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500 Central Park Drive,

Brampton, ON

L6S 2C8

905-793-4265

**Camp Manager**

The incumbent manages the day to day operations of the camp and ensures the development of quality programs in all camp areas.

**Responsibilities |**

* Manage the day to day operations and administration of the camp
* Oversee the registration of campers ages 6-12
* Coordinating staff schedules and clean up duties
* Works collaboratively with the Program Coordinator in the development and implementation of the camp programming activities
* With the support of the Camp Director handle the financial accountability related to the program and maintains inventory of all supplies and equipment purchased
* Monitor safety and ensure adherence to policies as they pertain to the supervision of campers and staff
* Completing all necessary reports (if applicable)
* Work with Camp Director, parents, guardians or caretakers when there are camper adjustment or discipline problems
* Promotion of the camp within the local community (if applicable)
* Mentor camp staff and volunteers, and provide necessary support
* Participate in the hiring process of camp volunteer (if applicable)
* Coordinate staff training (if applicable)
* Help promote an atmosphere for developing good moral and well-being among the camp staff
* Other duties may be assigned as required

**Physical Demands |**

* Must have the physical ability to lead and participate in camp activities, which include swimming, physical game and activities.
* Must have the ability to transport, restrain, and physically support children and staff when needed for safety purposes in general camp activities and group initiative activities (person weighing 50 - 200