



# The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0 Email [maccamp@shaw.ca](mailto:maccamp@shaw.ca)  
Phone: 250-838-6293 Website: [www.mackenziecamp.ca](http://www.mackenziecamp.ca)

## JOB DESCRIPTION (# 010 Feb 2011)

**JOB TITLE:** ASSISTANT CAMP DIRECTOR

**REPORTS TO:** Camp Director / Board Chair or designate / Chair of Personnel Committee

### REQUIREMENTS:

1. Preferred age of 25 years or older. (The age of the Assistant Director has to be close to that of the Director, in order to assume his/her duties in cases of absence or emergency.)
2. Must currently be enrolled in a high school or post-secondary program, and planning to return to school, college, or university in September.
3. At least two years experience in children's camping.
4. Computer skills.
5. United Church connection an asset.
6. Some First Aid training an asset.
7. Bronze Cross and NLS an asset.
8. Must consent to a criminal records check.

### JOB SUMMARY:

The Assistant Director works with the Director to oversee the efficient running of the camp. This person is the main administrative support for the Director. One of the main roles is the creation and implementation of the daily summer activity schedule and the schedule for staff time off. If required by the director, the assistant may have to be the designate director. At no time can both of these people be away from camp at the same time. The Assistant will be part of the program planning team and help the Director access the resource people required to present the staff training and C.I.T training.

The Camp Director and the Assistant Director, may choose to share their responsibilities according to their personalities and strengths. It is the Camp Director who has ultimate responsibility to ensure that all the duties are performed in a professional manner. The final plan must be approved by the board, before summer camps start.

The hosting of school classes at camp from late May through June is extremely important. This program ensures another 5-6 weeks of work for university students. Each class is accompanied by its teachers and parents and staff facilitate the activities the school has requested. Time permitting, the successful applicant will work with the Camp Director to plan the summer program and the pre-camp staff training. The United church Standards and BCCA Standards will be followed. Time will be a standard 40 hour week.

### RESPONSIBILITIES:

1. To work from the camp goals of safety, fun, spirituality, esteem building and environmental awareness in a well organized framework.
2. To assist the Camp Director with his/her duties.
3. To be familiar with camp Policy Manuals, and know when all forms are due.
4. Be familiar with United Church Standards and BCCA Standards.



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5. To assist in developing the staff training, and the CIT training programs.
6. To assist the staff with the spring school programs
7. To provide a supportive, leadership role for all staff.
8. To be accessible to all campers and staff.
9. To develop a respectful relationship with the staff, campers , volunteers, and visitors.
10. To be a colleague to the Camp Director.
11. To develop or revise program material as required.
12. To attend all staff meeting and keep minutes.
13. To assist with the oversight of staff and assist them to carry out their duties, and develop new skills.
14. To assist with programming, posting of schedules and acquisition of any materials needed.
15. To ensure staff are clear in their roles related to programming.
16. In collaboration with the Camp Director, at the end of each camp, fill out an evaluation form on each staff person. Keep the Board Chair or designate informed of any concerns.
17. At the end of each camp, ensure the counsellors write a birthday card to their campers, address the envelopes and keep these for mailing at a later date.
18. To have the staff complete an evaluation of the camp so that programs can be adjusted as needed.
19. The Assistant Director may be required to take on the role of Camp Counsellor (see job description for Counsellor). While performing duties of the Assistant Director, ensure that a capable counsellor is in charge of the cabin.
20. The Assistant Director is always alert to the functioning of the camp. He/ she will ensure that programs are running smoothly and will assist in changes that need to be made due to weather or other conditions.
21. The Director and the Assistant have to be aware of the next week (or two) coming, need for supplies, number of registration, need for CITs, and resource people.
22. The Assistant Director may be required to oversee the registration and departure of campers and their reception at camp. Please see the policy and procedures for Arrival and Departure in the manual page 4-20.

**NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT. THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPERS. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS, ALCOHOL, TOBACCO, OR MARIJUANA ARE ALLOWED.**