HEAD OF LOGISTICS

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 Logistics is focused on the successful oversight and discipleship of the cabin leading staff, promoting risk management, and ensuring safe and memorable experiences for campers. They will provide guidance, support, and leadership to the Section Coordinators and serve as part of the Leadership Team. They will report 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 participate in Staff Orientation Weekend, Sr. Staff Training and Staff Training Week at the beginning of the camping season
- Attend workshops, seminars and training pertaining to the position as requested
- Know the aims, values, mission and objectives of Camp Kwasind.
- Mentor, coach and support the Section Coordinators in their role of investment into the cabin leaders and camper development
- Support the Summer Camp Manager & the Head of Program as they plan and schedule camp activities & themes that will engage different ages of campers and create staff engagement into program elements
- Work with the Head of Program to go over the weekly camp schedules and ensure cabin staff are integrated into camp program and have space for rest.
- Support as able the Head of Program and Head of Waterfront in their daily operation of their duties and work
- Promote the rules and regulations of the camp to decrease risks
- Ensure all staff, campers and visitors are made to feel welcome at Camp Kwasind
- Meet daily with the L-Team to provide updates on SC's and Cabin Leaders
- Provide the Summer Camp Manager with a department report mid-summer and at the end of the season. This report will include progress of planned activities, successes, challenges, needs, and will also include evaluations of those who reported to you

Staff & Camper Critical Support Responsibilities:

- In cooperation with the SCs - establish and train staff as related to faith development, cabin leading, devotional leading with campers and program implementation for different ages.
- Assists Section Coordinators with camper issues beyond cabin leaders' control, and work out solutions while equipping cabin staff to thrive in their role
- Consult with the Camp Director on camper issues and decisions that require parental involvement, and on consequences involving camp policy and the behavioural intervention plan
- Provide oversight to the Staff Lounge and work with the Summer Camp Manager to ensure staff morale is high, staff are cared for and supported, and that staff appreciation elements are being implemented and managed with support from the L-Team
- Support the Head of Program & Section Coordinators in training cabin leading staff prior to the beginning of the camping season
- Coordinate with Section Coordinators in camper placements and cabin leader pairings
- In cooperation with the L-Team, ensure the implementation and participation of your team in the camp schedules (sunny and rainy day) for each camp session
- Navigate and work with SCs to work through staffing issues related to cabin leading, inner personal dynamics, conflict resolution, and ensuring staff sustainability and mental well-being

Logistics Responsibilities:

- Provide logistical and documenting assistance to Summer Camp Manager & Office Manager, specifically related to survey collection and analysis, implementation and tracking of incident reporting, follow up on issues of concern, and camp-wide evaluations
- Manage the administrative needs of the Section Coordinators
- Provide assistance in dining hall management to ensure cabin staff and campers have a positive dining hall experience (giving attention to specialty needs, allergies, seating, campers experience etc.)

- Assist Office Manager in hospitality needs related to hospital runs, weekday visitors, registration process, bus monitors and day-off tracking
- 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 Camp Director 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.
- Assess the camp program, camper engagement, and staff development as related to fulfilling the mission of camp and report areas of strength and improvement to Summer Camp Manager at Mid- Summer and at the end of the camping season

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.