

## Cairn Family of Camps Summer Staff Job Description Assistant Director - Camper Care

**Positions Available:** 1

**Reports to:** Executive Director, Camp Director

### **GENERAL FUNCTION**

The Assistant Director - Camper Care 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 Camper Care Coordinator and Counselling Staff, and oversee all elements of camper and camper family experience prior to, during, and following their camp session. 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 the Camper Care Coordinator, and members of the Counselling Staff team.
  - Oversee and coach Camper Care Coordinator in maintaining camper wellbeing, liaising with the nurse and counsellors, and communication between camp and camper families.
  - Act as a resource for campers, Counsellors, and the Camper Care Coordinator, providing support, strategies, direction, and relief.
  - Work as part of the Directing Team to develop and implement staff training, with leadership from the Camp Director and Executive Director.
  - Coordinate and lead staff meetings.
  - Professionally and supportively address any escalated issues between staff, in conjunction with the staff's respective supervisor(s) and the Directing Team.
  - 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.

- Camper Care Responsibilities:
  - Ensure camper safety and wellbeing is prioritized in all actions and decisions.
  - Provide support to the Camper Care Coordinator and Counselling Staff to address camper issues professionally and with compassion.
  - Address any escalated camper needs professionally and with compassion, with support from the Camp Director.
  - Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, creating alternative schedules etc.
  - Oversee communications with camper families, including but not limited to pre-camp contact, weekly email updates, phone calls to new camper families, behavioral phone calls, etc.
  - Coordinate camper & staff hospital visits as necessary, in conjunction with the Camper Care Coordinator, Camp Nurse/medial staff and the Directors.
- Administrative and Communications Responsibilities:
  - Maintain communication with camper families, including but not limited to pre-camp contact, in-session email updates, phone calls to new camper families, behavioral phone calls, etc.
  - Manage regular phone and email communication with registered and prospective campers, in conjunction with the Administrator.
  - Oversee communication of camper information to staff prior to each camp session (i.e. camper dietary information to the kitchen, health information to the nurse etc.).
  - Assign campers to cabin groups weekly.
  - Schedule weekly assignments for Counselling Staff, in consultation with the Assistant Director – Program and Camper Care Coordinator.
  - Arrange logistics and communications for the Staff Orientation Training weekend, and prior to staff arrival for the summer season.
  - Serve as the Volunteer Coordinator. Coordinate the recruitment, training, and paperwork of volunteers, and check in with them regularly throughout their time at camp.
- Program Development and Management Responsibilities:
  - Support the Assistant Director - Program in ensuring 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 program operations.
  - Assume the responsibility of site-in-charge when the Camp Director and Executive Director are off-site.
  - 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 Directing Team at the end of the camp season to plan for the future of Cairn’s programs.
- Spring Responsibilities:
  - Lead and organize Spring season programs.
  - Create program schedules and staff assignments for all Spring groups.
  - Work with the Camp Director to develop and deliver Spring staff training.
  - Ensure all Spring programs are delivered with high quality by Spring staff.
  - Develop strong relationships with guests.

## **JOB KNOWLEDGE & QUALIFICATIONS**

- A minimum of 3 years' experience as a camp staff member or equivalent
- A minimum of 1 years' experience in a coordinator or 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 2022 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](mailto:robynne@ilovecamp.org).

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*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.*