

Assistant Director – Braeburn Camp

Major function: to work with the Director in overseeing the entire camp program of Braeburn Lake Christian Camp.

Term of Employment: one camp season (typically June – early August)

Reports to: Camp Director

Conditions of Employment:

- Must submit a resume
- Provide contact information for a minimum of 2 references
- Provide a current copy of a Police Records Check (if over 18) current within the last 3 years
- Complete an interview with a minimum of 2 board members
- Submit copies of all certifications including First Aid and water safety
- Sign a contract and code of conduct
- Sign a release waiver

Responsibilities include, but are not limited to:

Assisting the director in the following areas:

1. *Implementation of the camp program*
 - Meet with the Director, Braeburn Lake Christian Camp Board and committee chairs
 - Aid the director in scheduling and organizing the day to day running of the camp
 - The camp program is set out by the Braeburn Lake Camp Association. The Board must make decisions on things such as offering high risk sports or activities
2. *Create an atmosphere of cooperation and goodwill that will give campers, staff and volunteers an experience of Christian teaching and living*
 - Encourage campers to use appropriate ways of dealing with disagreements and conflict.
 - Enforce the policies established by the Braeburn Lake Christian Camp Association
 - Make recommendations to the Director about changes that are needed for this camp season and seasons following
3. *Maintain discipline and good order of the camp to ensure safety and well being of all campers*
 - Enforce the policies & procedures established by the Braeburn Lake Christian Camp Association

- Enforce all established safety guidelines
 - Enforce all common sense guidelines for safety
4. *Assist Director with recruitment of volunteers* ➤ Aid in answering volunteer inquires
 - Aid the Director in volunteer screening
 5. *Help organize and implement staff training*
 - Attend staff training
 - Co-facilitate sessions if required or desired
 6. *Assist in supervision of CIT's (Counsellors- in-Training)*
 - Attend regular meetings to discuss daily schedule, deal with concerns and maintain group cohesion – remember CIT's are volunteers and we are trying to encourage them to become strong future counsellors
 - Provide positive and constructive reinforcement to CIT's on their performance
 - Provide strong leadership and when required help manage disputes
 - The Director has the final say on behaviors and attitude, including making the decision to release a councilor from his or her position if circumstance dictate.
 7. *Liaise with Camp Association regarding camp registrations*
 - Aid with registration process (letters of confirmation, health forms, etc.)
 - Track camper information (ie: health information and emergency contacts)
 8. *Aid in ensuring the physical cleanliness of camp facilities*
 - Inform Director of any damage to camp property
 - Take any steps necessary to ensure the physical safety of the property ➤ Ensure camp “chores” are carried out daily in an efficient and effective manner
 9. *Give input into the final written report*
 - Recommendations for future camps
 10. *Other Duties as required*
 11. *The scope of this job is limited to the duties outlined above, unless otherwise directed by the President or designate of the Braeburn Lake Christian Camp Association.*

Risk Assessment

The summer camp is a programme of indoor and outdoor physical activity and recreation that involves a verity of risks from activities that include swimming, canoeing, hiking, crafts, music, sports, daily devotions, nature appreciation, and campfires. These risks include, without limited the generality of the foregoing, the following:

- a) Personal injury including cuts, bruises, broken bones, strains, dislocation of joints, eye or ear injuries, concussions or head injuries, and internal injuries;
- b) Death from drowning
- c) Risk of death or injury inherent with involvement in the activities of a summer camp
- d) Loss or damage to personal belongings or equipment
- e) Fatigue, chill, or distraction that may diminish reaction time and increase risk of an accident.
- f) Injury or death resulting from other participants not complying with stated rules or acting in dangerous, reckless, or negligent manner