



Brigadoon Children's Camp Society

Program Director (1 Position)

About Brigadoon

Come spend your summer outside with us for days full of fun, laughs, and making a huge difference!

Brigadoon Village is a non-profit year-round recreational facility. During the summer months, we run an overnight summer camp program for 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 connections 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.

More information on our Summer Camp programming and for a list of our condition-specific camp sessions can be found here: <https://brigadoonvillage.org/camps/>

Contract Dates: May 11th – August 29th, 2026

- This position is required to live on-site from June 14th – August 29th, but work location can be flexible before this date.

Salary Range: \$7750 - \$8525 for the full length of the contract.

Salary is based on skills and experience. Applicants with no previous experience in a similar role can expect the baseline salary amount.

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 (if you choose to live on-site prior to June 14th)
- Food is provided for the full contract (if you choose to live on-site prior to June 14th)
- 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 touch 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

- Review existing program resources and help compile 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 blocks 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.
- Facilitate 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.
- Communicate all relevant information to other areas of the camp team.
- Run program activities and provide additional camper supervision when and where appropriate.
- Assist in planning and delivering "camp-wide" programs and events.
- Ensure camper safety is maintained according to relevant policies and procedures.
- 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!

Designated Support Staff:

Each member of our Support Staff team will be responsible for being on duty during one weekend of the summer. The Designated Support Staff member is put in place to ensure that there is one clear person on-site each week to respond to issues or emergencies that might come up over the weekend between camp sessions. These weekends will be determined at the beginning of the summer and we can schedule around any existing plans/preferences people have.

Duties of the Designated Support Staff include:

- Connecting with Brigadoon Management (these folks are offsite, but are always on call over the weekend) if any issues require troubleshooting (including emergencies, issues with staff members, etc.)
- Welcoming volunteers or folks from partner organizations who need to arrive over the weekend
- Updating the Summer Director on any developments at the end of the weekend.

The Designated Support Staff is **not** responsible for providing emotional/mental health support for staff members, managing performance/social issues for staff, cleaning up after others, or planning activities over the weekend.

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 assigned 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 on-site for the full summer season (June 14th – August 29th for this position) and will be able to leave site between camp sessions (though they are welcome to stay on-site 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 questions about this.
- There will be an extended period of training at the beginning of the contract to make sure that you have all of the skills and information needed to do this job well!
- There are opportunities to gain certifications in areas like climbing, paddling, first aid, and lifeguarding through employment with us. We'll also give you experience in plenty of outdoor education programming as well as programming in a wide range of other program areas!
- This job will make you a strong leader in whatever employment field you pursue next! We'll help you to develop strong communication and problem-solving skills, teach you to work with a wide range of people, and help you to be more flexible, organized, and resilient.

Employment Equity:

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:

Applications for our 2026 staff positions will open on December 1st, 2025.

You can find the application [here](#). If you're reading this before December 1st, please feel free to visit the same link and complete our Expression of Interest form. We'll be in touch with more information as soon as applications open!

Applications will be accepted until January 16th, 2026. If you have questions, feel free to reach out to us at staffing@brigadoonvillage.org