

Braeburn Lake Summer Camp

Assistant Director

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 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, as applicable
- 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 the director and staffing committee with hiring of counsellors, as applicable*
5. *Assist Director with recruitment of volunteers*
 - Aid in answering volunteer inquires
 - Aid the Director in volunteer screening
6. *Help organize and implement staff training*
 - Attend staff training
 - Co-facilitate sessions if required or desired
7. *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 counsellor from his or her position if circumstance dictate.
8. *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)
9. *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
10. *Give input into the final written report*
 - Recommendations for future camps
11. *Other Duties as required*
12. *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

Summer camp is a program of indoor and outdoor physical activity and recreation that involves a variety of risks from activities that include swimming, canoeing, hiking, crafts, music, sports, daily devotions, nature appreciation, and campfires. These risks include, but are not limited to, 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 a dangerous, reckless, or negligent manner