



**Autism Nova Scotia's Ben James Summer Camp  
Camp Director Positions  
Job Description  
Full-time: 40hrs wk/ \$16hr**

The Ben James Autism Summer Camp is a recreation program for children and youth on the autism spectrum between the ages of 6-21 years. Each camper is supported with a 1:1 camper/counsellor ratio and activities are designed specifically with participants' needs and interests in mind.

- Position:** Camp Director  
**Program:** Ben James Summer Camp  
**Time:** Approx. 40 hours / wk. (Flexibility required)  
**Term:** Monday, May 15<sup>th</sup> – Saturday, August 26<sup>th</sup>  
**Location:** Spryfield Lions Club Rink and Recreation Centre  
**Accountability:** The Camp Director is accountable to the Program Director  
**Responsibility:** The Camp Director is responsible to run and facilitate the camp under the supervision of the Program Director. The Camp Director reports to the Program Director and speaks for the camp in the Program Director's absence.

**General Duties:**

The Camp Director is responsible for the following:

- Organize structure of the day for programming, implement and oversee daily camp activities as per program schedule.
- Ensure good communication with staff, parents and campers about the camp activities.
- Assist the Program Director to plan and organize camp schedule and training week.
- Schedule and maintain staff ratios, as well as develop work assignments.
- Work towards smooth running of camp.
- Purchase supplies required for the daily operations of camp.
- Work directly with children in the camp.
- Supervise camp staff.
- Observe and monitor personnel interactions, advise Program Director of any concerns.
- Mentor and support staff.
- Administer any medications required by campers as per instructions given by parents/physician, and fill out appropriate medication forms.
- Other duties as designated by the Program Director.

**Qualifications:**

- A great deal of knowledge and experience working with individuals with autism
- Knowledge and experience supervising and managing a team
- Knowledge and experience in planning and facilitating recreation based activities
- Good leadership skills
- University degree or student in a post-secondary program
- Good communication skills (written and oral)
- Able to work independently
- Strong organizational skills
- Up to date First Aid certification

**Application closing date: Friday, April 28<sup>th</sup> at 4:30**

**Please submit your cover letter and resume to:**

Yevonne Le Lacheur, Program Director

**Email:** [programs@autismns.ca](mailto:programs@autismns.ca)

**Mail or in person:**

Autism Nova Scotia

Attn: Yevonne Le Lacheur

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**If you have any questions please contact:**

Yevonne Le Lacheur, Program Director

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