



ASSISTANT DIRECTOR: OUTTRIPPING

FULLTIME ROLE MAY 1-AUGUST 31

Location: Sauble Beach (72 Pine Forest Drive)



Silver Lake Mennonite Camp provides an enjoyable setting where spiritual and personal growth are fostered and values and teachings are emphasized. This occurs during summer camp, outdoor education and retreats. Community living, personal discovery, outdoor skills and environmental caring are of primary focus.

Silver Lake Mennonite Camp is looking for an Assistant Director (AD) Outtripping to work with another AD already in place.

As a team, ADs are strategic and develop mutually respectful relationships with staff, campers, and parents to help Silver Lake thrive. The AD handles a variety of responsibilities, understanding the need for flexibility and adaptability to meet the challenges of any given day in an intense community environment. ADs participate in and lead much of camp's operations; respond to camper issues that are escalated beyond a frontline staff response; document camper issues and follow through with resolutions; supervise staff, giving staff guidance in safe, professional, and creative fulfilment of duties; and are point people in aspects of camp such as payroll, some scheduling, support for outtripping and volunteer orientation.

Specific to the outtripping program, the AD Outtripping works closely with the ED and OE Director to plan trips. The AD Outtripping takes a leadership role in much of the work in advance of the trip including:

- Ensuring reservations are confirmed
- Checking that food is ordered and/or prepared
- Checking that equipment is ready and in good working order
- Preparing training materials for staff and ensuring training is set
- Editing and reviewing the outtripping plans
- Filling in camper information onto trip plans that get distributed to staff
- Determining which trips to go on throughout the summer
- Checking that communication devices are ready and where needed

- Supporting and overseeing the Head Outtripper in their work.
- Ensuring transportation is arranged

If you have significant experience in camping; a high level of professionalism and accountability; strong interpersonal, communication, creative thinking, problem-solving, organization and team-building skills; an understanding and appreciation of child development; integrity with clear, healthy boundaries and ethics; and support the mission of Silver Lake, please apply!

A Bachelor's degree is preferred. No experience at Silver Lake Mennonite Camp is required.