



SILVER LAKE MENNONITE CAMP
ASSISTANT DIRECTOR Day Camps (ADDC)- SUMMER 2025

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 ADDC reports to the Program 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 camp summer staff and creating meaningful programming. This summer 3 AD positions are planned for. While each AD position will be cross-trained to a degree, this AD role will focus on day camps. The AD Day Camps is based out of Kitchener/Waterloo but is expected to fill in at 72 Pine Forest Drive for two weekends (scheduled in collaboration with the other ADs) and possibly other coverage from time to time.

Term of Employment:

From May 1 to August 31, the ADDC will be full-time. Any hours that the ADDC works between January and April will be tracked and paid on an hourly, pre-approved basis.

Responsibilities:

Overview of Responsibilities:

- helps create and foster a strong sense of teamwork and cooperation in a positive, nurturing environment
- communicate with families and staff as needed and/or as directed by ED
- oversee the day-to-day operations of the day camp programs
- provides 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. 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.
- 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:

- 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 day 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
- assumes the Director's duties in their absence
- checks in daily with all day camp site leaders

Staff:

- assists leadership team with staff interviews and/or grid planning as needed.
- 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 evaluation of all day camp staff, directly evaluating site leaders on a weekly basis and ensuring that site leaders are evaluating each staff on a weekly basis. Submits all evals in the shared drive on a weekly basis.
- leads day camp site leader staff meetings as needed
- 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.
- ensures compliance with program plans and all Camp policies and procedures in order to hold staff accountable to organizational goals and expectations
- as needed, provides support and guidance for personal and professional issues that surface with staff
- consults and schedules meetings with day camp staff on the well-being of day campers as needed
- assists day camp 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
- Ensures that all ratios are accounted for (i.e. non-swimmer camper to staff/ volunteer) in a timely way and any short falls addressed at the start of the week to enable alternate planning
- 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 required certifications are completed for all staff who need them
- collaborates with Medic and Inclusion staff to determine camper needs
- reviews all accident and incident reports and makes Camper and/or procedural changes as necessary. In collaboration with Directors, determines which Campers need behavioral plans
- ensures that day camp staff are adequately trained to address challenging and escalated behaviour
- monitors safety at Camp and within the staff, participates in the Emergency Response Team and works with Directors to implement 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
- assists with special projects and performs additional duties as assigned

General:

- ability to work outdoors in hot and cold weather conditions.
- ability to operate computer for extended periods with appropriate breaks.

Required Qualifications:

- 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 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

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

Applications:

Committed and qualified individuals are encouraged to **submit your cover letter and resume by December 9, 2024 to: alissa@slmc.ca**. Interviews will follow.