



Keats Camps

Position Description

Title: Program Director

Reports To: Executive Director

Position Overview

The program director will exercise creativity and innovation in designing and implementing programming in order to accomplish the objectives of Keats Camps. This will include summer and non-summer programming that will be focused on a variety of children, youth and adult groups. The Program Director will also help create and implement a successful process in order to connect and support all departments of summer staff.

General Responsibilities

1. The program director will ensure the operation and expansion of the summer ministry at Keats by:
 - 1) Working closely with the Executive Director and Commodore in evaluating, designing and implementing the summer camping ministry;
 - 2) Hiring the Summer Staff;
 - 3) Supervise the Summer Staff, LEAD Program, and camper programming;
 - 4) Implement a strategy to create and maintain a high focus and emphasis on the spiritual ministry of the camping program.
2. Work closely with the Executive Director to develop and implement additional camping programs during the non-summer seasons to further the mission of Keats Camps.
3. Collaborate with the Facilities Manager to ensure camp programming and facilities planning are aligned.
4. Develop and implement a range of programs to ensure campers expressing a desire to be connected to churches, have the opportunity to become involved.
5. Assist in the development and implementation of creative promotional strategies to make our camping programs visible in churches and the community.
6. Assist in the development and implementation of shoulder season rentals, which may include:
 - 1) Leadership and Development Programs
 - 2) Events for summer participants
7. Other tasks and duties which may be assigned to you by the Executive Director

Specific Responsibilities:

Before Summer Begins:

1. Design and run the recruiting, interviewing, hiring and training process for summer program staff in collaboration with the Executive Staff.
2. Direct and participate in vision, planning and implementation of the theme and schedule for the summer.
3. Purchase required summer equipment within budget such as: sports equipment, activity supplies, etc
4. Meet with Bridge Staff (Sr. Summer Staff).
5. Plan pre-camp including coordinating appropriate sessions, organizing work projects and supervising staff.
6. Coordinating volunteer nurses and speakers.
7. Coordinate professional boat and first aid training as needed
8. Develop promotions (including Church Tours, Conferences and social media) for the shoulder season to facilitate the summer program.

During Summer:

1. Lead pre-camp set up and implement the planned training program for Summer Staff.
2. Implement the summer program with the assistance and input of the rest of the Executive and camp staff.
3. Ensure the spiritual ministry of the camping program is prevalent and emphasized throughout the camp sessions.
4. Work closely with Registrar and Yeoman to manage and collect all required LEAD and staff forms
5. Respond to staff disciplinary requirements.
6. Organize staff meetings in collaboration with the Worship Director.
7. Maintain records and evaluations of all programs, operations, staff and facilities to ensure operational efficiency; Prepare an evaluation / summary of inventories of equipment, staff evaluations and recommendations for the following summer.
8. Facilitate Bridge Staff meetings to create comprehensive communication between Executive and Bridge staff.
9. Maintain positive and ongoing media coverage and branding for the camp across all available media throughout the entire year, including overseeing the camp photographer and videographer and weekly dissemination of multimedia during the summer months.
10. Maintain, adjust and review records and evaluations of all camp activities in accordance with BCCA Accreditation Standards.
11. Update and ensure the appropriate staff are familiar with the crisis management plan, including emergency procedures.
12. Ensure the health and safety of all guests.

The seasons are as follows: June – August will be spent on Keats Island, September – May in the city office, with occasional commitments on Keats Island as we run retreats, rentals, and staff meetings.

The overarching goal in all that we do is to model Christ to all those who come to Keats Camps, including all the staff and volunteers.

Benefits:

- After 3 months of continuous employment you will be entitled to participate in

certain benefit plans provided through the Canadian Baptist of Western Canada.

- After six (6) months of continuous employment you will be entitled to participate in the pension plan offered by Keats Camps.
- You will be entitled to take three weeks of paid annual vacation in each calendar year of your employment.

Salary:

Competitive and based on experience. Includes full room and board during the summer, and accommodation access at Keats Camps year round.

To Apply:

Send a CV and cover letter to jordan@keatscamps.com

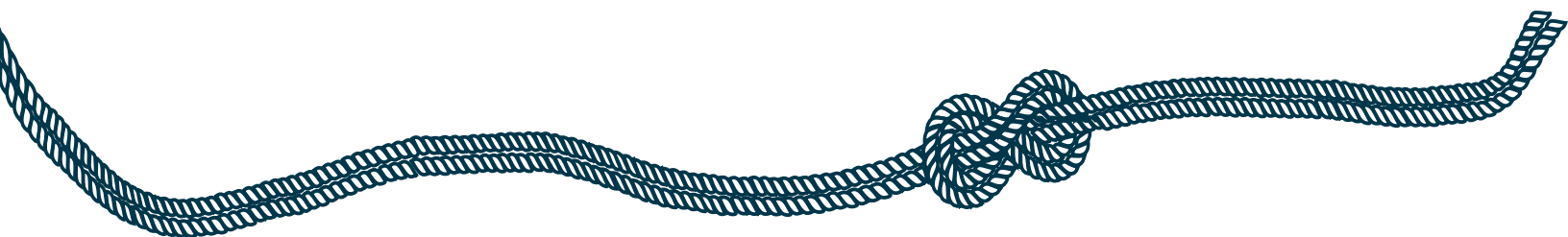


ABOUT US

In 1922 the Convention of Baptist Churches of BC appointed a camp committee. Its instructions were quite specific: "to enquire into, and investigate, the desirability of establishing a permanent Baptist Summer conference and camp, the design of which is to furnish, chiefly, a rallying place for young people of our churches and congregations, and to combine in its program, instruction, inspiration, recreation and rest."

Following those instructions, Keats Camps was established, and we held our first camp in the summer of 1926. As a ministry of the Canadian Baptists of Western Canada, we have been providing fun and exciting weeks of camp every summer since then.

Keats continues to be a special place for all who visit. Thriving during the summer months, our property comes alive with almost 2000 campers, staff and all of their visiting family & friends. The fun continues year-round with our various rental groups, retreats, work parties and Outdoor Education programs. We believe in mentoring our campers and staff and helping them build faith in Christ, as well as the self-confidence and abilities that will help them in all walks and stages of life.



SIMPLE FACTS ABOUT OUR KEATS

ESTABLISHED IN //	1926
FULL TIME STAFF //	4
PART TIME & SEASONAL STAFF //	75+
SUMMER CAMPERS //	1600
SHOULDER SEASON GUESTS //	1000+

“MY DAUGHTER HAD SUCH A BEAUTIFUL EXPERIENCE AND LEARNT SO MUCH ABOUT HERSELF. THE STAFF AND VOLUNTEERS AT KEATS CAMPS ARE TRULY HEAVEN SENT.”

Our BELIEFS



Mission

Proclaiming Christ through quality camping opportunities and discipling Christian leaders.



Vision Statement

Anchoring a New Generation For Life