



Camp Director

4-H Nova Scotia, Camp Rankin

Title: Camp Director, Camp Rankin, 4-H Nova Scotia

Reporting to: 4-H Nova Scotia, Events Coordinator

Position Status: Full-Time, Seasonal (6-8 weeks)

Vacancies: 1 position available

Salary: Compensation dependent on experience. Meals and accommodations are provided.

Start date: June 2023

WHO WE ARE

4-H is a nationwide, family-oriented, community-based, positive youth organization dedicated to the development of young Canadians, encouraging them to become responsible members of society. 4-H NS promotes leadership, encourages the care and responsibility of our resources, and builds positive life-skills to secure a sustainable future for Nova Scotia. 4-H Nova Scotia supports a variety of events and programs aimed at contributing to positive youth development, including Camp Rankin.

CAMP RANKIN

Camp Rankin is a co-ed overnight camp hosted by 4-H Nova Scotia for 4-H members ages 9 to 15. Broken into five one-week camps (three one-week camps for ages 9 – 12 and two one-week camps for ages 13 – 15), the camp week begins on Sunday afternoon and ends the following Friday morning. Through camp, we strive to uphold the 4-H values and traditions which encourage care and responsibility for our resources and positive life skills to youth. Camp Rankin is located on Cape Breton Island, Nova Scotia just outside of St. Peter's on the Bras d'Or Lakes.

RESPONSIBILITIES

Under the direction of 4-H Nova Scotia, the Camp Rankin Director is responsible for the day- to-day management and direction of a five-week youth camping program running from July 9th to August 11th, 2023. Duties include but are not limited to:

Camp Preparations

- Supporting the hiring of camp counselors and support staff.
- Participating in the training process, including preparing and presenting the staff orientation program before camp.
- Organization and camp set up, including support of program development in collaboration with 4-H Nova Scotia.

Camp Delivery

- Supervising, coaching, and assisting camp staff in their roles while coordinating the delivery of educational, exciting, and safe programming to youth campers.
- Coordinating and conducting regular staff meetings to review camp procedures and information.
- Conducting weekly evaluations and making regular improvements as necessary.
- Communication with parents.
- Working in collaboration with 4-H NS in a problem-solving capacity to prevent, identify, and address issues as they arrive.

- Maintaining open communication with 4-H NS by recording and reporting incidents and maintaining an accountability log of medical events.
- Maintaining accurate records of camp inventory, monitoring the budget of on-site expenditures (including the Tuck Shop).
- Scheduling all camp activities and ensuring campers are always adequately supervised.
- Ensuring the campsite remains neat, clean, and safe always.

Camp Wrap-up

- Provide written camp evaluations for staff at the end of camp to 4-H NS.
- Conduct weekly evaluations of each camp with campers to enhance the planning of future camps.
- Provide final reports to 4-H NS.

QUALIFICATIONS

The successful candidate must be at least 19 years of age as of January 01, 2023, and must undergo a Police Record Check, a Child Abuse Registry Check, and additional Screening as requested.

Education and Experience

- A minimum of two years of relevant work experience with youth.
- Evidence of strong leadership and supervisory skills.
- Education in the field of education, youth development, or recreation would be considered an asset.

Personal Values

- Understanding of the needs of the respective age groups.
- Recognition of our prioritization of youth leadership and the development of an inclusive hands-on learning environment.
- Creativity in program design.
- Ability to motivate and interface with teens, parents, staff, and volunteers.
- Strong written and verbal communication skills, including the ability to develop concise reports and effectively speak to youth and adult audiences.

Assets

- The successful candidate will take initiative in delivering a quality summer camp program that reflects the goals of 4-H NS. The ideal candidate is responsible and reliable. Additional assets would include:
 - Previous experience in an overnight summer camp environment.
 - Knowledge of the 4-H program.
 - First Aid/CPR, WHMIS training, Occupational Health & Safety
 - Boat Safety Course, Certified Lifeguard, Canoe and Kayak Certification Necessary training such as First Aid/CPR and WHMIS will be provided if needed.

APPLICATION

Apply directly to careers@4hnovascotia.ca with a cover letter and resume (referencing the position)