HEAD OF ACTIVITIES

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Summer Camp Manager
Period: Mid-June for Staff Training through to end of Summer Camp Weeks (exact dates set in contract)
Honorarium: $300.00 / week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks develop and nurture Christian faith and relationships through effective programs in a safe, exciting and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out those on route to Jesus as we live as a community of faith.

The Head of Activities is responsible for the successful oversight, coordination, and execution of all camp activities, electives, and programmatic experiences, ensuring they are safe, engaging, well-organized, and memorable for campers. They will provide leadership, guidance, and support to activity staff, oversee program quality and risk management, and ensure activities align with Camp Kwasind's mission and commitment to camper development and discipleship. They will serve as part of the Leadership Team and report directly to the Summer Camp Manager. This is a seasonal summer camp position.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church
- Commitment to the mission, faith, philosophy, staff code of conduct and core values of CBOQ & Camp Kwasind.
- Be a minimum of 20 years of age
- Have experience with scheduling and programming for children and youth in a creative and fun atmosphere
- Administrative skills are an asset.
- Have superior recreational leadership experience
- Possess a valid G driver's license
- CPR and First Aid certificate preferred

Overall Responsibilities:

- Attend and actively participate in Staff Orientation Weekend, Senior Staff Training, and Staff Training Week at the beginning of the camping season.
- Attend workshops, seminars, and training opportunities pertaining to the position as requested.
- Know, understand, and actively promote the aims, values, mission, and objectives of Camp Kwasind.
- Provide leadership, mentorship, coaching, and support to activity and elective staff, ensuring they are equipped to deliver engaging, high-quality, and safe experiences for campers.
- Oversee the daily operation and successful execution of all camp activities, electives, and programmatic experiences, ensuring they are well-organized, adequately staffed, and appropriately resourced.
- Work collaboratively with the Summer Camp Manager and Head of Program to plan, coordinate, and implement creative, age-appropriate activities and experiences that enhance camper engagement and support weekly camp themes.
- Collaborate with the Head of Program to review weekly schedules, coordinate activity rotations, manage elective offerings, and ensure smooth transitions between program elements.
- Ensure all activity areas, equipment, and supplies are properly maintained, organized, and prepared for daily programming, identifying and communicating any additional needs.
- Provide guidance and support to activity leaders in adapting programming to accommodate different ages, abilities, interests, and camper needs.
- Work collaboratively with the Head of Waterfront and other department leaders to ensure effective coordination of activities, staffing, equipment, and shared program spaces.
- Promote and enforce camp policies, safety procedures, and risk management practices across all activities and electives, ensuring staff are appropriately trained and equipped to lead safely.
- Proactively identify and address challenges related to activity scheduling, staffing, equipment, weather, and program delivery, and developing alternative plans when necessary.
- Foster an environment where all staff, campers, and visitors feel welcomed, included, encouraged, and valued at Camp Kwasind.
- Attend daily Leadership Team meetings to provide updates on activities, electives, staffing needs, program successes, and any emerging challenges or concerns.
- Provide the Summer Camp Manager with a departmental report at mid-summer and at the end of the camping season. Reports will include progress on planned activities, program successes, challenges, recommendations for improvement, equipment and resource needs, and evaluations of staff reporting directly to the Head of Activities.
- Schedule staff elective placement in coordination with the other Heads to ensure the right ratios of campers to staff, that campers get the selection of their choice, and assist campers looking to change elective selections.
- Work with the Summer Camp Manager in the non-summer months to provide energy and leadership in at least one of the following areas: Staff Christmas Party, Spring and Fall work parties, Camp in April, Winter staff retreat weekend. Sign up during training week.
- Doing “Rounds” 2-3 times a week 10:30pm-12am. Make sure camp is safe and quiet at night and give special attention to conversations happening in the cabin lines, specifically amongst cabin leaders.

Elective Responsibilities:

- Provide direct leadership, mentorship, coaching, and supervision to the Activity Coordinators, ensuring they are equipped to effectively oversee their assigned activity areas, elective staff, and daily programming.
- Work collaboratively with the Activity Coordinators to develop, organize, and implement engaging, age-appropriate electives that promote skill development, creativity, confidence, and positive camper experiences.
- Support Activity Coordinators in recruiting, assigning, training, and supervising elective leaders, ensuring staff understand activity expectations, instructional techniques, safety procedures, and camper engagement strategies.
- Meet regularly with Activity Coordinators to review daily operations, upcoming programming, staffing needs, equipment requirements, camper participation, and opportunities for improvement.
- Oversee the development and implementation of elective schedules, including camper sign-ups, activity rotations, staff assignments, and capacity limits, ensuring electives operate efficiently and campers have access to a variety of experiences.
- Work with Activity Coordinators to ensure each elective has clear lesson plans, activity objectives, appropriate progression of skills, and engaging programming for different ages and abilities.
- Support Activity Coordinators in the daily preparation and operation of their activity areas, ensuring equipment, supplies, instructional materials, and spaces are ready before programming begins.
- Provide oversight of activity equipment and inventory, working with Activity Coordinators to identify maintenance needs, monitor supply levels, manage resources, and communicate purchasing requests to the Summer Camp Manager.
- Ensure Activity Coordinators are implementing appropriate risk management practices, including equipment inspections, staff supervision ratios, activity-specific safety procedures, and emergency response protocols.
- Assist Activity Coordinators in addressing camper behaviour concerns, participation challenges, accessibility needs, and group dynamics, providing guidance and intervention when situations exceed the responsibility of individual elective leaders.
- Collaborate with the Head of Program and Activity Coordinators to ensure electives and activity programming are effectively integrated into weekly camp schedules, special events, theme days, and other camp-wide experiences.
- In cooperation with the Leadership Team, oversee the implementation of sunny-day and rainy-day activity schedules, ensuring Activity Coordinators have appropriate contingency plans, staffing, equipment, and indoor programming alternatives.
- Regularly observe electives and activity areas to evaluate program quality, camper engagement, staff leadership, safety practices, and the overall effectiveness of programming.
- Provide ongoing feedback, encouragement, and professional development to Activity Coordinators, helping them strengthen their leadership, problem-solving, communication, and staff management skills.
- Support Activity Coordinators in navigating staffing challenges, interpersonal conflicts, scheduling difficulties, and staff well-being, ensuring concerns are addressed promptly and appropriately.
- Work with Activity Coordinators to evaluate existing electives, identify underutilized activities, develop new program offerings, and make recommendations for future program improvements.

- Ensure Activity Coordinators and elective leaders intentionally create welcoming, inclusive, and encouraging environments where campers can discover new interests, develop skills, build relationships, and grow in confidence.
- Encourage Activity Coordinators to integrate Camp Kwasind's Christian mission and values into their leadership and programming, helping campers experience God's love through relationships, encouragement, creation, and meaningful activities.
- Conduct mid-summer and end-of-summer evaluations of Activity Coordinators, providing constructive feedback on leadership effectiveness, program execution, staff development, safety, and areas for continued growth.

Your Support

- Summer Camp Manager – They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.