by participating in some maintenance/janitorial work
- Responsible for end of season clean up duties as directed by the Summer Camp Director and according to Camp procedures and policies
- Receive and direct visitors
- Attend publicity functions as an official representative of the camp
- Oversee yard work
- Assist with minor maintenance and cleaning duties and projects under the supervision of the Property Manager
- Perform other administrative and programming duties as directed by the Summer Camp Director
- Actively participate in every aspect of camp life when duties allow
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others
- Attend morning meetings
- Provide evaluation report for Sports/Drama Leader position with recommended changes, by Aug. 31st of camp year, to the Program and Staffing Committee