

POSITION: Assistant Program Director

OBJECTIVE: In collaboration with the Program Director, oversee camp programming. It will also be the responsibility of the assistant program to create and execute the bible program, as well as manage registration of campers.

DATES: May 10 – August 27, 2021

SUPERVISION: Program Director / Divisional Youth Secretaries

RESPONSIBILITIES:

- Assist with camp safety by ensuring that all visitors on the camp property are signed-in and given visitor tags.
- Organize all camp registrations (soft and hard copies where necessary).
- Formulate a medical binder for each camp.
- Ensure that the cook and hospitality coordinator are aware of all food allergies at the start of each camp.
- Keep on-going contact with the DHQ Youth department senior administrative assistant.
- Ensure that all paperwork is collected, properly filed, and made easily accessible to the Program Director and DYS. This includes, but is not limited to: registration forms, medical forms, spirituality forms, and staff paperwork.
- Connect with the appropriate ministry units about camper drop-off and departure.
- Participate in camp clean-up at the end of each camp.
- Attend all staff devotions.
- Ensure main office and personal living accommodations are kept clean and tidy.
- Be part of staff curfew enforcement - weeknight & weekend rotation.
- Maintain a responsible level of maturity and leadership.
- Be familiar with Summer Staff Handbook, and all procedures and resources.
- Be loyal to the aims, policies and regulations of the camp.
- To coordinate and lead Bible sessions for Adventure camps, Mom/Kid's camp, Teen camp, and LEFC.
- To assist and provide support for the other times of Biblical instruction, namely cabin devotions and campfire.
- Review spirituality forms completed by cabin leaders; that they are appropriately filled out and accurate.
- Ensure that all materials needed are purchased for the summer.
- Be flexible and have a good disposition.
- It is understood that the administration reserves the right to dismiss any member of the staff if the best interest of the camp/program demands it.
- Perform any task beyond those assigned as required.