



## Activity Director Job Description

*"In response to God who loves and calls us, Camp Squeah provides a place of refuge in a natural setting where people of all ages can build relationships, grow and be nurtured."*

**Job Title:** Activity Director

**Supervisor/Mentor:** Assistant Summer Program Director / Summer Program Director

**Mentoring:** Summer Support Staff and Lifeguards

**Position Type:** Volunteer – 9 Weeks (Eligible for bursary program)

### **Position Overview:**

The Activity Director will be responsible to give leadership to the Summer Support Staff Team, helping to support the summer program, including staff training, scheduling, assignments, and conflict resolution. The Activity Director will be responsible for the general safety, growth, and development of summer programming activities by ensuring that activity areas are properly supervised, supplied, and safe. This person must be ready to lead by example, to serve in any role necessary, and to build positive and encouraging relationships among the Summer Leadership Team and volunteer staff. Summer preparation and debrief meetings with the leadership team are necessary.

### **General Responsibilities:**

- Actively participate in the Leadership Team, representing needs of volunteer Support Staff and activity programming.
- Support the summer program by improving the activity areas and programming.
- Oversee and encourage volunteer Support Staff, provide training and mentorship as needed.
- Ensure all activity equipment and supplies are complete, maintained, and safe.
- Coordinate and schedule volunteer Support Staff for activity leading requirements.
- Work alongside the Resource Counsellors to ensure volunteer Support Staff are effectively carrying out their role in support of camp program, counsellors, and campers.
- Be a visible and active presence, available to help where needed and modeling servanthood.
- Work closely with Summer Program Director and the rest of the leadership team to resolve conflict between staff, assess the needs of camp and plan for the coming days and weeks.
- Provide leadership in other areas of summer ministry as required.

### **Required Qualifications and Skills:**

- Minimum 19 years of age.
- Be actively pursuing a deepening relationship with God.
- Demonstrate previous leadership and camp experience.
- Demonstrate competence to teach camp activities and train instructors for those activities.
- Show initiative to lead in a variety of ways and manage a group to accomplish varied and diverse tasks.
- Capable of physical, sometimes strenuous, activity in the outdoors, under all weather conditions.
- Show ability to lovingly supervise and encourage a team of people, helping to resolve conflict between parties and help others work through challenges.
- Able to live in close quarters with others
- Be flexible and the able to multi-task.
- Willing to listen to, mentor and support summer staff, providing guidance and practical assistance.
- Well organized, willing to learn, and possess strong communication skills.

**Supervision and Mentoring Plan:**

The Activity Director will be supervised by the Summer Program Director and Assistant Summer Program Director. Regular supervision will be maintained to ensure that all critical information is shared between the supervisors and the Activity Director. In addition, the supervisors will ensure that the Activity Director receives all practical support and supplies. The supervisors and Activity Director will work out of the same building, and consult regularly to consider daily and future staffing needs. The Summer Program Director and Assistant Summer Program Director will also be available on call at all times for any questions or immediate concerns.

The Summer Program Director or Assistant Summer Program Director will provide mentoring for the Activity Director. This will be both one-on-one and in a team environment. The mentor will meet weekly in a team and one-on-one twice a month with the Activity Director to provide personal mentoring, with the aim of creating avenues of personal growth, support, encouragement and challenge. The mentor will also provide feedback and recommendations on developing a supportive environment for the volunteers under the direction of the Activity Director. The aim will be to ensure that the Activity Director is able to deliver structure, training, and support as needed, to help volunteers create a fun and safe experience for campers. One goal setting meeting and two reviews will be conducted with the mentor to help the Activity Director reflect on personal growth and learning areas through the term.