



Camp Lau-Ren

Manual for Executive Director

Revised: June 2018

CAMP LAU-REN is a Christian Camp owned by the Lau-Ren Camp Corporation of the United Church of Canada.

THE PURPOSE of the Camp is to provide an experience of Christian community in an outdoor setting wherein persons may have an opportunity for growth in personal relationships, a deepening awareness of God, and the development of personal faith and character.

LAU-REN CAMP CORPORATION owns the property and administers it in accordance with the purpose stated above as a non-profit enterprise, financed from campers' fees which are heavily subsidized by a grant from the Bay of Quinte Conference of the United Church and by gifts from individual congregations and United Church Women's groups in the Presbytery.

THE BOARD OF DIRECTORS is appointed by the Lau-Ren Camp Corporation to maintain the property and facilities, help plan the camping program, recruit volunteer leaderships and to ensure the provision of paid staff for certain responsibilities during the camping season.

THE CAMP EXECUTIVE DIRECTOR(S) is engaged by the Camp Corporation as executive director of the whole operation and is responsible to the Corporation through the Board of Directors.

MISSION: Our mission is to provide a Christian experience for campers by providing programs and services that foster Christian faith, provide opportunities for personal growth, develop skills to build community and relationships, foster an environment of inclusion of everyone and provide opportunities to acquire new skills and knowledge.

VISION: In camp Lau-Ren's natural setting, there will be an opportunity to have fun, to gain a deepening awareness of others, a growing understanding of oneself and a strengthening of personal faith as we meet God in Jesus Christ.

VALUES: Respect, Collaboration, Community

DUTIES OF EXECUTIVE DIRECTORS

**The Executive Director (may consist of a team of two) will be responsible for the co-ordination of activities and jobs at Camp Lau-Ren and is responsible to the Board of Directors. The emphasis is on co-ordinating.
To be amended as the situation requires.**

General

The Executive Director is an adult with extensive knowledge of Camp Lau-Ren, its standards, its method of operation, and with experience in leadership and administration.

1. The Executive Director is a member of the Personnel Committee and is responsible for receiving and reviewing applications for Summer Staff and Paid Counsellor positions. In accordance with the Camp Staffing Manual, conducts interviews with candidates and recommends those to be hired to the Personnel Committee. The Executive Director will ensure that all standards pertaining to camp staffing, programming, health, and safety are monitored and met.
2. All paid staff work under the direction of the Executive Director. The Executive Director establishes work schedules, ensures adequate training, and ensures each job is done to an acceptable standard.
3. The Executive Director will be responsible for the supervision of all Summer Staff and all matters relating to these positions.
4. The Executive Director will ensure that the Camp is properly staffed with Cooks, Waterfront and Caretaker personnel throughout the Camping season.
5. The Executive Director, in co-operation with the Property Committee, will ensure that all required maintenance and upgrades are completed prior to Camp opening each summer.
6. The Executive Director, in co-operation with other Board members, shall encourage the Christian Education Committees of Upper Valley and Four Rivers Presbytery churches to recruit weekly Camp Directors and Leaders.
7. The Executive Director shall ensure that, through the Board of Directors, a Leadership training session is scheduled each spring and that a Training Committee facilitates this training. The Executive Director is to attend the Training Weekend.
8. The Executive Director is responsible for working with the Volunteer Camp Directors to ensure that the camping program meets the Christian objectives of the Corporation.

9. The Executive Director is responsible for reviewing and approving all volunteer staff working under the Camp Director.
10. The Executive Directors will be responsible for advising the Health Care Provider of each Camp of the general operating procedures of the Infirmary and, where necessary, provide direction to the Health Care Provider on safe procedures for the treatment of campers.
11. The Executive Director will attend the first meeting of Volunteer Staff of each camp to ensure that Volunteer Staff are familiar with Camp policies, rules, etc.
12. The Executive Director will act as an adviser to the summer and volunteer staff in personnel, program and camper/staff relationships, at their request.
13. The Executive Director works within policy established by the Lau-Ren Camp Corporation and has authority to make on-the-spot decisions in consultation with the weekly Camp Director about any issue within the Camp.
14. The Executive Director will be available while camps are in progress for consultation and advice and shall represent the Corporation at a meeting at the end of each camp to express the appreciation of the Corporation. The Executive Director will be responsible for meeting with all volunteer staff at the end of their camp to obtain their feedback on camp operations and programs for that week.
15. The Executive Director will ensure that the Camp is maintained during the Camp season and will arrange for any necessary maintenance to be completed in a timely manner.
16. The Executive Director, in co-operation with the Property Committee, will ensure that the Camp is properly closed at the end of the summer season.
17. The Executive Director, in co-operation with the Property Committee will ensure that the Camp is checked during the winter and organize snow removal as necessary.
18. The Executive Director will attend the meetings of the Board of Directors and have a report ready to present to the Board.
19. The Executive Director shall prepare the Annual Report of the Lau-Ren Camp Corporation and present this report to Presbytery.
20. Prepare a report for, and attend, the meeting of the Conference Camping and Retreat Centres Committee.
21. Prepare, and send, a pre-camp message to all Camp Directors informing them of all of the requirements for the coming season.

22. In co-operation with the Property Committee, see that the water supply and treatment equipment is working satisfactorily before and during the camping season.
23. Complete and submit report for Dept. of Health about opening date and about Waterfront personnel.

Annual Reports

The Executive Directors are to prepare an Annual Report for the Camp which conforms to the United Church Camping standard and which is prepared in time for presentation at the November meeting of the Camp Corporation. In accordance with Appendix IV of *The Manual, The United Church of Canada*, each camp will submit an annual report to It's Supervising Court, The Conference Camp Committee, or equivalent (where one exists) and the staff person responsible for camping in the national office.

This report will include:

- The list of directors, indicating names, addresses, telephone numbers, and membership status in the United Church;
- An insurance statement, indicating amounts for fire, comprehensive liability, and any other amounts and details requested by the Conference Camp Committee;
- Statistics on the number of camp sessions held, number of campers in attendance, and the number of camp staff (distinguishing between paid staff and volunteer camp staff) involved in delivering the camp program.

Record Keeping

All records (camper, personnel, incident reports, safety audits) should be kept for a minimum of seven years. Camp Boards should consult with their lawyers on the length of time to keep records specifically.

Executive Director Job Description and Duties

Position Summary:

The Executive Directors for Camp Lau-Ren have the responsibility of coordinating and ensuring that the weekly camps and activities are progressing on schedule. They are also responsible for the supervision of all paid and volunteer positions.

Qualifications:

1. Degree in Business Administration or comparable work experience/knowledge.
2. Training as per the Ministry of Environment Regulation 170/03 pertaining to operation of a small drinking water system.
3. Ontario Ministry of Transportation Pleasure Craft Operators Certificate.

Skills and Knowledge:

1. Knowledge of the operation of a children's camp.

2. Thorough knowledge of the United Church of Canada Camping Standards
3. Thorough knowledge of the Ontario Camps Association - Camping Standards
4. Expertise in Microsoft Office, including Excel, PowerPoint, Word, and Outlook
5. Ability to create and update Camp manuals, forms, and policies and procedures.
6. Knowledge of website maintenance and development
7. Knowledge of the Food Premises and the Recreational Camp Regulations under the Ontario Health Protection and Promotion Act.
8. Excellent organization skills.
9. Effective interpersonal and communication (oral and written) skills.
10. Ability to communicate through oral and written presentations to church groups, magazine articles, newspaper advertisements, reports, etc.
11. Maintain competency and promote self development by seeking out and participating in on-going learning opportunities.
12. Ability to adhere to policies and procedures as set out by the Camp Lau-Ren Board of Directors, the Ontario Camps Association and the United Church of Canada.
13. Ability to operate within a budget set by the Board of Directors.

Personnel Management:

1. Experience as a coordinator of teams.
2. Experience working and communicating with teenagers and young adults.
3. Experience in recruitment and retention of both volunteer and paid staff.
4. Effective leadership skills to maintain a healthy working relationship with volunteer staff, including Board members and ability to work collaboratively with such groups.
5. Ability to maintain communication with Ontario Camps Association and United Church of Canada.
6. Ability to maintain a healthy working relationship with Churches of Renfrew Presbytery.
7. Effective conflict resolution skills.
8. Ability to work as a leader in a multifaceted environment.
9. Ability to support a positive team environment.
10. Ability to perform interventions and manage outcomes.
11. Ability to participate in orienting and supporting new staff.

Position Responsibilities:

- **Recruitment**
 1. The Executive Directors will arrange advertising for all volunteer and paid Summer Staff positions through various forms of media including newspapers, posters, and electronic sources.
 2. The Executive Directors are members of the Personnel Committee and are responsible for receiving and reviewing applications for Summer Staff and Counsellor positions. They will conduct interviews with candidates and makes recommendations of those to be hired to the Personnel Committee.

3. The Executive Directors will ensure that the Camp is properly staffed with Cooks, Floaters, Waterfront and Caretaker personnel throughout the Camping season.
4. The Executive Directors, in cooperation with other Board members, shall encourage the Christian Education Committees of Presbytery churches to recruit weekly Camp Directors, Leaders and Counsellors.

- **Planning**

1. One of the Executive Directors will attend the meeting of the Board of Directors and present a monthly report on activities and issues.
2. Responsible for reviewing all policy manuals yearly and updating as necessary.
3. Ensure that appropriate Board member submits letters to sponsoring churches yearly to ensure Church sponsorship of weekly camps. Board member to supply names of sponsoring churches to the Executive Directors by December 31st of each year for inclusion in the camp brochure.
4. Responsible for Camp Lau-Ren website, its design and maintenance.
5. Responsible for providing annual updates to the Ontario Camps Association website.
6. Design yearly Camp Brochure and arrange for printing. Ensure that all churches in Presbytery have access to brochures as requested.
7. Arrange advertising as necessary for the camping season, including advertising posters for recruitment of staff.
8. Prepare and send, a pre-camp message to all Camp Directors informing them of all of the requirements for the coming season.
9. Send requests to Churches in Presbytery requesting that a camping Sunday be held in support of Camp Lau-Ren. The Executive Directors are also responsible for ensuring that adequate camping Sunday Bulletins and envelopes are available to all Churches in Presbytery.
10. Plan the weekly Camp menu following Canada's Food Guide.
11. Ensure that the first orders of the season are placed with Sysco (food), Brum's Dairy (milk and eggs), Giant Tiger (bread), and Sani-Sol (janitorial supplies).
12. Ensure Infirmary is stocked for the season.
13. Purchase craft supplies and stock Craft Hall.
14. Based on previous year's inventory, purchase and restock resource Centre with t-shirts, hoodies, etc.
15. Prepare t-shirt and hoodie orders for each camp based on camper purchases and have ready for Sunday check-in for each camp.
16. Purchase tuck supplies for the season. The Executive Directors are responsible for ensuring that the tuck items are inventoried weekly and restocked as necessary.
17. The Executive Directors will work with the Volunteer Camp Directors to ensure that the camping program meets the Christian objectives of the Corporation.
18. Review the Waterfront Program at the beginning of the season to ensure delivery of an exciting program. Verify that there is enough equipment to carry out this program and that all equipment is in proper working condition.
19. Complete and submit report for the Health Department regarding opening date of Camp and Waterfront personnel qualifications.

20. Prepare a report for and attend the meeting of the Conference Camping and Retreat Centers Committee. In September, prepare a report of the year's activities for the CCRCC meeting. This report must include camper days.
21. Prepare statistics of campers, summary of volunteer staff stats and other information for the annual Camp Director's meeting.
22. The Executive Directors shall prepare the Annual Report of the Lau-Ren Camp Corporation, present this report to Presbytery, ensure that adequate copies are printed for distribution, and submit the report to the United Church of Canada National Office and the Bay of Quinte Conference.
23. The Executive Directors are responsible for applying for funding for staff positions annually under the Canada Summer Jobs Program.

- **Training**

1. The Executive Directors shall ensure that, through the Board of Directors, a Leadership Training session is scheduled each spring and that a Training Committee facilitates this training. They are also required to ensure the necessary tools and materials are provided and are in attendance for the weekend.
2. The Executive Directors shall ensure that, through the Board of Directors, a Director/Leader training session is scheduled each spring and that a Training Committee facilitates this training. The Executive Directors will ensure that all issues identified by the Board of Directors are presented at this training.
3. For all paid staff work under the direction of the Executive Directors, the Executive Directors will establish work schedules, ensure adequate training, and ensure each job is done to an acceptable standard.
4. The Executive Directors will be responsible for advising the Health Care Provider of each Camp of the general operating procedures of the Infirmary and, where necessary, provide direction to the Health Care Provider on safe procedures for the treatment of campers.

- **Supervision**

1. The Executive Directors will be responsible for the supervision of all Summer Staff and all matters relating to these positions.
2. The Executive Directors are responsible for reviewing and approving all volunteer staff working under the Camp Director.
3. An Executive Director will attend the first meeting of volunteer Staff of each camp to ensure that Volunteer Staff are familiar with Camp policies, rules, etc.
4. The Executive Directors will act as advisors to the summer and volunteer staff in personal, program and camper/staff relationships, at their request.
5. The Executive Directors will work within policies established by the Lau-Ren Camp Corporation and have authority to make on-the-spot decisions in consultation with the weekly Camp Director about any issue within the Camp.
6. An Executive Director will be available in person or via telephone while camps are in progress for consultation and advice and shall represent the Corporation at a meeting at the end of each camp to express the appreciation of the Corporation. An Executive Director will be responsible for distributing

questionnaires to all Volunteer and Summer Staff and collecting completed questionnaires.

7. The Executive Directors will ensure that Summer Staff properly store all equipment for the winter period. This includes bringing in the raft, storing boats, canoes, lifejackets, paddles and other beach equipment in Fellowes Hollow, putting away picnic tables, chairs, benches at chapel and campfire, sports items, etc. and that staff rooms are cleaned prior to departure and all keys are returned.

- **Maintenance**

1. The Executive Directors, in cooperation with the Property Committee, will ensure that the Camp is checked during the winter and organize snow removal as necessary.
2. The Executive Directors, in cooperation with the Property Committee, will ensure that all required maintenance and upgrades are completed prior to Camp opening each summer.
3. In co-operation with the Property Committee, see that the water supply and treatment equipment is working satisfactorily before and during the camping season.
4. Ensure that the Camp is maintained during the Camp season and arrange for any necessary maintenance to be completed in a timely manner.
5. The Executive Directors, in cooperation with the Property committee, will ensure that the Camp is properly closed at the end of the summer season.
6. Shut down water system, or ensure that it is done, for the winter period. A procedure has been prepared as a separate document. This is to be done early in October to avoid the freezing of any pipes.
7. The Executive Directors will be trained as defined under the Drinking Water Systems Regulations to operate the camp's water system and will take the recognized course every three years to maintain this certification.
8. The Executive Directors will make themselves available during on-site visits by the Renfrew County and District Health Unit and the Ministry of Environment and Climate Change.

Weekly Summer Duties:

Sunday:

- Meet with Volunteer staff & explain rules and expectations of the Board.
- Ensure Director has all necessary forms for Volunteer staff personnel files.
- Obtain an updated Camp schedule and ensure that Summer Staff have a copy of the weekly schedule.
- Ensure adequate blank copies of all forms are available for Director and Health Care Provider.
- Remind (Inform) the Camp Director that he/she is to assign persons to check all volunteer staff and campers for head lice prior to anyone bringing luggage, etc to the cabins or sleeping quarters.
- Ensure that the Tuck person has the necessary forms for tuck.
- Ensure Camp Director has camp apparel orders from campers to hand out at check-in.

- Man the Bolton Resource Centre from 1:45 pm until all campers have arrived.
- Test chlorine residual as per Ministry of Environment and Climate Change requirements.

Tuesday:

- Hold meeting with Summer Staff to review feedback from previous camp and discuss any arising issues. This meeting is to be recorded and signed by all in attendance, then kept on file.
- Meet with Camp Director and discuss any issues/concerns.
- Provide the Camp Director with evaluation forms for Counsellors.
- Audit tuck money received at check-in to ensure account is balanced.
- Place bread with Giant Tiger.
- Get tuck order from Tuck Supervisor and purchase supplies if necessary.
- Test chlorine residual as per Ministry of Environment and Climate Change requirements.
- Prepare Payroll – calculate hours worked and deductions as per Canada Revenue; write cheques and payroll slips; and prepare list for Treasurer.

Friday:

- Determine volunteer staff honourariums (Babysitters, Volunteer Counsellors).
- Meet with volunteer staff, collect forms and discuss as required. Thank volunteers on behalf of the Board and pass out honourariums.
- Test chlorine residuals as per Ministry of Health and Climate Change requirements.

Saturday

- Check all cabins of departing campers for left behind items, graffiti, damage, garbage, etc. Open Resource Centre during camper check out.
- Test smoke detectors in all cabins and record.
- Ensure camper registration forms are received from Director/Health Care Provider.
- Ensure that all Infirmary Treatment records, as well as early departure and Incident report forms for the camp are handed in to Executive Directors.
- Ensure Director hands in volunteer staff personnel files and that all documentation is complete.
- Remove Health Care Provider's records for the week from the Infirmary. Ensure blank record sheets for the coming week are in the Infirmary.
- Restock Infirmary as required.
- Balance tuck and Mission Project and prepare deposit.
- Take recycle items to the recycling depot at the local dump.
- Pick up bread and tuck order from Giant Tiger.
- Check tuck reports to determine accuracy.
- Test smoke detectors in Smyth and record.
- Meet with Counsellors to review evaluations and receive feedback from the week.

- Distribute staff pay.
- An attempt should be made to attend each activity on the weekly schedule at least once to see that it conforms to Lau-Ren's principles.
- Deposit tuck and resource funds when deemed necessary.
- Obtain the required funds for the weekly honourariums.

Monthly

- Test water as per Ministry of Environment and Climate Change requirements.
- Once when camp is in operation, conduct a Camp Safety Audit.

Yearly

- Prepare an Annual Water Report as per Ministry of Environment and Climate Change requirements.

End of Camp Season

- Inventory kitchen food supplies & ensure proper storage
- Inventory resource supplies and pack away for winter
- Remove all electronics from buildings and properly store
- Remove all paint, glue, etc. from Craft Hall and store in Forrest #11
- Remove all first aid supplies from the Infirmary and properly store in Forrest #11