



Incorporated 1968 as Village of New Minas, 9489 Commercial Street
New Minas, Nova Scotia B4N 3G3
Phone: 902-681-6972 Fax 902-681-0779 www.newminas.com

CAMP DIRECTOR

Reports To: Recreation Director & Summer Day Camp Program Director

Role: To work as a team leader, in consultation with the Recreation Director and Summer Day Camp Program Director, to plan, organize, and implement the summer day camp programs offered within the Village of New Minas.

Qualifications:

- Understanding of effective leadership qualities and ability to apply those qualities to perform the specific duties outlined below.
- Understanding of program planning and demonstrate ability to multi-task.
- Experience employed or volunteering in a camp setting.
- Demonstrates strong organizational and both written and verbal communication skills.
- First aid certification or willing to obtain.
- Understanding and demonstration of professionalism.

Specific Duties:

- Design and implement a training week for the camp leaders.
- Supervise and direct the daily activities of the camp leaders, including working with the camp leaders to develop weekly and daily plans.
- Plan and organize day trips and/or guests associated with the camps.
- Ensure the camp leaders are outfitted with adequate supplies to deliver activities.
- Assist the Recreation Director and Summer Day Camp Program Director with the successful organizing and delivery of special events.
- Establish effective communication lines with parents/guardians of the camp participants. This includes, but is not limited to, the preparation of weekly information sheets.
- Ensure the safety of all activity sites prior to, and during the operation of all camp programs.
- Maintain and enforce an age appropriate disciplinary system as well as camp rules and code of conduct for all camp participants.
- Prepare reports as necessary. Such reports may include purchases, attendance records, leader evaluations, trip reports, accident reports, and a final report at the conclusion of the camp in late August.

- Assist the Recreation Director and Summer Day Camp Program Director with any appropriate requests.

Salary:

\$14.25/hour

42.5 hours per week.

June 20-August 26

Applications are being accepted until March 31, 2022 at 4:30PM.

Contact Info:

Email Cover Letters and Resumes to ericad@newminas.com

Drop off: 9489 Commercial Street, New Minas

We thank all those that apply, but we will only be contacting those selected for an interview.