



Job Description Assistant Director

The Assistant Director provides strong, positive, and collaborative leadership, assisting the Camp Director in leading the staff and campers to a shared vision for the Kinkora community. The Assistant Director supports the smooth operations of camp life; managing administrative tasks, supporting, supervising, and mentoring staff, supporting and understanding the needs of each participant group, and assists with ensuring the overall wellbeing of each person at camp. The Assistant Director provides exceptional internal and external customer service to all.

Pre-requisites

- Minimum 25 years old preferred
- Pass police background check
- Camp work experience or relevant volunteer/community involvement
- Minimum one year relevant field of study or work experience, including administration
- Must have leadership skills, ability to motivate, manage and counsel
- Ability to communicate with, relate to, and serve as an example to all staff and campers
- Personal characteristics: responsible, charismatic, professional, loving and warm

Terms of employment

- Report to camp director
- Full time, live on-site, 10 weeks starting mid June, starting salary \$ 450.00/week
- Required to participate in pre-camp meetings and training session (dates to be determined)
- One day off per week (24 hours), room and board included.

Responsibilities

1. Primary Job Functions – in collaboration with Camp Director:
 - a. Assist with orienting and training staff
 - b. Assist with coaching, counselling, and mentoring all staff
 - c. Promote positive communication and environment for all
 - d. Plan, assign, and supervise tasks
 - e. Assist and support existing programs
 - f. Ensure safety and risk-management practices and policies are up to date
 - g. Model and coach safety and risk management techniques, ensuring staff and campers follow them
 - h. Maintain administrative records; inventories, camper numbers, incident/accident reports, subsidy documents, RL-24 tax forms, etc.
 - i. Additional tasks as determined with Camp Director
1. General Camp Leadership – ALL STAFF:

At all times you are an ambassador of Camp Kinkora and its values of community service and leadership. We maintain a high standard of expectation that all employees will;

 - a. Be a positive role model to campers, volunteers and staff
 - b. Total presence at all meals, staff meetings, and camp-wide events
 - c. Stay emotionally and physically healthy for the duration of the contract
 - d. Participate in any tasks deemed necessary to the safe and fun functioning of the camp
 - e. Use of cellphones, computers, video players for your personal use, is strictly limited to your free time/breaks and must not be used in the vicinity of campers.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of camp staff. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.