



2019

Zajac Ranch for Children

Program Director

ABOUT US:

Located on the shores of Stave Lake in Mission, BC, just one hour east of Vancouver, Zajac Ranch for Children is situated on over 40 acres of pristine forested land. During the summer months, Zajac Ranch provides camps for children and young adults with chronic, life-threatening and/or debilitating conditions. In the off-season, Zajac Ranch welcomes school groups and private rentals. Revenue raised from site rentals goes to supporting Zajac Ranch for Children medical summer camps.

Programming Staff Supervision and Management (Summer):

- Facilitating training for Rangers in individual program areas
- Managing equipment and maintenance requests from individual program areas and ensuring all necessary materials are purchased in advance of the beginning of camp.
- Being an active, visual presence at program areas throughout camp sessions.
- Planning, lead and adapt staff training sessions.
- Conducting check in meetings with activity staff in order to consistently improve quality of program delivery.
- Ensuring effective communication between all levels of camp
- Knowing, enforcing, and adhering to the policies and procedures
- Conducting mid-summer and end of summer staff evaluations with the Camp Director / Assistant Director.
- Functioning as part of a creative team for managing ad hoc issues and challenges at camp.

Regular Camp Program Delivery and Development

- Scheduling all activities during summer season.
- Supervising program development and ensure activity binders are kept up to date.
- Maintaining an inventory for all activity area materials/equipment/supplies
- Visiting each activity area on a regular basis to ensure their safety, and that the activities are fun and engaging for all campers
- Designing and implementing an appropriate evaluation system to determine whether camp activities effectively meet camp goals.

LIT/CIT Program

- Planning sessions for LIT/CIT programs on topics including leadership, teamwork, communication, etc.
- Helping to manage program registration, including determining suitability for programs.
- Scheduling staff assigned to the LIT/CIT programs.
- Helping to design an outline for two distinct LIT and CIT programs (one basic program and one more advanced, for older campers who are suited to become volunteers or counsellors).
- Delivering program sessions.
- Helping campers to set goals and evaluate individual progress during sessions.
- Evaluating effectiveness of the LIT/CIT programs and making suggestions for future improvement.
- Designing program for CNIB campers, as requested by CNIB Program Director

Special Programs

- Designing programs suitable for evening programs, elective activity choices, and themed days.
- Selecting appropriate special programs to fit the needs of campers in individual sessions.

- Facilitating sign-up process for elective activities and Teepee Sleepout sessions.
- Assigning campers to groups and sessions for special program activities.
- Managing campfires and talent shows.
- Ensuring that weather appropriate back up plans are in place.
- Ensuring that all necessary materials are purchased in advance for special programs.
- Assigning staff to delivery and setup of programs.
- Managing set-up and clean-up process.

Safety

- Managing any emergency situations in the absence of the Camp Director/ Assistant Director and Nursing Director
- Managing escalation of behaviour management issues on site with director / assistant director.
- Promoting strong safety awareness among all staff
- Along with directors, planning and delivering all emergency procedure training with on-site staff.
- Making sure activity areas are clean, tidy, and safe before and after each camp session.
- In rotation with the Camp Director / Assistant Director, providing "On Call" coverage (can be contacted by phone or radio) from bedtime to Breakfast in case of emergency.

Off-Season Rental Groups

- Along with Directors, managing preparations for incoming rental groups.
- Assisting with setting up for, serving, and clean-up process for meals.
- Facilitating Outdoor Education programs for groups as required.
- Checking in with groups to ensure satisfaction and that all needs have been met.
- Helping to manage clean-up process after departure of rental groups.

Foundation initiatives

- Assisting in marketing, fundraising and spreading awareness of the Zajac Ranch as directed by the Foundation office and Camp Director
- Hosting tours for potential donors, volunteers, camp groups when necessary
- Engaging in the school recruitment program in place for 2018.

Qualifications:

- A firm belief in the value of summer camp for children with special medical needs.
- Bachelor's degree in camp administration, recreation, social work, education, or related field an asset.
- At least two years of camp administrative experience.
- Experience working with developmental disabilities, special needs, and behavioural management an asset.
- Ability to work independently and within a team environment.
- Proficient computer skills; Microsoft Office and CampBrain (camp registration system) is an asset, but not required.
- Ability to proactively manage multiple work tasks in a timely manner.
- Effective verbal and written communication skills.
- Not-for-profit experience an asset.
- Hold valid Standard First Aid and CPR Level C or the ability to obtain.
- Possess and maintain a clear Criminal Record Check and Vulnerable Sector Search.
- The Program Director is required to live on-site; private living quarters will be provided.
- Experience in typical camp programming (canoeing/kayaking, ropes, archery, orienteering, etc)
- NLS certification an asset.
- Experience in Leadership Programs and Leadership Development, ideally in the camp setting.

Term: May 1st- August 31st with the potential to extend until the end of September, pending performance and needs of the company.

Remuneration: Salary to be determined based on qualifications. Accommodations and food provided during camp sessions for the duration of the term.

How to Apply: Applications should be accompanied by a cover letter and a resume and can be submitted to:

E-mail: careers@zajacranch.com stating position applying for.