

Cairn Family of Camps Summer Staff Job Description Assistant Director

Positions Available: 1

Reports to: Executive Director, Camp Director

GENERAL FUNCTION

The Assistant Director works as a member of the Directing Team to ensure the mission and values of Cairn are upheld in all camp programs and operations. They provide leadership, direction, and support to all staff and programs. They are responsible for the development and evaluation of the Iona Program Coordinator (Tripper), Camp in Your Own Backyard (Day Camp) Program Coordinator, and the two Leader in Training Program Coordinators. Through providing training, program oversight, staff supervision, and leadership, they ensure that camp is a safe inclusive environment that encourages self-esteem, stewardship, and servanthood.

KEY RESPONSIBILITIES

- All-Staff Responsibilities:
 - Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps.
 - Demonstrate strong support and commitment to serving the campers, staff, families, and all program participants of the Cairn Family of Camps.
 - Practice and support the health and safety of all campers, staff, families, and all program participants of the Cairn Family of Camps.
 - Complete a year-end report, including a season review, and offering suggestions for future camp seasons.
 - Complete additional duties as required.
- Staff Development, Management, and Training Responsibilities:
 - Ensure the ongoing wellness, morale, and development of all staff.
 - Act as a resource for all staff, providing training, advice, direction, and overall support.
 - Supervise, coach, and evaluate all spring and Outdoor Centre staff.
 - Supervise, coach, and evaluate the Iona Program Coordinator, CYOB Program Coordinator, and two LIT Program Coordinators.
 - Oversee and coach Program Coordinators in program planning and implementation, ensuring the programs promote Cairn's mission and adhere to Cairn's values.
 - Develop the vision for staff training events in conjunction with the Camp Director and Executive Director.
 - Oversee, prepare and lead a variety of informational, leadership, and skill development sessions during staff training, in conjunction with the Directors.
 - Coordinate and lead staff meetings.
 - Professionally and supportively address any escalated issues between staff (emotional, disciplinary, etc.) in conjunction with the staff's respective supervisor(s). Complete and oversee completion of necessary staff development paperwork, including but not limited to evaluations, behaviour logs, situation of concern logs, etc.
 - Work with the Camp Director, Executive Director and weekly Chaplains to provide staff faith leadership and opportunities for their continued faith development.
- Program Development and Management Responsibilities:
 - Ensure that programs are focused around and represent the mission, vision, and values of the Cairn Family of Camps.

- Provide daily leadership and direction for all Cairn programs.
- Assume the responsibility of site-in-charge when the Camp Director and Executive Director are off-site.
- Ensure programs are compliant with all applicable standards and regulations, in conjunction with the Program Manager.
- Coordinate and oversee camper pick up and drop off days at the beginning and end of each camp session.
- Facilitate weekly Community Meeting at the beginning of camp sessions, and end-of-session Closing Campfire.
- Facilitate Emergency Procedures drills, and provide leadership during any emergency.
- Participate in development conversations with the Camp Director and Executive Director at the end of the camp season to plan for the future of Cairn's programs.
- **Administrative and Communications Responsibilities:**
 - Arrange logistics and communications in preparation for staff arrival.
 - Arrange logistics and communications for the Staff Orientation Training weekend.
 - Liaise with members of the greater Cairn community as per their involvement in various elements of camp programs, including but not limited to counsellor volunteers, kitchen volunteers, alumni, and guests.
 - Support the Counselling Manager in communicating with camper caretakers, including but not limited to pre-camp contact, weekly email updates, phone calls to new camper families, behavioral phone calls, etc.
 - Work with the Counselling Manager in scheduling weekly assignments for Counselling Staff.
- **Outdoor Centre Responsibilities:**
 - Act as a primary liaison with Outdoor Centre clients during their stay.
 - Develop strong relationships with new and existing Outdoor Center.
 - Develop and deliver Outdoor Centre staff training.
 - Create program schedules and staff assignments for all Outdoor Centre groups.
 - Ensure all Outdoor Centre programs are delivered with high quality by Outdoor Center staff.

JOB KNOWLEDGE & QUALIFICATIONS

- A minimum of 3 years' experience as a camp staff member or equivalent
- A minimum of 1 years' experience manager position at a camp, or equivalent experience in personnel leadership, management, and development.
- Personal skills: problem-solving ability, professionalism, leadership, empathy, conflict resolution, organization, adaptability, growth mindset, collaboration
- Standard First Aid/CPR-C
- G-class driver's license
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- Must be available to fulfill a 4-month contract (May to August).
- Opportunity for a multi-year contract.

COVID-19 ACKNOWLEDGEMENT

Due to the constantly evolving nature of policies, procedures, and recommendations surrounding the COVID-19 pandemic, the Cairn Family of Camps recognizes that elements of the summer 2021 schedule and programs, and



– consequently – job responsibilities may be required to adapt. Until staff are hired, any updates to this document will be available on the Cairn website at <https://ilovecamp.org>. Once staff are hired, communication will take place directly via phone or email.

CONTACT

Please submit your application, including any supplementary documents, at <http://cairn.campbrainstaff.com>. Should you have any questions, please contact Robynne Howard, Camp Director, at robynne@ilovecamp.org.

The Cairn Family of Camps supports diversity, equity and a workplace free from harassment and discrimination. The Cairn Family of Camps is committed to an inclusive, barrier-free recruitment and selection process and workplace. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the camp office.