



## Assistant Camp Director

The Assistant Camp Director is a key member of the leadership team. They live onsite and support the director in setting the tone and implementing the camp mission into action. This person oversees the day-to-day of summer camp, providing support to the leadership team, assisting the kitchen and the Director.

### Qualifications

- Ideally completed a post-secondary diploma or degree or in progress (Education, EA, Social work, Outdoor Education preferred) or coaching background
- Ideally a minimum of 2 years of Camp or Outdoor Ed experience, and at least 1 year as a Head Counsellor or Coordinator
- Ability to work independently and collaboratively to effectively plan and organize the operations of the camp.
- Demonstrate positive leadership attributes, time management and organizational skills.
- Preferred: experience working with children and/or adults with physical, cognitive, or mental disabilities as well as neurodivergent children.
- Experience working with computers. Knowledge of Microsoft Programs including but not limited Outlook/Excel/Publisher, as well as Google Drive is an asset.

### Certifications

- Able to complete a Criminal Record Check with Vulnerable Persons Search and obtain a clear Child Welfare Check.
- Have valid Standard First Aid and CPR-C Certificates, or willing to obtain.
- Preferred Alberta Class 2 Driver's License, Recommended Alberta Class 4 driver's license, or willing to obtain.
- Preferred: Adventure Course Challenge Technologies (ACCT) Level 2, Recommended ACCT Level 1, or willing to obtain

### Responsibilities include:

- Human Resources: working with the Director
  - Facilitate and develop a mission focused orientation and training week.
  - Implement a culture of feedback, and peer culture.
  - Support the kitchen team as needed
- Public Relations
  - Effectively manage any positive or negative feedback received during the camping season in a timely manner, informing director of all issues
  - Handles questions, problems, and concerns of parents/guardians before and during camp.
- Programming
  - Support the Program coordinators and the program leads in developing and facilitation of all programs in alignment with Camp Tamarack values
  - Summer Camp
    - Manage and maintain a professional work-place environment that caters to the abilities of all people.
    - Determine and organize weekly themes, schedules, trips and special guests
  - Outdoor Education
    - Assist in planning and facilitating programs that are in alignment with Camp Tamarack values
  - Adventure Course
    - Maintain all records and oversee the use of the Adventure Course (Zip Lines, Giant Swing, Climbing Wall, Low Ropes, and Initiative Elements).
- Workplace safety
  - Always ensure all staff are following safety procedures and policies
- Facility Management
  - Ensure the cleanliness of the overall camp space (buildings, grounds).



- Provide opportunities for tours, Private Rentals, Outdoor Education, and potential Camp Families.
- Communicate any facility concerns (maintenance and repairs) to the Board or Director as they arise.

Salary: paid monthly, based on experience,

Housing: Available on site, private, furnished winterized log cabin.

Position: 4-month contract with possible extension

Start Date: May 1, 2023 (or after exams in April have ended). Ideally candidates will qualify for the Canada Summer Jobs Grant program

Send Cover Letter and Resume to [director@camptamarack.ca](mailto:director@camptamarack.ca) , including at least 2 professional references and 1 personal.