Helping Kids with Physical Disabilities Succeed

EASTER SEALS ONTARIO - RECREATION DEPARTMENT
JOB DESCRIPTION

Camp Director, Camp Woodeden

Reports To: Manager of Recreation
Locations: Remote/hybrid, Camp Woodeden (London, ON).
Employment Dates and Compensation:

- Pre-season: Jan 11, 2027 – May 17, 2027. 35 hrs/week, remote, flexible. $27.50/h. Those local to the Toronto Area (Provincial Head Office - North York) are required to be in 1 day per month.
- Camp Season: May 18, 2027 – August 31, 2027. $175/day + meals and accommodation. *Role is required to live onsite at Camp Woodeden during the camping season.
- Post-season: Sept 1, 2027 – Sept 30, 2027. 20 hrs/week, remote, flexible. $27.50/h

To Apply: Apply with a resume and email indicating your interest to Katrina Vanderkolff, Manager of Recreation, at kvanderkolff@easterseals.org.

The Camp Director serves as the senior operational leader of Camp Woodeden and is accountable for the safe, effective, and inclusive delivery of all camp programs, staff leadership, camper experience, and management of the day-to-day camp operations.

During the **Pre-Season**, the Camp Director will contribute to the planning of all staff orientation and play a key role the hiring of summer camp staff. Working closely with the Nursing Manager and Manager of Recreations, they will review camper applications, communicate with families, and make camper approval recommendations. The Camp Director will contribute to program development by proactively identifying program improvements that enhance the quality and impact of the recreation program.

During the **Camp Season**, this position oversees the day-to-day operations of camp, serving as a primary point of contact for campers, families, and staff. Working closely with the Healthcare Supervisor and providing direct oversight to the Program and Counselling Coordinators, this role ensures a safe, inclusive, and enriching experience for all campers and staff. Required to live onsite at Camp Woodeden during the camping season.

During the **Post Season,** this position will work with the Manager of Recreation to create, distribute, receive, and organize program feedback from campers, staff, and families and analyze results to assess program performance in key areas. The Camp Director will then prepare actionable recommendations to address gaps and enhance outcomes, creating improved resources for the following seasons.

Summary of Essential Job Functions

Pre-Season

- Under the supervision of the Manager of Recreation, recruit, hire, and train seasonal counsellors, program staff, and volunteers.
- Oversee creation of staff training and the planning, implementing, and execution of a camper-focused program and culture.
- Review the camp risk management procedures and safety protocols, ensuring a thorough understanding and the ability to appropriately respond to incidents.
- Evaluate camper applications to determine camp eligibility.
- Develop program delivery that follow Easter Seals Ontario camping goals & objectives.

Camp Season

(will be required to live on site from mid-May until the end of August)

- Lead the Summer Camp Program during the summer camp season, offering hands-on guidance and strong leadership to all staff, campers, and family members.
- Provide strategic support by acting as a key resource for troubleshooting, decision-making, and ensuring the delivery of exceptional care to campers and an overall positive working experience for staff.
- Foster a positive workplace culture that promotes employee engagement, psychological safety, accountability, inclusivity, and staff retention.
- Work closely with the Counselling Team to support staff training and ongoing development and manage schedules.
- Maintain consistent communication with the Manager of Recreation and submit regular session reports.
- Review, follow-up, and appropriately file incident reports and communication forms.
- Build positive relationships with families to support confidence in the camp experience and camper success including relaying timely, professional and compassionate communication.
- Lead meetings with the onsite Leadership Team to ensure teams have the appropriate information and resources to meet camper needs and deliver programs.
- Manage the day-to-day operations of the camp community by effectively addressing the needs of campers and staff, supporting relationship building, managing conflict, and promoting self-determination.
- Lead ongoing formal and informal evaluations of staff performance, recognizing excellence, identifying areas for improvement, and providing coaching, mentorship, and growth opportunities. Foster leadership development by identifying and mentoring emerging leaders within the camp team and, when necessary, implementing corrective or disciplinary action in accordance with Easter Seals Ontario policies.
- Remain visible and accessible by participating in camp programs when able.
- Monitor and evaluate all programs and services through regular observation of programs, hands-on leadership, and implementation of appropriate evaluation tools.
- Monitor camp program expenditures and make recommendations to ensure responsible stewardship of resources.
- Ensure programs, activities, and camp operations reflect Easter Seals Ontario's commitment to accessibility, inclusion, dignity, and person-centered support for campers with disabilities.
- Be familiar with the Ontario Camping Association standards and Ontario regulations pertaining to recreational camping and those regulations specific to activity areas including but not limited to public pools, archery, sailing, canoeing, high ropes. Ensure that these standards are enforced during program facilitation.

- Uphold and model all camp policies and procedures outlined in the Staff Resource Manual, Risk Management Plan, and Leadership Team Manual.
- Investigate and report all critical incidents and serious concerns.
- Implement the camp's crisis response plan as required.
- Perform any other duties as assigned by the Manager of Recreation.

Post Season

- Design, distribute, collect, and consolidate camper, staff, and parent feedback to ensure comprehensive insights into program quality and participant experience.
- Evaluate program performance through feedback analysis, trend identification, and outcome measurement to identify strengths and opportunities for improvement.
- Develop clear, data-driven recommendations to enhance program quality, address operational gaps, and ensure all aspects of camp meet or exceed expectations.
- Work collaboratively with the Manager of Recreation update and improve training handbooks, staff schedules, camp procedures, and job descriptions to align with evolving program needs and best practices.

Physical Aspects of the Position

- Ability to communicate clearly, work with groups, and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behaviour and use appropriate behaviour support techniques, always prioritizing camper safety.
- Must be able to perform emergency and crisis response procedures (fire, evacuation, illness, or injury).
- Able to manage lifting, bending, stooping, and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Must be able to safely lift and transfer campers or equipment, often exceeding 25 kg, using proper techniques and with team support as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Required Professional Designation/Certificates

Required

- University Degree and/or College Diploma in disciplines surrounding Children and Youth, Recreation, Social Work, Community Programming, and/or Community Development or related field OR equivalent experience.
- Minimum 3 years of progressive leadership experience in camp operations, recreation, youth services, disability services, education, or community programming.
- Experience supporting individuals with physical, developmental, behavioural, and/or complex medical needs.
- Proven ability to lead a diverse team and manage multiple priorities.
- Ability to deal courteously and effectively with the public, participants, parents/guardians of participants and staff.
- Flexibility to work long hours and outside of regular 9-5 schedule.
- Ability to work independently with minimal supervision and flexibility, in order to respond to rapidly shifting priorities.
- Strong communication, organizational, and problem-solving skills.

- CPR and First Aid certification (or ability to obtain before camp begins)
- Valid Driver's License
- Adept use of Microsoft Office Suite (Word, Excel, Outlook, Teams, One Drive)
- Must provide clear vulnerable sector background check upon hire.

Preferred

- Previous experience working with Easter Seals Ontario camping program in a Leadership role.
- Experience with Campbrain software.
- Familiarity with Ontario Camping Association (OCA).
- Background in staff training and group facilitation.

Other Considerations

- Work part-time offsite from January - May and full-time onsite from May – August.
- Easter Seals Ontario camps are fully accessible and provide camping experiences to kids and young adults with disabilities.
- It is recommended that all staff be fully vaccinated against communicable illnesses such as Covid19 and Measles. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.
- Model active participation in camp life by engaging in activities where possible, while balancing leadership responsibilities and program oversight.
- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and days off between sessions.
- Onsite housing provided for camping season; meals provided during camp sessions.
- Required to be on-call for a minimum of two of the changeover periods during the summer.

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.