



## **ASSISTANT DIRECTOR**

**Positions Available:** 1

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

### **GENERAL FUNCTION:**

The Assistant Director will work with the Directors to plan and run all camp seasons, and is a leader and resource for all staff. The Assistant Director assumes the role of Outdoor Centre Director when the Outdoor Center is operational, and supports the summer programs through July and August. This includes, but is not limited to the development of safe, mission-based programs that share God's love with all children, youth and families, the development and evaluation of staff, and delivery of all aspects of the program.

### **KEY RESPONSIBILITIES:**

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- Develop strong relationships with new and existing Outdoor Center clients and act as primary liaison.
- Develop and deliver Outdoor Centre staff training.
- Ensure all Outdoor Centre programs are delivered with high quality by Outdoor Center staff.
- Assist the Directors in developing and delivering Leadership Training.
- Provide daily leadership and direction to all programs.
- Ensure programs are in line with all applicable standards and regulations.
- Coordinate and support camp volunteers, including but not limited to task assignment, scheduling, orientation, and communication.
- Oversee the development and evaluation of spring staff.
- Oversee the development, supervision, evaluation, and morale of all staff in conjunction with the Camp Director and Executive Director.
- Assume the responsibility of site-in-charge when the Camp Director and Executive Director are off-site.
- Ensure that programs are focused around and represent the mission, vision, and values of the Cairn Family of Camps.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- The successful applicant is required to live onsite for the duration of the summer camping season.

### **EXPERIENCE & QUALIFICATIONS:**

- A minimum of three years' experience as a camp staff member or equivalent
- A minimum of one years' experience as a resource staff member or equivalent
- Demonstrated conflict resolution and problem-solving skills
- Demonstrated time management and organizational skills
- G-class driver's license
- Standard First Aid/CPR-C
- National Lifeguard Certification recommended
- Challenge Course or Facilitation Certifications an asset
- 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



- Preference will be given to candidates who are available for a 4-month contract (end of April to August).