

POSITION: CREW PROJECT LEADER (Job Description)

RESPONSIBLE TO: EXECUTIVE DIRECTOR (as well as to the Property Managers, Program Coordinator and Head Cook).

JOB SUMMARY:

The Crew Project Leader assists the property manager with property maintenance and upkeep, and, as well, assists the other Crew Leaders by supervising Crew work projects and assisting in the leadership of the Crew program. The Crew Project Leader is expected to assist in all areas of property maintenance as needed, and support all general camp activities. The Crew Project Leader position is a demanding job, much like a “jack of all trades,” providing support in all areas of property maintenance and the Crew program.

ACCOUNTABLE TO: Camp Director. (On a day to day basis, the Crew Project Leader is responsible to the Property Manager and works closely with the other Crew Leaders).

RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: (High)

The Crew Leader will have significant opportunity of unsupervised access to children given the nature of their position. It is therefore required that the individual be subject to a full level of screening, including a criminal record check, in person interview and the checking of at least two references. The Crew Project Leader must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

JOB RESPONSIBILITIES:

As Project Leader (/handyperson):

During the CIT program, the Project Leader will be responsible for carrying out any preliminary work for planned Crew Projects and to work with the Property Manager on any other aspects of camp maintenance as required. Also, the Crew Project Leader will be expected to help out with the camp program during these weeks (i.e. setting up the orienteering course, setting up and taking down slip’n slide, putting balloons and CDs up at archery, setting up for the dance or any other way the Program Coordinator, or the Crew Project Leader can envision helping with the smooth operation of camp).

Plan and supervise work projects around camp, with the assistance and suggestions of the Property Manager. This would include, but is not limited to, regularly scheduled Crew work projects after meal times.

Prepare and set up materials in advance of Crew work projects to ensure efficient use of Crew work time. This most effectively would take place prior to meal times.

Ensure safety and close supervision of Crew work projects. Also, ensure Crew work projects are carried out effectively and efficiently.

In addition to supervising Crew work projects, during the day, instead of attending Crew workshops, the Crew Project Leader will spend approximately three hours per day working on maintenance projects as assigned by the Property Manager.

Be available and on call in the absence of the Property Manager to address any property management needs as directed by the Property Manager or the Executive Director.

Working in conjunction with Crew, the Property Manager and Housekeeping, responsible for the maintenance and disposal of property garbage and the cleanliness of camp washrooms.

Keep a record of working hours and jobs performed if requested by the Property Manager or Executive Director.

When not working in the handyperson capacity, join Crew programming or assist in general camp activities (checking with the Program Coordinator or Executive Director to see where needed).

Responsible for table and sign set up each week for check-in and check-out for campers. This may also include posting cabin color signs and assisting lifeguards transporting souvenir clothing.

Regularly inspect camp for graffiti and if culprit is known, supervise their removal of same, or if not remove the graffiti either by yourself or with Crew assistance. Consult the Property Manager regarding all graffiti including in Branter and ensure of buildings remain graffiti free all summer.

As Crew Leader:

Participate in all Crew recreation and evening activities, unless needed by the Property Manager. Participate also in closing activities with Crew: specifically late Thursday evenings and Friday closings. Participate also in all Crew out trips.

Assist other Crew Leaders on Monday mornings during camper check-ins and registrations.

Be prepared to take over the leadership of the Crew program in the absence of another Crew Leader. Also, be available to assist in the direct leadership of Crew activities when covering for other Crew Leaders' breaks.

Live with (as necessary) and supervise the Crew campers.

Help ensure Crew campers are keeping their quarters clean and tidy.

Help monitor the behavior of Crew campers, ensuring that they adhere to camp regulations, and are sensitive to the needs of the resident camp.

Ensure adequate rest for yourself and the Crew campers.

Provide leadership for the Crew and campers. This includes participating wholeheartedly as a member of the camp leadership team.

When not working in the Crew Leader capacity, assist the Property Manager if extra help is required or assist in general camp activities (checking with the Program Coordinator or Director to see where needed).

General:

Sleep in cabins to provide supervision for same sex campers when necessary.

Be prepared to be a Cabin Leader if necessary.

Communicate daily with the Camp Director, Property Manager, Program Coordinator or other Crew/CIT Leaders concerning problems and program needs.

Deal with any problem with a fellow staff member immediately and in such a manner as to gain a positive solution for both parties.

Act as a contributing member of the camp staff, attending staff meetings and worship, and assisting in administration and operational tasks relating to the total camp operation. Also, to be part of the overall camp program and enthusiastically participate in whole community activities. These include evening campfires, meals together, and special events throughout the week;

Be aware of your part in emergency procedures, and in the operation of fire equipment.

Carry out other tasks assigned by the Property Manager or Executive Director.

To take care of the camp property and ensure a safe and clean environment at all times.

Participate in communal sharing of cleaning assignments including Branter.

Be sensitive to and strive toward fulfilling the Mission of the camp.

Model enthusiastic, mature Christian leadership.

Take turns in leading the campfire and other activities of the campers and Crew.

On Sunday evenings, join in staff weekly orientation plus Crew/CIT Leader/Property Manager meetings.

Evaluation: A performance evaluation for the Crew Project Leader will be conducted at the end of the summer season by the Executive Director and the Property Manager.