

Who's Who of the Unicamp Staff Team 2019—Roles and Responsibilities

Executive Director: The Executive Director is an off-site role, about 16 hours per week, year-round. Modelled after other UU camps, this new role for Unicamp was created with the vision of supporting the functioning, momentum, organization and the vision of camp, year-round and through staff and organizational changes. The Executive Director is tasked with implementing policies, initiatives and processes as identified and directed by the board, acts as a Human Resource Manager, and ensures sound, fair and consistent processes for staff, volunteers and users. The Executive Director is also responsible for financial management and accountability of the board-approved budget and ensures timely communication with the board if aspects of the budget are not lining up. Another aspect of the Executive Director's role is outreach, visiting around 3-5 congregations per year and attending 1-2 UU events off-season, developing connections, increasing Unicamp's exposure, and working with a fundraising committee to support the financial functioning of camp. The Director, Administrator and Property Manager report to the Executive Director. The Executive Director also works closely with our accountant and bookkeeper.

Yvette Salinas is currently serving in this role. Email: exec.director@unicampofontario.ca

Camp Director: The Camp Director has 5 main areas of focus: Operations, Kitchen, Property, Programming and Guest Services. The Director is responsible for building, training, scheduling, and maintaining a team of volunteers and staff, and working to ensure that our policies and guidelines are upheld, supporting the safe functioning of camp for all staff, volunteers and campers. This position is on-site and engaged in day to day activities at camp, ensuring organization, communication and a culture of inclusion and community, responding to concerns and questions and escalating to the Executive Director when required. This position is currently held by Michelle McComb.

Email: director@unicampofontario.ca.

Assistant Camp Director: The Assistant Camp Director is focused on supporting the functioning and flow of the 5 main aspects of camp— Operations, Kitchen, Property, Programming and Guest Services— through working with the teams directly, covering days off, and supporting problem solving and troubleshooting, training and efficiency. The Assistant Camp Director seeks to support the kitchen, programming, operations, and on-site administration by working directly with the team. The Assistant Camp Director is able to receive payments, book accommodations for those who arrive without a reservation and to answer any questions or direct campers and staff to the person who is best suited to respond. This position is currently a full-time position for July and August. This position reports to the Camp Director.

Administrator: The administrator is an off-site role, about 16 hours per week, year-round. This position is pivotal to the administrative and fiscal functioning of camp. The Administrator supports front end customer service, support with booking systems, bookkeeping, maintaining our quick books, submitting payroll. They ensure our accounts and information are updated and in good standing with our vendors, users and governing bodies. The Administrator maintains a close working relationship with the Executive Director, ensuring communication and information is passed on in a timely manner, overseeing all aspects of administrative functioning. This position is currently held by Vera Monk.

Email: admin@unicampofontario.ca

Property Manager: The Property Manager is primarily responsible for the care of the sites, buildings, water and surrounding property. The Property Manager works closely with the Assistant Property Manager to ensure that all aspects of the sites, buildings and property are properly maintained. The Property Manager works closely with the Executive Director to ensure that a yearly capitol expense proposal is submitted to the board by the November board meeting, and to plan the Maintenance in Training Program, as well as to communicate expenses and project requests before execution. The Property Manager is responsible for submitting a monthly report to the Board of Directors. Terry O’Sullivan is the current Property Manager
Email: tosulltwo@gmail.com

Assistant Property Manager: The Assistant Property Manager is focused on the care and maintenance of our property and buildings. In the spring and fall, the Assistant Property Manager is on-site 24 hours per week and divides their focus between: maintenance of buildings and properties; cleaning and customer care; receiving payments; supporting those who arrive without a reservation; ensuring rentals have what they require; and that concerns and questions are responded to or are directed to the best person to respond. This position can also accept payments from customers/private rentals. During July and August this position is full-time. This position reports to the Camp Director, who will be taking on Assistant Property Manager responsibilities during the shoulder season.

Program Coordinator (Children’s Camps), Program Facilitator (Family Camps): During Children’s Camps, the role of the Program Coordinator is to work with the program staff to glean their talents and ideas to create new and collaborative programs for the campers. Supporting the program team, the Program Coordinator is available to troubleshoot, train and guide the team and campers while being a strong model of UU values, ensuring creative and diverse programming. The Program Coordinator is responsible for the running of all program-related activities and scheduling during Children’s Camps. The Program Coordinator is responsible for the ordering, purchasing, and inventory of all the program supplies needed.

During Family Camps, the Program Facilitator is actively involved in camp life from organizing the morning children’s program to facilitating the 2pm and 5pm activities and ensuring the organization and flow of other camp led activities, including Sunday service and evening activities.

These positions can be held by the same person as they run consecutively. Both positions reports to the Camp Director.

Adult Program Coordinator: This role is designed to respond to the need for greater coordination, communication and continuity of our Family Camps and shoulder season programming. The Adult Program Coordinator would work off-season to communicate with Facilitators, ensure we have a signed facilitator agreement and to ensure that a list of required materials is gathered. The Adult Program Coordinator would be invited to stay on-site for family camp weeks and to participate in the orientations, make and maintain connections with our program facilitators, and ensure they have what they require. The Adult Program Coordinator would also ensure the needs of programs are communicated with other staff, and build the adult social culture at camp by creating opportunities to commune together with a pre-planned evening activity, in addition to activities that the Children’s Camp Program Coordinator and Family Camp Program Facilitator have planned. This is a fun and social role and requires someone who both enjoys camp life and connecting with people.

CIT/LIT Facilitators: The CIT/LIT programming staff will assist with programming for the CIT/LIT programs. They will work with the Program Coordinator, Camp Director and Head Counselor to develop and schedule activities that are consistent with the traditions and outdoor environment of Unicamp. Counselors share accommodation with campers. CIT/LIT facilitators report to the Camp Director and Children's Camp Program Coordinator.

Head Counselor: Head Counselors will assist with programming for Children's Camps, and Jouth. The Head Counselor will work with the Children's Camp Program Coordinator and Family Camp Program Facilitator to develop and schedule activities that are consistent with the traditions and outdoor environment of Unicamp. Additionally, they will supervise and support Counselors as they develop and enact the responsibilities of their roles. The Head Counselor shares accommodation with campers during Children's and Junior Youth camps. Head Counselors reports to the Children's Camp Program Coordinator.

Counselors/Program Staff: Counselors/Program Staff will assist with programming for the Children's Camps and/or Junior Youth Camp. They will work with the Program Coordinator, and Head Counselor to develop and schedule activities that are consistent with the traditions and outdoor environment of Unicamp. Counselors share accommodation with campers during Children's and Junior Youth camps. Counselors report to the Head Counselor and Program Coordinator.

Head Cook: The Head Cook shall strive to embody and grow the values and spirit of Unicamp, honouring the principles and sources of Unitarian Universalism. The Head Cook, in conjunction with the Assistant Cook(s), will supervise and assist all designated kitchen staff, volunteers, and others working in the kitchen in preparing, serving and cleaning up of all meals. A significant part of this position comprises of the maintenance of high health standards in the Kitchen and Dining Hall. The Head Cook is directly supervised by the Camp Director and will work closely with the Assistant Camp Director.

Responsibilities Include:

- Facilitating staff development and accountability according to a Mentorship Plan with a specific emphasis placed on food preparation skills
- Preparing weekly menu plans
- Preparing meals and supervising kitchen staff in meal preparation
- Supervising meal service and clean up
- Keeping inventory of all Unicamp food and kitchen supplies
- Ordering and purchasing of food, kitchen equipment, and supplies
- Continuous awareness of fiscal responsibility and diligence in the ordering and purchasing of all food and sundry items

Assistant Cook: The Assistant Cook will assist the Head Cook in preparing, serving and cleaning up of all meals. The Assistant Cook will mentor the Kitchen Staff and CITs assigned to the Kitchen in conjunction with the Head Cooks. A significant part of this position comprises of the maintenance of high health standards in the Kitchen and Dining Hall. This role is integral to the community of Unicamp because the Assistant Cook, as a middle management position, acts as a mentor and a leader for the community.

Responsibilities include:

- Filling in for Head Cook, as lead Kitchen Staff for meal preparation
- Facilitating staff development and accountability
- Preparing meals and supervising kitchen staff in meal preparation
- Assisting with planning of weekly menus
- Assisting in the purchasing of food, kitchen equipment and supplies

Prep Cook: The Prep Cook will prepare food as instructed by Head/Assistant Cooks in compliance with hygienic standards. The prep cook is responsible for developing skills and work habits so that they may move up in the kitchen to positions with more responsibility. Daily Responsibilities include:

- Set up & Prep
- Practicing safe and hygienic food handling at all times
- Cutting, chopping, slicing and dicing food items as directed by Kitchen Staff
- Assisting Cooks in serving meals
- Cleaning up and ensuring that the kitchen is left in an appropriate state for Operations Staff to perform sanitation procedures
- Covering, dating and storing left over foods

Customer Service Representative: The Customer Service Representative will assist with campers arriving and departing from Unicamp. They will work in the Admin building and assist customers in numerous ways such as in paying for their stays (including meals, programs and events), answering questions, answering the phone and returning phone messages, and assisting with bookings. The Customer Service Representative will be a liaison between other staff members such as the Cooks for kitchen meals, the Program Coordinator and Head of Operations, and will also respond to concerns/complaints and escalate to the Camp Director or Executive Director as required. This position reports to the Camp Director.

Head of Operations: The Head of Operations will head the supervision and coordination of the Operations Crew. The Head of Operations reports to the Assistant Director and will work closely with the Director, Maintenance Manager, Property Manager and Program Coordinator. This role is integral to the community of Unicamp because the Head of Operations, as a management position, acts as a mentor and a leader for the community. The Head of Operations is responsible for guiding, inspiring and motivating the Operations team and ensuring that all aspects of Operations are responded to in a consistent and timely manner.

Operations Crew Member: Operations Crew members will perform hospitality, grounds-keeping, prep cooking, and/or dishwashing duties as assigned by the Head of Operations in conjunction with the Camp Directors. Operations crew members report to the Head of Operations. All operations crew staff positions will be cross-trained and expectations are that operations crew workers may be assigned to other duties as needed.