



SILVER LAKE MENNONITE CAMP
ASSISTANT DIRECTOR (AD) – OVERNIGHT CAMP
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 ADs report to the Executive Director and work 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, two AD roles will focus on overnight camp and one on day camps.

Term of Employment:

From May 1 to August 29, the ADs will be full-time. Hours that the ADs work between January and April 30th will be tracked and time off during May in lieu of additional compensation will be given.

Responsibilities:

Overview of Responsibilities:

- help create and foster a strong sense of teamwork and cooperation in a positive, nurturing environment
- oversee the day-to-day operations of summer camp programs (including weekend programming)
- provide support and supervision to all seasonal on-grid staff
- assist the ED in the process of recruiting, hiring and training seasonal staff
- assist 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.
- focus on overnight camp as outlined in the contract and work with year-round staff to further planning that has been done and ensure that the program runs smoothly

Specific Tasks:

Leadership:

- communicate and demonstrate 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.
- work with the Leadership Team to prepare, implement, and supervise the summer camp program
- attend at least one conference for professional development (i.e. OCA Conference)
- respond as needed to any issues, problems or crisis affecting program, campers, staff
- assume 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
- resolve camp, camper, or staff issues

Staff:

- assist leadership team with staff interviews and/or grid planning
- work with the Leadership Team and provides a leadership role in pre-summer training for summer staff
- be a resource to staff for programming, camper management, day-to-day operations, conflict resolution
- oversee on-grid staff evaluations of job performance and compliance with OCA standards. At a minimum directly evaluate fourth and fifth year staff
- lead evening staff meetings
- decide on counselor pairings for each camp session and coordinates staff coverage of camper cabins
- meet with staff regularly to discuss individual strengths, weaknesses and goals
- in cooperation with the Leadership Team, monitor work performance, and plan for the continued professional development and support of staff. Implement a weekly leadership training session
- ensure compliance with program plans and all Camp policies and procedures in order to hold staff accountable to organizational goals and expectations
- provide support and guidance for all personal and professional issues that surface with the summer staff
- consult and schedules meetings with counselling staff on the well-being of campers
- assist counselling staff with camper issues that require AD attention, works on solutions
- consult with Directors on camper issues and decisions that require parental involvement, and on 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 ensures that all SLMC policies are carried out and followed
- maintain 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:

- assist in pre-summer administration, follow up with 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 makes Camper and/or procedural changes as necessary. In collaboration with Directors, determine which Campers need a behavioral contract or other such plan
- ensure that summer staff are adequately trained to address challenging and escalated camper behaviour
- assist with special projects and performs additional duties as assigned
- monitor safety at Camp and within the staff, participate in the Emergency Response Team (as outlined in the Crisis Response Manual) and work with Directors to implement 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

General:

- residential requirement from May 1 – August 29th 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 2025

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 9, 2024 to: alissa@slmc.ca**. Interviews will follow.