



SILVER LAKE MENNONITE CAMP
ASSISTANT DIRECTOR (AD) – 2 positions
SEPT 2025 – AUG 2026

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 (Outdoor Education Director, Program Director) to prepare, oversee and facilitate all camp programs throughout the year while modelling SLMC's mission and values (above). Support for the outdoor education and retreat programs will include leading programs, providing support in the kitchen and in facility maintenance and upkeep. Summer camp administration will also take place during the OE season. During the summer camp program, the ADs will take a leadership role in directing and supervising summer staff and creating meaningful programming. The ADs will co-ordinate with the Leadership Team to ensure the camp meets all standards (OPHEA, OCA, Public Health, Health & Safety, etc.) and that all SLMC policies are carried out and followed.

Term of Employment:

Full-time for each of two (2) positions, from September 2, 2025 to August 31, 2026. Work occurs primarily on-site at 72 Pine Forest Drive, Sauble Beach. The ADs may choose to live on- or off-site. Living on-site is preferred for July-August. Expected monthly wages are \$3,000, less \$200/month for on-site accommodation.

Responsibilities:

September – June

Outdoor Education

- Work alongside the Outdoor Education Director to create a welcoming, positive, high quality Outdoor Education experience for all participants and staff. Train OE staff, communicate with teachers, lead and support programming.
- Offer programming and support for the semester-long Indigenous Youth Land-based Learning Program
- Facilitate retreats and host rental groups as needed
- Other duties as assigned

Summer Camp Preparation

- Help to plan and attend staff retreat in January
- Assist with planning, booking, communication, and recruiting regarding outtripping program
- Attend at least one conference for professional development (i.e. OCA Conference)
- Collaborate with Medic and Inclusion staff to determine camper needs
- Perform administrative duties such as recruiting, hiring and training seasonal staff, supporting the CILT program, updating the Staff Manual, assigning cabin groups and counsellor pairings, managing AD email, and other pre-summer administration as needed.

July – August

In July and August the Assistant Director will take a leadership role in the summer camp program. They will:

- 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)

- 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.
- Continue overseeing summer camp administration
- Provide support and supervision to all seasonal on-grid staff and lead evening staff meetings
- Be a resource to staff for programming, camper management, day-to-day operations, and conflict resolution, guiding staff in safe, professional, and creative fulfilment of their duties.
- Oversee on-grid staff evaluations of job performance and compliance with OCA standards.
- Assume the other Directors' duties in their absence
- In conjunction with Leadership team, take a leadership role in volunteer orientation
- Respond as needed to any issues, problems or crisis affecting program, campers, staff
- Document camper issues and review all accident and incident reports, following up as necessary.
- Submit a camp summary report to the ED by end of summer

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
- possess a Standard First Aid certificate and clear vulnerable sector check
- proficiency in Microsoft Word, Excel, Outlook, and PowerPoint and other software programs
- be able to fulfill all responsibilities as outlined in the detailed job description
- related education or experience is an asset
- Ability to work a flexible schedule as needed to lead, supervise, or participate in Camp activities. Health and stamina needed to work long days in an intense environment, particular summer and weekends.
- Ability to work outdoors in hot and cold weather conditions. Year-long programming and summer camp role involve periods of significant physical activity.
- Ability to operate computer for extended periods with appropriate breaks.

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
- 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

Applications:

Committed and qualified individuals are encouraged to **submit your cover letter and resume by July 15, 2025 to: alissa@slmc.ca**. Interviews will follow for selected candidates.