**Canterbury Hills Camp**

509 Lion’s Club Rd.

Ancaster, ON L8R 2L3

Phone: (905) 648-2712 x3

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**Position: Senior Staff Team**

**Type of Position**: Spring/Summer Contract, Full-Time

**Start/Finish Date**: May 1 – August 27, 2021 (with some hiring roles before May 1)

**Context**: Canterbury Hills Camp is located in the heart of the Dundas Conservation Authority. With over 60 years of camping history, Canterbury Hills has provided a place where forever memories are made. Children and youth have an opportunity to explore nature, creativity, and personal development through our unique program. Based on the philosophy of child-centered, unit based, and decentralization, campers at Canterbury Hills are able to tailor their own session with their unit, based on their needs and interests as they learn cooperation and leadership. Summer 2020 was the inaugural year of the virtual camping program due to the Covid-19 pandemic. Considering the current risks associated with the pandemic, the summer of 2021 will be primarily virtually based again, building off the success from last summer. This summer we plan to integrate both pre-designed content for campers to complete at their own pace, as well as live participation events.

**Qualifications**:

* Current Standard First Aid & CPR C Certification
* Police Reference Check with Vulnerable Sector Screening (less than 3 years old)
* Previous experience working in a summer camp
* Previous experience in a supervisory role (preferred)
* Ability to work in a team leadership environment as well as independently
* Competent soft skills in building positive relationships with campers, staff and parents
* Previous experience creating online programming (preferred)
* Experience with online platforms such as Zoom, iMovie, Microsoft Teams

**Job Description**

*1. A responsibility and expectation for care, leadership, safety and supervision of all campers and staff:*

* Being a positive role-model for staff, parents, campers and other people associated with the camping program
* Being present and attentive to the needs of staff and campers at all times
* Providing a safe and healthy environment for all campers and staff
* Providing necessary resources to staff for the execution of all roles
* Providing training, evaluation and ongoing feedback for all staff
* Providing effective communication of information with other Senior Staff member and Camp Director
* Sharing in the making and implementation of decisions for the operations of the virtual camp
* Ensuring all documentation and record keeping has been completed accurately and in a timely nature
* Maintaining good public relations with campers’ parents/guardians
* Participate in Safe Church Training as organized by the Anglican Diocese of Niagara

*2. A responsibility and expectation to contribute positively to working in a team relationship with all staff members:*

* Sharing the workload and responsibilities with other staff based upon skills, abilities, availability, and equity
* Effectively communicating the needs and concerns of campers and staff to the other members of the staff team
* Consulting with, and reporting to, other members of the Senior Staff team
* Facilitating the learning, growth, and teaching of all participants and staff members
* Maintaining confidentiality within the Senior Staff team
* Effectively take on independent work while maintaining communication with team members.

*3. A responsibility and expectation for personal care, growth and learning:*

* Personal goal setting and ongoing self-evaluation
* Utilising the resources of other members of the other Senior Staff member, staff and campers
* On-going skill development

*4. A responsibility and expectation for community issues:*

* Maintaining professionalism at all times
* Preparing and planning for the summer virtual camping season
* Planning and implementing all staff training as necessary
* Active involvement in planning, facilitating and providing resources and opportunities for virtual camp participants and staff members
* Care of equipment and facility
* Working effectively with year-round and seasonal staff of Canterbury Hills
* To maintain appropriate boundaries with members of the staff community at all times
* Ensuring all community policies and procedures are maintained

*5. A responsibility for other duties as may be required:*

* Recognizing that these are not the only duties to be performed some duties may be re-assigned and other duties that may be assigned from time to time.
* With the uncertainty that the 2021 season holds due to the ongoing pandemic, an extra level of flexibility and adaptability is required of team members. Team members should be prepared for the possibility of switching to a modified in-person program model if restrictions are lifted.

**Accountability**

* As an employee of Canterbury Hills Camp, a Senior Staff member is accountable to the Board of Directors.
* For the performance of day to day duties, a Senior Staff member is accountable to the Camp Director.

*Canterbury Hills Camp is affiliated with the Diocese of Niagara, Anglican Church of Canada*

*Mailing Address: c/o 252 James Street North, Hamilton, ON L8R 2L3*

*Website:* [*www.canterburyhillscamp.ca*](http://www.canterburyhillscamp.ca)



*Canterbury Hills Camp is an accredited member of the Ontario Camping Association.*