

Job Title: Assistant Camp Director
Number of positions: 1
Reports to: Camp Director
Rate of Pay: Dependent on Experience
Date of Employment: April 30, 2018 – August 29, 2018

PURPOSE

The main responsibility of the Assistant Camp Director is to support the Camp Director in any way possible. This includes upholding the values and goals of the camp, enforcing safety and health regulations, enforcing the rules of behavior set forth by the camp director, monitoring staff and campers, facilitating a line of communication between the camp director and counselors, and serving as camp director in the absence of the director. The Assistant Camp Director will promote high standards in all aspects of program delivery and serve as a role model to campers and staff through actions, appearance, manners, language, and general conduct.

EDUCATION AND EXPERIENCE

- Minimum two (2) years in a supervisory, leadership role in a camp setting or equivalent;
- Knowledge of and experience in risk assessment and management;
- Knowledge of and experience in preparation of special dietary foods such as pureed, diabetic, peanut free, ground, etc.;
- Graduate or currently enrolled in a degree/diploma program focused in recreation or a related field , or equivalent work experience ;
- Experience working with persons with disabilities is considered an asset;
- First Aid and CPR Level A or higher

QUALIFICATIONS

- Ability to work within a budget and plan programs and activities accordingly;
- Ability to drive a motor vehicle and possession of a valid driver's license, and clean DMV record;
- Organized and detail oriented;
- Be able to communicate clearly and effectively.
- Ability to prioritize work and handle multiple demands under pressure;
- Excellent interpersonal and communication skills;
- Ability to work independently and as a team member;
- Must be willing to submit a Criminal Record Check and child abuse registry check;
- Willing to live in camp setting and work irregular hours to ensure the success of the program;
- Must be a very independent individual able to understand objectives and think quickly;
- Must be able to communicate, direct and lead the camp counselors efficiently to goals;
- Organization is key to operate smoothly;
- Good time management .

Under the direction of the Camp Director, the Assistant Camp Director will:

- Provide mentorship and leadership to camp staff members in fulfilling their jobs properly;
- Supervise camp staff in the planning, organizing, and implementation of camp activities;
- Participate, lead and/or assists other staff members with planning and carrying out scheduled activities;
- Develop, research and implement innovative activities for all participants;
- Working closely with all staff members to ensure the program runs smoothly, including kitchen, infirmary, outside contracts, and counselors;
- Oversee all aspects of programming including organizing and scheduling (eg. Boat trips, hay rides, etc.);
- Complete administrative duties such as answering phone, checking e-mail, submitting reports;
- Keep Camp Director apprised of any camp problems concerning staff, participants or the camp activities;
- Counsel staff and campers when necessary to resolve problems using approved behaviour management techniques;
- Fill vacancies if necessary to ensure the Camp program's success;
- Assists Camp Director in evaluation of counselors at mid- season and end of season and makes suggestions and recommendations for improvements for the next season;
- Upholds all Easter Seals Nova Scotia, Camp Tidnish policies and philosophy, and utilize Camp Tidnish goals and objectives as a basis for working with one and all;
- Facilitate staff meetings for all Camp Tidnish Staff;
- Manage Tuck for campers and staff;
- Maintain appropriate supply inventories;
- Consider camper logistics with input from Camp Director and Head Counsellors;
- Develop Table numbers and seating arrangements, working closely with Food Services Manager;
- In partnership with Camp Director, monitor camp schedules;
- Develop and facilitate staff training sessions for leadership staff and general camp staff, in conjunction with the directing team and head counsellors;
- Provide a minimum of one (1) in-service for staff;
- Screen and manage volunteers;
- Submit daily/ weekly/ and end of season report;
- Other duties as required.

*Room and board included in pay. Rate of Pay is dependent on experience.

Camp Tidnish operates from May 29 to August 27. During this time, staff are required to live on site during camp sessions and to be on call as required to provide effective support for our campers.

Hours of work are directly related to a typical camp day plus any additional hours required fulfilling the duties associated with the position.

HOW TO APPLY

Submit Cover letter and Resume: camping@easterseals.ns.ca

Or fill out the online application: <https://form.jotform.com/72953605625259>

Contact Camp Director – Steven McCluskey