Camp Director

Eco-Adventure Camp (https://ecoadventurecamp.ca) is seeking a new Camp Director! For 16 years, EAC has been getting kids outdoors through hands-on environmental experiences. The role of the Camp Director is to lead a team of counsellors to safely operate our summer day camp based out of the Elbow Lake Environmental Education Centre (ELEEC). Supervised by the QUBS Outreach & Teaching Coordinator, the Camp Director provides leadership, planning and operation support for the Eco-Adventure Camp (EAC) program. The EAC Director oversees a team of 5 counsellors and up to 30 Leaders-in-Training (LIT) and works in collaboration with Queen's University Biological Station (QUBS) colleagues.

The position is part-time (5-15 hrs/week) between September and April, and full-time (35 hrs/week) from May to August. The rate of pay is $20.95/hour.

To apply, email the following documents to the QUBS Senior Manager, Sonia Nobrega (qubsoutreach@queensu.ca), **by Tuesday, January 4th, 2027.** Please provide a resume, a cover letter indicating why you are interested in this position, an unofficial transcript (if available), and the names of two referees whom we may contact.

Job Description:

Reporting to the Outreach & Teaching Coordinator, the EAC Camp Director is responsible for planning, implementation of daily programming, administrative tasks, and supervisory duties.

MAJOR RESPONSIBILITIES:

Camp Leadership

- Assist with the recruitment and hiring of Counsellors.
- Assists with the preparation, facilitation, and documentation of training sessions for camp staff.
- In consultation with the Outreach & Teaching Coordinator, plan the five-week training/orientation period (May to June) and camp schedule, ordering of supplies, and assigning counselor roles.
- Assist 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 and professional 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 and accommodations 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 the Outreach & Teaching Coordinator to report and resolve issues/concerns.
- Work with ELEEC Operations & Maintenance Coordinator to ensure that camp spaces & grounds are kept clean, and other users of the facility are accommodated.

Accounting & Record-Keeping

- Liaises with the Senior Manager and Outreach and Teaching Coordinator to ensure that all bills are paid and funding reports are submitted.
- Manage camper registrations and payments. With guidance from the Outreach and Teaching Coordinator, reconcile the monthly statement of camper payments as recorded in the university financial system with the camp registration program.
- Ensure records and communications are kept confidential in accordance to Queen's CCOG standards.
- Prepare a final annual summary of camp activities.

Marketing & Advertising

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

Health & Safety

- Ensure that camp and its programs operate in accordance with Ontario Health & Safety, Local Health Unit policy, 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 to the

Elbow Lake Health & Safety Officer (the Operations & Maintenance Coordinator for Elbow Lake).
    - Maintaining copies of the health and safety orientation checklist for the employees under their Supervision.
    - Write up behavioural and injury reports for campers or EAC staff when an incident occurs.

Along with the above responsibilities, all 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 policy.

SUMMARY OF QUALIFICATIONS

- Current undergraduate or graduated student in Biology, Environmental Science, Geography, Concurrent Education or related discipline or equivalent
- 30 years of age or younger, based on funding requirements
- Enthusiasm for, and knowledge of, natural history or environmental science issues
- Previous experience working with youth in a camp setting an asset
- Previous experience in a supervisor or director role
- Demonstrated knowledge of best practice in safety procedures and safety equipment
- Ability to resolve inquiries, conflicts and complaints effectively and professionally
- Ability to independently make decisions, problem solve and carry out changes or trouble-shoot as required
- Previous experience providing feedback, mentorship and evaluation to young adults
- Strong organizational and time management skills with the ability to oversee varied tasks, prioritize duties, and keep detailed records
- Strong verbal and written communication skills with the ability to interact and communicate with a variety of audiences (campers, parents, general public, researchers, etc.) in a professional, respectful manner, demonstrating tact and diplomacy
- Sound computer and office skills, including proficiency with word processing, spreadsheets and digital data storage
- Consideration may be given to a combination of education and experience

ADDITIONAL QUALIFICATIONS

Certification from National Lifeguard Certificate, Standard First Aid and CPR certification, ORCKA levels or Instructor, Wilderness First Aid would be considered an asset.

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.

Contract Dates

Part-time (5-15 hrs/week) between January and April, full-time (35 hrs/week) from May to August, and part-time again in September. The anticipated start date is January 25, 2027.

How to Apply

Please include a cover letter indicating why you are interested in this position and a statement outlining your thoughts on diversity and inclusion in the workplace or university and any experiences that you may have in this domain. Please send your resume, cover letter, an unofficial transcript, and the names of two referees whom we may contact to Sonia Nobrega, qubsoutreach@queensu.ca, by 11:59 PM on Tuesday, January 4, 2027.

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.