



## **PERSONNEL**

### **Job Descriptions**

## **Section 5.2**

### **2. ASSISTANT PROGRAM DIRECTOR**

The Assistant Program Director works in a team relationship with the Program Director. She/he works to ensure the effectiveness of all aspects of the summer camp program, while carrying lead responsibility for specific functions as assigned by the Program Director.

#### **A. Daily Functions**

The Program Director:

- a. Will assist the Program Director in all aspects of daily camp life.
- b. May be called upon to act as a cabin leader.
- c. Provides support to the Program Director by sharing responsibilities.
- d. Respects all camp rules, regulations and policies.
- e. Attends pre-camp training sessions and daily in-camp staff meetings.
- f. Is actively involved in the planning of the total in-camp program, in the planning of each age-appropriate weekly session, and brings her/his Christian Faith into the program activities..
- g. Assists the Director, Program Director, qualified personnel and other camp leaders in the on-site camp training week programs. Will also participate in these training programs.
- h. Provides support and encouragement to campers with respect to their level of independence, and to recognize and utilize potentials for personal growth and social development.
- i. Participates in events, such as group discussions, field trips, social, recreation, and other activities.
- j. Works cooperatively with other camp staff to achieve the objectives of the camp programs.
- k. Assists the Program Director in Planning, leading, coordinating and managing all phases of the camp programs in accordance with the camp philosophy .
- l. Thoroughly understands all camp rules and procedures, especially those pertaining to emergencies.
- m. Assists the Program Director with the recruiting, orientation, and training of the volunteer staff.
- n. Is a key resource in effectively dealing with conflicts that may arise during the camping season; makes recommendations for improvement.

- o. Is responsible for the storage and care of all recreation and program equipment; reports any loss or damage to the Camp Director; takes inventory at the end of the camping season; makes recommendation for improvement.
- p. Assists in coordinating daily program and activities.
- q. Completes *Staff Self-Evaluation* form.
- r. Will inform the Director and/or a Camp Board Representative immediately of abuse disclosures and ensure the Ministry for Children and Families is informed.
- s. Is responsible for implementing the Christian Education Program if no other qualified person is available. Will ensure the program is operated in accordance with camp philosophy and the beliefs of the United Church of Canada.
- t. Will assist with implementing the program for Crew-‘Counsellor in training program’ in conjunction with the Executive Director and the Program Director.

**ACCOUNTABILITY: The Program Director**