

B. Assistant Director

Reports to: Camp Director

Qualifications and Experience Required

- Must be a responsible adult of at least 18 years of age.
- Must have relevant experience in a camp setting.
- Must have relevant supervisory experience.
- Must hold current Standard First Aid/CPR certificate.
- Must have current Newfoundland and Labrador Driver's License (Class 5).
- Must have outstanding leadership capabilities.
- Must have excellent supervisory, organizational, interpersonal and administrative skills.
- Must have the ability to plan, originate, organize and carry out daily program activities.
- Working knowledge of Google Docs and Sheets, and Microsoft Excel and Outlook is beneficial.

Job Responsibilities and Duties

- To help define camp goals and plan programs to reflect camp goals.
- To assist in supervision and training of Summer Staff and volunteers.
- To be able to lead a team, while still answering to the Camp Director.
- To assist in the physical, mental, social and spiritual well-being of the campers through delegation and supervision of camp staff.
- To build good working relationships with all staff, volunteers and campers by leading by example.
- To help ensure that all summer staff properly handle their individual programming duties.
- To assist in the recruitment of volunteers for each camping week.
- To attend Staff Leadership Training before the camping season officially begins. During this training session, the Assistant Director will help as indicated by the Camp Director.
- To be a consultant to counsellors and resource staff, and to encourage joint decision making among the staff.
- To help ensure that the facilities are kept in good condition and that all maintenance problems are reported to the Camp Director.
- To help complete Staff Performance Evaluations in a timely fashion.
- To help ensure that all camp property is adequately cleaned at the end of the camping season.
- To refrain from smoking, drinking alcoholic beverages, using illegal drugs and using profane language.
- To be mindful of their personal habits, health, dress, speech, and relationships with other staff.
- To carry out duties that may be reassigned or any additional duties that may be assigned by the Program Committee.

Terms of Employment and Wages

- Forty (40) hours a week for ten (10) weeks at minimum wage + \$1.00 starting in late June. Most of work period involves staying overnight at camp five (5) nights a week (Sunday evening until late Friday afternoon). Room and board included.

Time Off

- The Assistant Director is entitled to two (2) hours of free time per camping day. This time can be taken all at once or staggered throughout the day.