



**SILVER LAKE MENNONITE CAMP**  
ASSISTANT DIRECTOR (AD) - SUMMER 2022

**Background:**

Silver Lake Mennonite Camp bases its beliefs and practices on Anabaptist/Mennonite theology. Silver Lake exists 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 AD reports to the Executive Director and works in cooperation with other members of the Leadership Team (ED, Outdoor Education Director, other ADs) to prepare, oversee and facilitate the summer camp program, taking a leadership role in directing and supervising summer staff and creating meaningful programming. This summer 3 AD positions are planned for. While each AD position will be cross-trained, one AD role will focus on overnight camp, one on outtripping and one on day camps. The AD focused on day camps will be mostly based in KW.

**Term of Employment:**

From April 30 to August 29, the AD will be full-time. Hours that the AD works between January and April 30<sup>th</sup> will be tracked and time off during May in lieu of additional compensation will be given.

**Responsibilities:**

***Overview of Responsibilities:***

- helps create and foster a strong sense of teamwork and cooperation in a positive, nurturing environment
- oversees the day to day operations of summer camp programs (including weekend programming)
- provides support and supervision to all seasonal on-grid staff
- assists the ED in the process of recruiting, hiring and training seasonal staff
- assists with all aspects of program development, ensuring compliance with all applicable program, safety, and licensing/certification standards. Ensures that all Camp activities and programs are safe, engaging, and are intentionally designed to foster and strengthen a context of safety, respect, and love.
- focuses in on overnight camp, day camp or outtripping as outlined in the contract and works with year-round staff to further planning that has been done and ensure that the program runs smoothly

**Specific Tasks:**

***Leadership:***

- communicates and demonstrates SLMC's mission, goals, and culture and leads staff and Campers in creating a social context of safety, respect, and love in which fellowship, peace, justice, responsibility for one's actions, faith, and the environment are emphasized.
- works with the Leadership Team to prepare, implement, and supervise the summer camp program
- attends at least one conference for professional development (i.e. OCA Conference)
- responds as needed to any issues, problems or crisis affecting program, campers, staff
- assumes the Director's duties in their absence
- In conjunction with Directors, connect with volunteers onsite, take a leadership role in volunteer orientation and assists volunteers throughout the volunteers' time at camp. Working with the ED, the AD will ensure that all volunteers meet the standards and paperwork required
- resolves camp, camper, or staff issues

**Staff:**

- assists leadership team with staff interviews and/or grid planning
- works with the Leadership Team and provides a leadership role in pre-summer training for summer staff
- is a resource to staff for programming, camper management, day-to-day operations, conflict resolution
- oversees on-grid staff evaluations of job performance and compliance with OCA standards. At a minimum directly evaluate fourth and fifth year staff (day camp-focused AD evaluates all day camp staff)
- leads evening staff meetings
- decides on counselor pairings for each camp session and coordinates staff coverage of camper cabins
- meets with staff regularly to discuss individual strengths, weaknesses and goals
- in cooperation with the Leadership Team, monitors work performance, and plans for the continued professional development and support of staff. Implements a weekly leadership training session
- ensures compliance with program plans and all Camp policies and procedures in order to hold staff accountable to organizational goals and expectations
- provides support and guidance for all personal and professional issues that surface with the summer staff
- consults and schedules meetings with counselling staff on the well-being of campers
- assists counselling staff with camper issues that require AD attention, works on solutions
- consults with Directors on camper issues and decisions that require parental involvement, and on consequences involving camp policy
- guides staff in safe, professional, and creative fulfilment of their duties.

**Policies and Protocols:**

- co-ordinates with the Leadership Team to ensure the camp meets Ontario Camping Association standards and ensures that all SLMC policies are carried out and followed
- maintains up-to-date safety procedures and collaborates with Directors/ staff as needed to plan and implement all required safety training and emergency response drills

**Administration:**

- assists in pre-summer administration, follow up with staff to ensure completion of all hiring paperwork requirements including reference checks and police checks
- ensures that specialized trainings and any required certifications are completed for all staff who need them (i.e. Food Handling, Boating, WAFA etc.)
- collaborates with Medic and Inclusion staff to determine camper needs
- manages specific budget lines within the summer camp expense area. Continual analysis of cost savings
- reviews all accident and incident reports and makes Camper and/or procedural changes as necessary. In collaboration with Directors, determines which Campers need a behavioral contract or other such plan
- ensures that summer staff are adequately trained to address challenging and escalated camper behaviour
- assists with special projects and performs additional duties as assigned
- monitors safety at Camp and within the staff, participates in the Emergency Response Team (as outlined in the Crisis Response Manual) and works with Directors to implements all safety procedures.
- submits a camp summary report to the ED by Aug 29 that includes an inventory of program supplies and equipment; program specific comments – what worked, what didn't; and suggestions for next year
- documents camper issues and follows through with resolutions

**General:**

- residential requirement from May 1 – August 29<sup>th</sup> including 1/3 of all weekend programming. Ability to work a flexible schedule as needed to lead, supervise, or participate in Camp activities. Summer and weekend programs require long work days (on average 8 am – 9 pm).
- ability to work outdoors in hot and cold weather conditions.
- ability to operate computer for extended periods with appropriate breaks.

**Required Qualifications:**

- must be at least 22 years old
- understand and support the purpose and philosophy of SLMC, respect anabaptist faith, community values

- can build trust/ positive rapport between all who are part of SLMC- campers, volunteers, staff, directors
- ability to create a positive camp atmosphere and encourage positive staff morale
- skillfully lead and inspire staff on an individual basis as well as in large staff meetings
- understanding of child development, experience in planning and implementing programs for campers
- experience working at a camp (or comparable), with some supervisory responsibilities
- maturity with proven leadership abilities
- possess excellent communication, organizational, and leadership skills
- have an interest and enthusiasm for camp, and keen interest in working with campers
- be able to work and live closely and effectively with other staff
- ability to place campers' and camp's needs before personal desires
- be in good health with the stamina needed to work long days in an intense environment
- possess a Standard First Aid certificate and security clearance
- proficiency in Microsoft Word, Excel, Outlook, and PowerPoint and other software programs
- be able to fulfill all responsibilities as outlined in the job description
- experience in leadership roles involving staff supervision and/or evaluations is an asset
- related education or experience is an asset
- follow all Public Health guidance and directives along with any SLMC health policies that are put into place for 2022

**All summer staff including ADs have the following responsibilities:**

- Maintain a high level of communication and excellent rapport with directors, staff and volunteers
- Demonstrate positive enthusiastic attitude, encourage enthusiasm in campers, staff, directors, volunteers
- Be professional and consistent with the philosophy and policies of SLMC (including OCA standards)
- Act as a role model for campers, volunteers, and other staff
- Attend training sessions and planning meetings prior to camp
- Implement inclusive programs that are age and time appropriate
- Participate in camp activities and help maintain order during them
- Read and understand the Staff Manual and emergency procedures
- Ensure all jobs are completed in a timely and efficient way. Each staff must share that responsibility
- Ensure Camp is kept clean and in good order and that all equipment/ supplies are prepared for activities and cleaned and stored after use
- Participate in camp setup and end of season cleanup
- Carry out other duties as assigned by the Directors
- Live communally, onsite, for periods outlined in contracts

**Applications:**

Committed and qualified individuals are encouraged to **submit your cover letter and resume by December 10, 2021 to: [karen@slmc.ca](mailto:karen@slmc.ca)**. Interviews will follow.

## **Assistant Camp Director, Full Time April 30- August 29, 2022**

Do you love working with campers and want to help provide a high-quality camp experience? Do you enjoy leading your peers and helping camp thrive? Read on! As the Assistant Director, you oversee the administration and delivery of the camp program while leading summer staff. Read the job description for more information.

### **Can you:**

Build a positive camp culture, including a positive staff morale

Communicate well and build strong relationships

Provide leadership, training and role modeling to all summer staff and volunteers

Supervise staff and lead staff in excellence and compliance with policies and procedures

Manage the summer camp budget lines assigned and perform administrative duties in the job description

Address issues that arise well, be it documenting camper issues, managing conflicts, responding to safety concerns

### **Do you have:**

Prior experience working at a camp

Standard First Aid

(Assets: Bronze Cross or NL, Wilderness Advanced First Aid, other activity certifications)

**Submit your cover letter and resume by December 10, 2021 to: [karen@slmc.ca](mailto:karen@slmc.ca)**