

SILVER LAKE MENNONITE CAMP

ASSISTANT DIRECTOR - SUMMER 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:

- ✚ From April 24 to August 31, the Assistant Director will be considered a full-time employee of the Camp and as such receive \$1600.00 per month. The Camp will deduct from the Assistant Director's wage CPP, EI and income tax as required by the Government of Canada. If the Assistant Director works hours from January 1, 2017 – April 23, 2017 the camp will supply time off during May in lieu of additional compensation.

Responsibilities:

Throughout the year, the Assistant Director is responsible for:

- ✚ working with the Leadership Team to prepare, implement, and supervise the summer camp program;
- ✚ assist leadership team with staff interviews and/or grid development
- ✚ attend at least one conference for professional development and personal enrichment; (OCA Conference in Toronto)

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 leadership team 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 November 7, 2016. Interviews will be held in mid November.

Applications may be forwarded to:

Silver Lake Mennonite Camp

209-50 Kent Ave

KITCHENER ON N2G 3R1

OR via email fun@slmc.ca

For more information please do not hesitate to contact Karen Cornies, Executive Director
1-844-422-1401 or karen@slmc.ca