

OUTPOST DIRECTOR

JOB DESCRIPTION

Responsible to: Camp Director

General Responsibilities:

- Coordinate, direct and facilitate all areas of the SWAT program.
- Ensure good ongoing communication between trip staff.
- Ensure regular communication with the main camp program and the Camp Director.
- Ensure that SWAT camps fulfill the Camp's objectives and philosophy.
- Encourage staff to work together and to create enthusiasm within each trip.
- Model a Christ-like spirit in relationships and in attitudes.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

Specific Responsibilities:

Pre-camp:

- Read the materials and complete all required projects received from the Camp.
- Become familiar enough with Discovery materials to encourage the themes.
- Become fully acquainted with facilities and outpost emergency procedures.
- Be responsible for the preparation of camp sites, routes, and reconnaissance trips.
- Make sure that all Outpost trips follow the related BCCA accreditation standards.
- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

Camp Training

- Assist with the training of all other outpost staff and other potential trip members.
- Train other staff in all emergency procedures, and operate necessary practices.
- Participate as a team player, showing respect and care to other members.
- Work with the Camp Director to develop good relationships between staff members.
- Get to know the other trip leaders, and how your areas of responsibility work together.

Trip Preparation

- Be responsible to prepare the trip itinerary, routes, maps, menus and staffing lists.
- Be responsible to ensure that drop offs, caches and pickups are done according to plan.
- Ensure that the trip itinerary, map, and a list of participants is left with base contact.
- Ensure all staff are familiar with staff positions.
- Be responsible for the adequacy and maintenance of all outpost equipment.
- Work with other Outpost staff in assuring they are able to complete their responsibilities.

During Trip

- Ensure that staff receive proper care. They are your primary responsibility.
- Be familiar with and operate according to the risk management policy.
- Encourage and support other staff and work closely with the Director to deal with problems swiftly and to develop potential of staff and program.
- Keep good, open communication with campers and staff. Deal with conflicts appropriately.

After Trip

- Ensure completion of evaluations and trip reports; and submit all trip documents to the office.
- Ensure all camp equipment is accounted for, clean, repaired, and stored properly.
- Where possible be involved in camper follow-up.