

GLEE Camp Assistant Director

1 Summary

The role of the Camp Assistant Director is to assist in all areas of the administration and operation of the camp, and assist the Camp Director and Program Director in program planning and delivery as directed and required. Camp runs Monday through Friday, 9am-3pm for 3 weeks of the summer.

2 Areas of Responsibility

2.1 Training for self

- Receive training in health and safety related to the site
- Obtain Standard First Aid training Level C with CPR

2.2 Staff Supervision

- Assist with counsellor orientation, training and supervision as negotiated with the Camp Director

2.3 Program Leadership, Planning and Delivery

- In collaboration with the Camp Director and Program Director, develop and implement weekly camp themes with corresponding devotions and activities that support the core values of Port Nelson United Church
- Develop an effective and efficient daily check-in and check-out procedure for campers
- Develop and lead the grade 6 and 7 program for young leaders (GLEEders) during camp
- Assist the Camp Music Director with musical leadership, including planning and leading one age group of children
- Assign counsellors, junior counsellors and campers to groups
- Assist the Camp Director in communicating with parents and families
- Assist in the planning and delivery of the weekly show for the parents and community
- Organize, prepare and decorate the space for each camp in collaboration with the Program Director
- In collaboration with the Program Director, assist with gathering and organizing supplies and equipment needed for the various activities
- Plan and oversee the snack program, including volunteers

2.4 Administrative and Other Tasks during Camps

- Manage the daily check-in and check-out procedure for campers
- Manage and monitor the assigned groups of campers, counsellors and junior counsellors
- Manage the GLEE Camp budget as directed by the Camp Director
- Assist, as required, with implementing planned activities during the weeks of Summer GLEE Camp in collaboration with the Program Director and with assistance from counsellors, junior counsellors and volunteers
- Organise the special Friday lunch day, including the processing of orders and money
- Assist the church custodian with set-up and clean-up duties of areas used by the camps, ensuring areas used are clean and tidy at the end of each day

2.5 Camper Supervision

- In collaboration with the Camp Director and Program Director, offer leadership to counsellors and junior counsellors
- Ensure the safety and well being of all campers
- Provide support to all staff in helping campers adhere to the expectations for safety and behaviour

2.6 Other

- Represent Port Nelson United Church in a professional and positive manner
- Adhere to the operating budget of the camp
- Maintain an inventory of equipment and supplies
- Additional duties as assigned

3 Accountability

- Camp Director
- The Minister (or designate)
- Ministry & Personnel Committee