

SILVER LAKE MENNONITE CAMP

ASSISTANT DIRECTOR - SUMMER 2016 & 2017

Background:

Silver Lake Mennonite Camp bases its beliefs and practices on Anabaptist/Mennonite theology. Our purpose is to provide campers at Silver Lake with a camp experience that fosters spiritual and personal growth and enables everyone to work and live together in a community that emphasizes fellowship, peace, justice and responsibility for one's actions, faith, fellow humans and the environment.

Purpose:

The Assistant Director will work in cooperation with other members of the Leadership Team (Executive Director, Summer Camp Director and Outdoor Education Director) to prepare, supervise and facilitate the summer camp program, taking a leadership role in hiring, directing and supervising the summer staff as well as creating meaningful programming.

Term of Employment:

December 1, 2015 to September 1, 2016 (including week 9 of the summer). The Assistant Director will work part-time December through April (approx. ten hours per week), and full-time May through August. The Assistant Director will receive an average of one day off per week during camper sessions.

✚ \$15.00 per hour in part-time season ~ \$1500 per month for May – August

Responsibilities:

Throughout the year, the Assistant Director is responsible for:

- ✚ working with the Leadership Team to prepare, implement, and supervise the summer camp program;
- ✚ take the lead to interview and hire summer staff;
- ✚ attend meetings of the Board of Directors;
- ✚ attend at least one conference for professional development and personal enrichment; (OCA Conference in Toronto)
- ✚ assist at publicity and fundraising events for the camp such as church services, Paddle-the-Grand, and the spring conference of MCEC;

In the summer, the Assistant Director is responsible for:

- ✚ working with the Leadership Team to provide pre-summer leadership training for summer staff;
- ✚ be available to staff as a resource in all aspects of their jobs including, programming, camper management, day-to-day operations, and conflict resolution;
- ✚ respond as needed to any issues, problems or crisis affecting program, campers, & staff
- ✚ evaluate all summer staff, in co-ordination with the Leadership Team and Head Counselors;
- ✚ work with the Leadership Team to ensure that all camp policies are carried out as outlined in the staff manual and/or communicated by the Director and/or Board of Directors;
- ✚ lead evening staff meetings;
- ✚ decide, with the input of the Head Counselors, and Integration Coordinator, and Registrar on counselor pairings for each camp session;
- ✚ coordinate staff coverage of camper cabins in the evenings throughout each camp session;
- ✚ assume the Director's duties in his/her absence.
- ✚ co-ordinate with the Leadership Team to ensure the camp meets Ontario Camping Association Standards (OCA) outlined in the "Guidelines for Accreditation for Resident Camps".

Qualifications:

Previous experience in working at a children's camp (or comparable experience), with some supervisory responsibilities is required. Experience in leadership roles involving hiring and/or evaluations is an asset. He/she will be a mature person with proven leadership abilities in the church and/or other organizations. He/she will have excellent communication skills, both oral and written.

Applications:

Committed and qualified individuals are encouraged to send a cover letter and resume with references to Silver Lake Mennonite Camp on or before October 15, 2015. Interviews will be held in earlier November with a start date of December 1, 2015.

Applications may be forwarded to:

Silver Lake Mennonite Camp

209-50 Kent Ave

KITCHENER ON N2G 3R1

OR via email dave@slmc.ca

For more information please do not hesitate to contact David Erb, Executive Director
1-844-422-1401 or dave@slmc.ca