

Job Description: ASSISTANT CAMP DIRECTOR

OVERVIEW

The Assistant Camp Director will provide support to the Camp Director as needed, but most of his or her responsibilities will be administrative ones, such as updating the registration database, corresponding with parents, and updating our website. The Assistant Camp Director will also support the Volunteer Coordinator in purchasing food for the day camp and in keeping track of expenses. Responsibilities will commence as soon as camper registration begins end of February, and will wrap up at the end of August.

Even though employment commences in mid March, full time commitment is not expected until the start of day camp. The Assistant Camp Director will work at his or her own pace in the months before camp begins, so long as the outlined responsibilities are fulfilled. An HONARARIUM of \$2500 will be offered for this position.

RESPONSIBILITIES OF ASSISTANT CAMP DIRECTOR

Before start of day camp:

- Assist Camp Director in promoting the day camp
- Assist Camp Director in developing a 6-week programme for the day camp
- Update the website when necessary
- Assist Camp Director in training other day camp staff members
- Assist Camp Director in registration of campers

During day camp:

- Assist Camp Director in ensuring daily program runs smoothly and oversee implementation of curriculum
- Assist Camp Director in keeping track of ongoing registration
- Assist Camp Director in coordinating morning devotionals and debrief sessions with other staff members
- Act as a parent liaison, answering and resolving any inquiries they may have
- Maintain the day camp website
- Ensure safety of both campers and day camp staff
- Enforce both day camp and church rules
- Ensure maintenance of church property and day camp supplies
- Be intentional about developing a cohesive staff that reflects what a God-centred community is like

After day camp:

- Ensure that day camp supplies are put away and that church property is restored to original form

QUALIFICATIONS

Mandatory requirements:

- must be a Christian
- must have completed high school
- good organizational and communication skills
- relates well to people of all ages
- knowledge of Microsoft Word and Excel
- must have no criminal record as validated by a successful police check

Recommended requirements:

- previous day camp experience
- knowledge in maintaining websites