



## **Cairn Family of Camps Summer Staff Job Description Assistant Director - Program**

**Positions Available:** 1

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

### **GENERAL FUNCTION**

The Assistant Director - Program 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 Glen Mhor Program Coordinators and Program Staff, and oversee the logistics, safe operation, and quality of all programs. 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 Glen Mhor Program Coordinators, and Program Staff.
  - Oversee and coach Program Coordinators in program planning and implementation, ensuring the programs promote Cairn's mission and adhere to Cairn's values.
  - 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.
  - Work with the Assistant Director - Camper Care in scheduling weekly assignments for Counselling Staff.
  - 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 necessary staff development paperwork, including but not limited to evaluations, behaviour logs, situation of concern logs, etc.
  - Work as part of the Directing Team and with 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.



- Oversee the successful scheduling, planning and implementation of all programming aspects of Cairn's programs.
- Maintain oversight of all shared Cairn resources, including staff, program resources, and site resources, to ensure all of Cairn's programs (Glen Mhor, Iona Tripping, Integration, LIT) are sufficiently equipped to operate effectively.
- Coordinate the daily and weekly scheduling of all Glen Mhor programs.
- Schedule and assign daily, weekly, and season-long program responsibilities and tasks to those involved in leading programs.
- Complete regular inspections of program areas to ensure compliance with all regulations and Cairn Standard Operating Procedures.
- Manage budgets and inventory for all programming areas. Ensure equipment is stored safely throughout and at the end of the season.
- 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, with support from the Camp Director.
- 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.
- Administrative and Communications Responsibilities:
  - Respond to regular phone and email communication, in conjunction with the Administrator and Assistant Director - Camper Care.
  - Support the Assistant Director - Camper Care 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.
- 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



- National Lifeguard Certification, and/or Challenge Course Certifications (Level 1 Ropes), and/or experience in waterfront and challenge course operations and safety.
- 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.

#### **APPLICATION & CONTACT INFORMATION**

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 is committed to employment equity, and supports diversity, equity and a workplace free from harassment and discrimination. All qualified candidates, including candidates from diverse backgrounds, are encouraged to apply. 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.*