

Job Description: Program Director



**Cave
Springs
Camp & Conference**

Est. 1951

Job Title: Program Director

Reports to: Executive Director

Location: Cave Springs Camp and Conference, Beamsville, Ontario. www.cavesprings.ca

Job Type: Full-time, Year-Round

Salary: \$52,000 to \$60,000 per year (2-4 weeks paid vacation) Depending on experience.

Who We Are:

Cave Springs Camp, Retreat and Conference Centre is a not-for-profit incorporated ministry of the United Church of Canada. Our facility is located against the beautiful Niagara escarpment, surrounded by vineyards with a view of Lake Ontario. Since 1951 we have operated as a summer camp and now as a year-round facility focusing on providing quality programs for children and adults of all ages to enjoy. We are currently planning and developing new and exciting year-round programs for schools, churches and the local community. Our 17 acre facility consists of 2 large conference centres, 6 cabins, pool, high ropes, nature trails and has over 100 beds for overnight accommodation.

Description of Duties and Responsibilities:

The Program Directors main responsibility is to ensure high-quality programming is produced. The PD will also lead in the development, provision and evaluation of year-round programming and events. The PD will ensure programs that reflect the mission and values of Cave Springs Camp while maintaining a professional and friendly environment.

- Oversee, and manage the operations and programming of the summer camp program.
- Oversee and manage all school and outdoor education programs, ensuring that the needs and expectations of the students, teachers and visiting groups are met.
- Ensure the inclusion of Christian education in the summer program and provide opportunities for staff faith development.
- Hiring, training, and oversight of program staff.
- Evaluating and improving current programs and overseeing the implementation of programs by staff.
- Cultivating relationships with clients and community partners including teachers, school boards, and area churches;
- Developing engaging programs such as: school day trips, day and overnight summer camp programs, and organizing events such as wellness retreats, or day and weekend events.
- Communicate, host and process health inspections and other governmental processes and applications.

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- Plan and manage programming and operations budgets
- Assist in marketing programs and events.
- Represent and promote camp programmes and facilities within area churches, schools and the community.
- Ensure all programs follow OCA and United Church camping standards and/or provincial laws.

Qualification Requirements:

- Experience in program development or education or leadership group experience.
- Strong interpersonal skills and ability to maintain excellent relationships with other organizations.
- Excellent communication, leadership, and problem-solving skills.
- Must show a high attention to detail, extremely organized and proficient with computers and software.
- Familiar and experienced with outdoor education, church camping, or related fields.

Preferred Assets of Qualifications:

- Bachelor's degree in Education, Environmental Science, or related fields
- Experience with program design, implementation and evaluation
- Certification in First Aid/CPR, Wilderness First Aid, or equivalent
- Police check required to obtain employment (compensated after hiring)

What We Offer:

- Opportunities for professional growth and development
- Collaborative work environment
- Access to creating fun programs in a beautiful natural surrounding
- Implement your new ideas and make fun and exciting programs

How to Apply:

Please submit your resume, cover letter and references to work@cavesprings.ca

Only successful applicants will be contacted