

Assistant Director

Society's policies 4.2.4 Risk Assessments, 4.3 Limits and Boundaries, 4.4 Relationship of Positions to Goals of Camp, 4.5 Challenge by Choice & 4.6 Job Descriptions, are an integral part of this job description

This position must be designated but may be assigned to another qualified adult who will already be at camp in another capacity.

The Camp Assistant Director must be capable of assuming responsibility for the entire camp during the Camp Director's rest periods or his/her absence for any other reason

Qualifications:

The Camp Assistant Director must be a minimum of 25 years of age and have two years of leadership and administration experience in a camping or related field.

The Camp Assistant Director is responsible to:

- understand and apply the United Church of Canada's risk assessment rationale, utilizing the Risk Assessment Matrix (*Section 4.2*);
- assist the Camp Director in the planning, coordinating and directing of the camp, as required;
- participate in and help the Camp Director plan a Camp Leadership Training Program (*Section 13*), as may be deemed necessary;
- assume the responsibility for training the Camp Cabin Leaders (*Section 13*) and to be the on-site supervisor for them;
- assume the responsibility for the Cabin Leaders Training Program (*Section 14*) and supervise the selected trainees while at camp.
- assume responsibility for the camp in the absence of the Camp Director