



Brigadoon Children's Camp Society Program Director (1 Position)

About Brigadoon

Brigadoon Village is a non-profit year-round recreational facility. During the summer months, we run an overnight summer camp program specific to children and youth living with chronic health conditions and other life challenges (such as grieving the loss of a loved one). Our programs give campers a chance to meet others who understand their specific struggles and help them to feel less alone in their challenging circumstances. We focus on building meaningful connection and community and sending our campers home stronger, more confident, and with some new skills to be proud of. Our hope is that if we do our jobs well, the one week that they spend with us each year can make the other 51 weeks of the year a little bit easier.

Our Staff Culture: We work hard to establish a collaborative and positive community where we treat one another with kindness, understanding, and give one another the benefit of the doubt. We celebrate new ideas, encourage making mistakes and trying again, and emphasize effort rather than perfection. At Brigadoon, performing well at your job means also contributing positively to our team and environment. We teach our campers how to be compassionate, how to build connections, help them to build their confidence, and help them to bounce back when things don't go their way. That means that we need to be strong role models of these qualities as well. Most of all, we emphasize constant growth and improvement and are always striving to find a better way to do what we do.

Find a list of our condition-specific camp sessions here: <https://brigadoonvillage.org/camps/>

Contract Dates: May 1st – September 1st, 2023

- This position is required to live onsite from June 12th – September 1st, but work location can be flexible before this date.

Salary Range: \$9,000 - \$10,000 for the full contract.

Salary is based on skills and experience.

We understand that our salary range isn't necessarily competitive with other positions available to you for the summer. However, some helpful things to keep in mind:

- Accommodations are provided for the full contract
- Food is provided for the full contract
- A summer with us will be one of the most supportive, fun, joyful, rewarding, and growth-filled you'll have!

If a full-time summer position with us won't be possible for you financially, we absolutely understand and would encourage you to get in to discuss other potential opportunities at Brigadoon.

Position Description

Our Program Director helps to lead our Brigadoon Support Staff Team, providing key leadership and support to our summer staff team, modelling our culture and philosophy, and ensuring that all aspects of the camp program are running smoothly.

Our Program Director is responsible for ensuring that any programs taking place at camp are fun, safe, inclusive, and empowering. They have experience with delivering thoughtful and impactful programs, strong facilitation skills, and strong program evaluation and development skills. Our Program Coordinators and Programmers report to this person.

The main responsibilities of the Program Director fall into three categories: **Intentional Programming, Communication, and Staff Support.**

Intentional Programming: Our Program Director leads the charge in making sure all of our programming is thoughtfully designed and delivered – evaluating all areas of our programming to ensure that it is helping our campers to grow and develop as individuals. They are responsible for making sure that each of our programs is of the highest possible quality. This person makes sure that all policies and procedures are being followed at all times in order to maintain the safety of all participants and good condition of all equipment.

Communication: Each area of the program and schedule needs to be communicated to counsellors, programmers, and the Support Staff Team. Details of where to be, how programs will run, and what staff can do to make programs successful will be communicated

by the Program Director. Programs and schedules will frequently change with little notice, this person will be required to think through the implications of changes and ensure everyone has the up-to-date information they need to be successful.

Staff Support: Our Program Director oversees, coordinates, and supports all programming staff to ensure their needs are met, they are feeling comfortable and confident, they are performing well, and that their programs are being run effectively. The Program Director will help programmers to troubleshoot, problem solve, and adapt within their program areas.

Programming

- Put together packages of resources for each program area to ensure we can teach new programmers about their area and activities.
- Attend sessions in each of our Core Program to see them in action. This is important to make sure that each area is running smoothly and getting stronger during each week of the summer.
- Plan and create the schedule for each of our camp sessions, ensuring that up to 120 campers are able to participate in each of the Core Program areas, enjoy each of our all-camp activities, and have some choice in how they spend their time.
- Ensure all areas of the schedule are coordinated and communicated to each staff member. Communicate all changes to relevant parties.
- Adapt schedule to changing circumstances (weather, needs/abilities of campers, etc.)
- Oversee the planning and delivery of all-camp events (for up to 120 campers at once), ensuring that each activity is accessible to everyone, engaging for all abilities/age groups, safe, and fun!
- Review paperwork completed by programmers to keep up-to-date and to address issues, celebrate successes, and brainstorm possible improvements.
- Regularly run programs when and where needed.
- Oversee budget management, supply requesting, and purchasing within each program area.

Staff Supervision:

- Responsible for supervising up to 25 staff members.
- Conducts weekly check-ins with Programmers and Program Coordinators to help them troubleshoot, make sure they are having a positive and impactful experience, and help improve their performance
- Plays a key role in the design and delivery of our Staff Training periods.
- Provides instruction and feedback on performance to Programmers and Program Coordinators.
- Assists with the writing and delivery of staff evaluations.
- Supports Programmers and Program Coordinators and helps to ensure their needs are being met.
- Helps to manage challenging dynamics and effective workload sharing between staff members.
- Help to lead daily programmer meetings to ensure information is passed along between departments.
- Manages an ongoing task list of camp and delegates those tasks to staff members to make sure camp continues to run smoothly.

General Camp Management:

- Contribute positively to our camp environment.
- Manage your own wellness and communicate your needs. You're important!
- As part of the Support Staff team, consistently evaluate all aspects of camp to keep improving each day/week.
- Model our philosophy and values, encouraging a positive culture and staff dynamic.
- Help to troubleshoot situations in all areas of camp, including program delivery and camper behaviour.
- Help to ensure that the camp facility is well-cared for and kept clean.
- Attend daily meetings with other members of the Support Staff team to ensure information is passed along effectively.
- Complete any other tasks required to ensure a meaningful and exceptionally fun camper experience!

Who We're Looking For:

We are looking to recruit a team of people whose strengths, skills, and backgrounds are as diverse as those of our campers. We are keen to have people join our team who are:

- Committed to consistent learning and growth.
- Team players, willing to help in all areas
- Organized
- Strong communicators
- Competent and creative problem solvers.
- Passionate
- Energetic and silly
- Kind and compassionate
- Flexible and able to adapt quickly
- Able to stay calm in high-pressure situations.
- Able to work LONG and challenging days
- A minimum of 18 years old

Before Your Start Date, We'll Need:

- Standard First Aid and CPR Level C
- A current Criminal Record Check (including Vulnerable Sector Check)
- A current Child Abuse Register Check (for Nova Scotia residents only)
- We may require other certifications relevant to your specific position, which we can discuss at the time of interview
- A complete Immunization History

Further Position Details:

This job is hard! Camp sessions last from Sunday-Friday and all Brigadoon staff members will be expected to live on-site, working full days. There will be time off allocated to staff members each day, but staff should be aware that they are expected to work from approximately 7:00 am – 11:00 pm during each day of camp. Staff are expected to live onsite for full summer season (June 13th – September 2nd) and will be able to leave site between camp sessions (though they are welcome to stay onsite between sessions, as well).

- Camp staff must be able to commit to the entire contract to join us. Please get in touch if you have specific questions about this.
- There will be a Staff Training period from June 12th – June 30th before our first group of campers joins us on July 2nd. This Staff Training period is mandatory for all team members.
- We recognize that given the constantly evolving nature of policies, procedures, and recommendations related to the COVID-19 pandemic, some details of our job offers, contracts, employment dates, and duties may be required to adapt. We will keep you updated as we have more information to share.

Brigadoon Village is committed to employment equity and encourages all passionate, hard-working candidates to apply. If you require an accommodation at any point during the hiring/employment process, please let us know and we will work with you to meet your needs. All responses will be kept entirely confidential.

How to Apply:

Any potential candidates interested in joining us for the 2023 Summer Season are welcome to apply online at <https://brigadoon.campbrainstaff.com>

Applications will be accepted until February 15th, 2023. Any questions about employment opportunities can be directed to our Summer Director, Malcolm Elliot at malcolm.elliott@brigadoonvillage.org

We have a variety of other positions available on our team as well, more information about staff positions with us is available at <https://brigadoonvillage.org/team/summer-camp-staff/>