



## Unicamp of Ontario Job Descriptions, July 29, 2019

To apply for the positions below, or for more information, please contact:  
[exec.director@unicampofontario.ca](mailto:exec.director@unicampofontario.ca)

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**All Unicamp staff members shall strive to embody and grow the values and spirit of Unicamp, honouring the principles and sources of Unitarian Universalism.**

### Camp Director

The Camp Director oversees camp rentals, children's programming and children's camps, both in the summer and shoulder seasons as it relates to on-site planning, management and communication of the program budget. This includes building, training, scheduling, maintaining a team of volunteers and staff, including making sure their background check and certifications are up-to-date. In addition, the Camp Director manages 5 main aspects of camp:

1. **Onsite Administration:** The Camp Director serves as the on-site public face of the Camp, with the support of the Executive Director, working with campers, staff and volunteers to uphold our policies and guidelines as well as modelling our principles and responding to questions and concerns of guests, staff and volunteers and escalating to the Executive Director when required.
2. **Kitchen:** Supervision of food services, ensuring the Head Cook and kitchen team are meeting the goals and objectives as laid out each year, fiscally and with regards to health and safety guidelines and quality. Management and communication of the kitchen budget line.
3. **Operations:** Supervision of the Operations of Camp, ensuring that the facilities and grounds meet or exceed health and safety standards and that the operations team is running effectively.
4. **Property:** Supervision of the Maintenance of Camp, ensuring that the maintenance is running effectively. Management and communication of the operations budget, in close communication with the Property Manager to ensure that budget lines and projects are executed per Board directive.
5. **Programming:** Supervision of the Children's Program Coordinator, guest service rep, Adult Program Coordinator, ensuring that programming is collaborative, rooted in our UU values and meeting or exceeding the policies and guidelines set out by Unicamp and larger governing bodies.

This position is **Full Time** during Unicamp's prime season (June to September) and **Part Time** throughout the rest of the year. Salary to be discussed, taking into consideration training and experience.

## Assistant Camp Director

The Assistant Camp Director is focused on supporting the functioning and flow of the 5 main aspects of camp (onsite administration, kitchen, operations, property and programming), through working with the teams directly, covering days off, and supporting problem solving and troubleshooting, training and efficiency. The Assistant Camp Director is also a front-facing role, serving campers and guests directly through: receiving and processing payment, booking accommodations through the online reservation system (including for those who arrive without a reservation) and point-of-sale software, and answering any questions or requests 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.

1. Ensure that all camp accommodation and shared facilities are maintained in a clean and habitable condition and that cottages and dorms are kept appropriately furnished.
2. In conjunction with the Head of Operations, inventory, plan, and shop for all cleaning and operational supplies. This does not include Kitchen Supplies.
3. In order to ensure that Unicamp operations and the staff team dynamic runs smoothly and efficiently, the Assistant Camp Director may occasionally be called to fill in for the Camp Director or other management staff (Head of Operations, Ast. Property Manager, Head Counselor, Program Coordinator) as needed on their days off. Ensure health and safety practices are being followed by all workers.
4. In close co-operation and with the assistance of the Property Manager and Assistant Property Manager, Camp Director to: Make security checks of the property at suitable intervals. Assist with any repairs or maintenance projects as time and skills permit.
5. In close co-operation and with the assistance of the Camp Director, to: Schedule, supervise and train Camp Staff, monitor their work and behaviour and prepare performance evaluations
6. Plan and implement camp general recreational activities (hikes, tours of camp, discussions), working in program 45-50% of the time both during kids camp and family camp.
7. With Camp Director, hold evening Informational Orientation at the start of each weekend and/or each Program.
8. Assume and oversee daily reception, registration and office duties on Customer service Rep's, days off, providing superior customer care
9. Provide assistance in the office with reception and registration duties.

This position is **Full Time** during Unicamp's prime season (June to September) and **Part Time** during May. Salary to be discussed, taking into consideration training and experience.