

2026 Assistant Camp Director - Braeburn Lake Christian Camp

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

Term of Employment: June 1, 2026 – August 7, 2026

Details:

June 1 - June 12:	Preparation for camp sessions
June 14 - June 18:	Staff Training Camp
June 19 - June 27:	additional week for staff training
June 28 - July 9:	Camp sessions
July 10 - July 18:	Staff break from camp duties
July 19 - July 30:	Camp sessions
July 31 - August 7:	Preparation of post - Camp reports

Reports to: Camp Director

Compensation: \$5000.00 + \$250.00 for returning employees

Application Deadline: Monday, March 30, 2026

To apply: Submit a resume and provide contact information for 2 references to president@braeburncamp.ca

Preference will be given to applicants who have past experience working or attending **Braeburn Lake Christian Camp**

Conditions of Employment:

- Must submit a resume and provide contact information for 2 references
- Provide a current copy of a **RCMP Vulnerable Sectors Check** (if over 18 yrs.) current within the last year
- Complete an interview with a minimum of 2 board members
- Provide copies of all certifications including First Aid and Water Safety certifications, as applicable
- Sign a position contract and code of conduct

Responsibilities include, but are not limited to:

Assisting the director in the following areas:

- *Implementation of the camp programme*
 - 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 programme is set out by the Braeburn Lake Camp Association. The Board must make decisions on matters such as offering high risk sports or activities
- *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

- *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
- *Assist the Director and Staffing Committee with hiring of Counsellors, as applicable*
- *Help organize and implement staff training*
 - Attend staff training
 - Co-facilitate sessions if required or desired
- *Assist in supervision of CIT's (Counsellors- in-Training)*
 - Attend regular meetings to discuss daily schedule, deal with concerns and maintain group cohesion –
 - 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 behaviours and attitude, including making the decision to release a Counsellor from his or her position if circumstances dictate.
- *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
- *Assist the Director with the preparation of a written report of each camp held and a final report for presentation to the Camp Association. In this report, recommendations to the Board about changes that are needed for this camp season and seasons following will be provided. The report must be submitted within a week of the end of each camping season.*
- *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.*