



**SILVER LAKE MENNONITE CAMP**  
ASSISTANT DIRECTOR (AD) Day Camp- 2023 Season

**Background:**

Silver Lake provides campers 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, two 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. While each AD position will be cross-trained to a degree, this AD role will focus on day camps. The AD Day Camps will interact significantly with Kitchener day camps so must be able to be present there on a regular basis. The AD Day Camps may also have duties from time to time at Silver Lake or at other day camp sites.

**Term of Employment:**

From May 1 to August 31, the AD will be full-time. Any hours that the AD works between January and April 30<sup>th</sup> will be tracked and paid on an hourly, pre-approved basis.

**Responsibilities:**

***Overview of Responsibilities:***

- help create and foster a strong sense of teamwork and cooperation in a positive, nurturing environment
- promote specific camp programs as needed
- communicate with families and staff as needed and/ or as directed by ED
- Provide training to staff including a 2-3 day orientation in Kitchener in June
- oversee the day to day operations of the day camp programs
- provide support and supervision to all seasonal on-grid staff as needed, focusing on day camp staff
- assist the ED in the process of recruiting, hiring and training seasonal staff as needed
- assist with program development, ensuring compliance with all applicable program, safety, and licensing/certification standards. Ensure that all Camp activities and programs are safe, engaging, and are intentionally designed to foster and strengthen a context of safety, respect, and love.
- work with year-round staff to further planning that has been done for day camps and ensure that the program runs smoothly

**Specific Tasks:**

***Leadership:***

- communicate and demonstrate SLMC's mission, goals, and culture and lead 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.
- work with the Leadership Team to prepare, implement, and supervise the summer camp program
- attend at least one professional development opportunity (i.e. OCA Conference)
- respond as needed to any issues, problems or crisis affecting program, campers, staff
- Where possible connect with volunteers, take a leadership role in volunteer orientation and assist volunteers. Working with the ED, ensure that all volunteers meet the standards and paperwork required.
- resolve camp, camper, or staff issues as needed.

**Staff:**

- assist leadership team with staff interviews and/or grid planning as needed.
- work 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
- lead day camp site leader staff meetings as needed
- meet with staff regularly to discuss strengths, weaknesses and goals, oversee evals for all day camp staff
- Plan for the continued professional development and support of staff. Implement a weekly training
- ensures compliance with program plans and all Camp policies and procedures in order to hold staff accountable to organizational goals and expectations
- as needed, provide support and guidance for issues that surface with summer staff
- consult and schedules meetings with day camp staff on the well-being of day campers as needed
- assist day camp staff with camper issues that require AD attention, work on solutions
- consult with Directors on camper issues that require parental or external involvement and consequences involving camp policy
- guide staff in safe, professional, and creative fulfilment of their duties.

**Policies and Protocols:**

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

**Administration:**

- assist in pre-summer administration, follow up with day camp staff to ensure completion of all hiring paperwork requirements including reference checks and police checks
- ensure that specialized trainings and any required certifications are completed for all staff who need them (i.e. Food Handling, Boating, WAFA etc.)
- collaborate with Medic and Inclusion staff to determine camper needs
- review all accident and incident reports and make Camper and/or procedural changes as necessary. In collaboration with Directors, determines which Campers need behavioral plans
- ensure that day camp staff are adequately trained to address challenging and escalated camper behaviour
- monitor safety, participate in the Emergency Response Team (as outlined in the Crisis Response Manual) and work with Directors to implements all safety procedures.
- submit 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
- document camper issues and follows through with resolutions
- assist with special projects and performs additional duties as assigned

**Required Qualifications:**

- understand and support the purpose and philosophy of SLMC, respect anabaptist faith, community values
- 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 staff meetings
- understand 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
- follow all Public Health guidance and directives and any SLMC health policies
- possess a Standard First Aid certificate and clear vulnerable sector check from within 3 years
- proficiency in Microsoft Word, Excel, Outlook, and PowerPoint and other software programs
- experience in leadership roles involving staff supervision and/or evaluations is an asset
- related education or experience is an asset

**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
- Participate in camp setup and end of season cleanup
- Carry out other duties as assigned by the Directors