

Job Posting Information	
<b>Job Type:</b>	Part Time
<b>Position Title:</b>	Queen's Eco Camp Director (Part time during school, Full time in summer)
<b>Number of Positions:</b>	1
<b>Location of Work:</b>	Biosciences Complex & Elbow Lake Environmental Education Centre
<b>Geographic Location of Job:</b>	On Campus
<b>Paid position? If "no", job type should be volunteer.:</b>	yes
<b>Job Description:</b>	<p>Eco-Adventure Camp (<a href="https://ecoadventurecamp.ca">https://ecoadventurecamp.ca</a>) is seeking a new Camp Director! Get kids outdoors by leading a team of counselors to operate a summer day camp based out of the Elbow Lake Environmental Education Centre (ELEEC: <a href="https://elbowlakecentre.ca">https://elbowlakecentre.ca</a>).</p> <p>Eco-Adventure(EAC) is a day camp that provides young people opportunities to engage in science-based activities, swim, canoe, hike, and interact with many experts.EAC is organized and staffed by Queen's undergraduate students and is based at Elbow Lake approximately 25 minutes north of Kingston. This day camp operates for eight weeks each summer and serves children from Kingston (and the surrounding area). In its eight years of existence, EAC has brought &gt; 1,000 children to Elbow Lake, with &gt; 60 Leaders in Training (LIT) having participated in an overnight camp at Elbow Lake in the first week of July. LITs learn first aid, canoeing, and leadership skills, and can volunteer with the day camp throughout the summer. The generosity of donors allows us to provide bursaries to campers in financial need, allowing camp to be accessible to all families.</p> <p>ELEEC was created in 2011 as a partnership between the Queen's University Biological Station (QUBS; <a href="https://qubs.ca">https://qubs.ca</a>) and the Nature Conservancy of Canada. The mission of ELEEC is to provide a unique venue for public outreach and educational programs in biodiversity conservation and environmental stewardship, and to conserve and protect the natural heritage of Elbow Lake and environs for future generations. The key mandates of EAC are to connect young Canadians with their natural environment, provide outdoor opportunities for children who could not otherwise participate for socioeconomic reasons, and develop new learning components in environment and biodiversity conservation for primary through secondary school-aged young people.</p> <p>Reporting to the QUBS Outreach &amp; Teaching Coordinator, the Camp Director is responsible for the leadership, planning and operation of Eco-Adventure Camp (EAC) program. The EAC Director is responsible for sharing responsibilities with the Assistant Director. The EAC Director and Assistant Director oversee a team of 3 counsellors and up to 17 Leaders-in-Training (LIT) and work in collaboration with Queen's University Biological Station (QUBS) colleagues.</p> <p><b>The position is part-time (5-15 hrs/week) between September and April, full-time May to August.</b></p>

## Job Posting Information

### KEY RESPONSIBILITIES:

#### Camp Leadership

- Assist with the recruitment and hiring of EAC Assistant Director and Counsellors.
- Assists with the preparation, facilitation, and documentation of training sessions for camp staff.
- In consultation with the Outreach & Teaching Coordinator, and working with the Assistant Director, plan the six-week training/orientation period (May to June) and camp schedule, ordering of supplies, and assigning counselor roles.
- Assist Assistant Director and counselors to create, prepare, and deliver activities for campers
- Support the summer camp staff team in their duties as well as their mental and physical wellness while at camp
- Lead camp staff meetings as required, and provide mentorship, feedback and evaluation to camp staff and LITs
- Create camper sign-in sheets and contact information sheets every week of camp
- Build and maintain good relationships with parents/guardians of campers, including fielding questions, concerns, and issues regarding health or behaviour of campers in a timely manner.
- Distribute and communicate relevant information about special camper needs to other EAC staff
- Coordinate with ScienceQuest staff, who provide before-care service for enrolled campers
- Represent EAC at Camp Compliance Oversight Group (CCOG) bi-annual meetings and ensure EAC is in compliance with all guidelines
- Liaise with Outreach & Teaching Coordinator to report and resolve issues/concerns
- Work with ELEEC Manager Operations & Maintenance to ensure that camp spaces & grounds are kept clean, and other users of the facility are accommodated

#### Accounting & Record-Keeping

- Liaises with the Biology Department administrative staff to ensure that all bills are paid and funding reports are submitted.
- Manage camper registrations and payment. Reconcile the monthly statement of camper payments as recorded in the university financial system with the camp registration program.
- Helps prepare final summaries of camp activities

#### Marketing & Advertising

- Coordinate and lead camp promotion, both advertising and marketing (including mailed advertisements, community publications, social media)
- Appear at special public events in Kingston and surrounding areas to promote EAC. Examples include elementary school carnivals/science fairs, the Skeleton Park Arts Fest, and Science Rendezvous.

#### Health & Safety

- Ensure that camp and its programs operate in accordance with Ontario health & safety, university standards and other industry regulations.
- As a Competent Supervisor, as defined under the Ontario Occupational Health & Safety Act, and in accordance with University policy, Supervisors are responsible for:
  - Ensuring that employees under their supervision have completed the required health and safety orientation training, including Accessibility/AODA training.
  - Conducting a workplace health and safety orientation that is documented using the health and safety orientation checklist available through the Department of Environmental Health & Safety. Report unsafe conditions immediately.
  - Maintaining copies of the health and safety orientation check list for the employees under their Supervision.

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	<p>-Write up behavioural and injury reports for campers or EAC staff, when an incident occurs</p> <p>In addition to the above responsibilities, all EAC/QUBS staff will set an appropriate example including punctuality, professional dress, language and attitude. All staff will also actively participate and follow all health and safety procedures as outlined by the camp and university policies.</p>
<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>-Undergraduate student at Queen's University in Biology, Environmental Science, Concurrent Education or related discipline or equivalent</li> <li>-Enthusiasm for, and knowledge of, natural history or environmental science issues</li> <li>-Previous experience working with youth in a camp setting an asset.</li> <li>-Previous experience in a supervisor or director role.</li> <li>-Demonstrated knowledge of best practice in safety procedures and safety equipment</li> <li>-Ability to resolve inquiries, conflicts and complaints effectively and professionally.</li> <li>-Ability to independently make decisions, problem solve and carry out changes or trouble-shoot as required.</li> <li>-Previous experience providing feedback, mentorship and evaluation to young adults.</li> <li>-Strong organizational and time management skills with the ability to oversee varied tasks, prioritize duties, and keep detailed records.</li> <li>-Strong verbal and written communication skills with the ability to interact and communicate with a variety of audiences (campers, parents, general public, researchers, etc.)</li> <li>-Sound computer and office skills, including proficiency with word processing, spreadsheets and digital data storage.</li> <li>-Consideration may be given to a combination of education and experience</li> </ul> <p>Certification from National Lifeguard Certificate, Standard First Aid and CPR certification, ORCKA levels or Instructor, Wilderness First Aid would be considered an asset.</p> <p>Please note that successful candidates will be required to submit a current and satisfactory Criminal Record and Vulnerable Sector Check for review prior to starting employment.</p> <p>Contract Dates: Year-round, part-time (5-15 hrs/week) between September and April, full time from May – August</p>
<p><b>Open to All Majors:</b></p>	<p>No</p>
<p><b>Targeted Clusters and Programs:</b></p>	<p><b>Targeted Clusters</b></p> <ul style="list-style-type: none"> <li>Arts</li> <li>Engineering</li> <li>Engineering &amp; Computing</li> <li>Health Science</li> <li>Other</li> <li>Science</li> <li>Social Sciences</li> </ul>

## Job Posting Information

### Targeted Programs

BIOCHEMICAL ENGINEERING  
CANADIAN STUDIES  
CHEMICAL ENGINEERING  
CHEMISTRY  
CIVIL ENGINEERING  
CONTINUING ED  
DRAMA  
EDUCATION  
ENVIRONMENTAL SCIENCE  
GEOGRAPHIC INFORMATION MANAGEMENT STUDIES  
GEOGRAPHIC INFORMATION SYSTEMS LABORATORY  
GEOGRAPHY  
GEOGRAPHY SCIENCE  
GEOLOGICAL ENGINEERING  
GEOLOGICAL SCIENCES  
GEOLOGICAL SCIENCES WITH PHYSICS  
INTERDISCIPLINARY STUDIES  
MATHEMATICS  
MOLECULAR BIOLOGY  
NURSING  
PHYSICAL AND HEALTH EDUCATION  
PHYSICS  
PSYCHOLOGY  
PUBLIC ADMINISTRATION  
RESEARCH STREAM  
SOCIOLOGY  
SOFTWARE DESIGN  
STATISTICS  
WOMEN'S STUDIES

**Open to Alumni:**

No

**Degree Program:**

Bachelor

Bachelor (Honours)

## Application Information

**Application Deadline:**

Jan 3, 2019 11:59 PM

**Application Instructions:**

To apply, email the following documents to Emily Verhoek, [emily.verhoek@queensu.ca](mailto:emily.verhoek@queensu.ca) by 11:59PM on Thursday, January 3rd, 2019. Please provide a resume, a cover letter indicating why you are interested in this position, an unofficial transcript, and the names of two referees who we may contact.

**Application Information**

Though not mandatory, if you carry a valid Class G driver's license, or have both a G2 license and access to a vehicle, please specify this on your resume.

**Preferred Response Method:** Email directly to Employer as instructed