

Canoe Cove Christian Camp Inc.

Is seeking vibrant, energetic, and spiritually mature candidates for the 2012 summer camp season for the positions of **FULL-TIME ASSISTANT PROGRAM DIRECTOR**.

The top priority of all staff is to lead campers and volunteer staff to Christ in all situations.

Qualifications:

The successful candidate will:

- Be an immersed believer in Jesus Christ and a member of the Christian Church/ Church of Christ.
- Be spiritually mature, prepared to give answers to campers who will ask about his/her faith.
- Be of excellent health and expected to participate in all the scheduled activities.
- Organizational skills
- Patient and flexible personality
- Agree to abide by the camp's rules, regulations, policies and procedures and serve under the supervision of the Program Director.
- Be willing to conduct training and planning meetings with the Program Director
- Demonstrate supervisory and counseling skills
- Exude Christ-like character, conduct, and attire at all times.
- Demonstrate leadership and communication skills, being able to work with others.
- Provide a Criminal Record Check to the camp managers.
- Have a fundamental knowledge of the story of Christ. An understanding of the progression of the Old Testament and how salvation is explained in scripture.
- Initiate and implementation of curriculums.

Strong Assets:

- Be first aid and CPR certified
- Lifeguard certified
- Strong swimmer
- Previous role as a camp counselor
- Experience dealing with youth of all ages
- Supervisory skills an asset
- Be familiar with all CCCC Policies and Procedures and Child Safety Act
- Computer skill

Job Description:

The successful candidate will:

- Expected to participate in all activities
- Confidentiality a must
- Work closely with Program Director to ensure everyone has a spiritually positive experience at CCCC
- Work closely with Program Director to set up curriculum

- Supervise staff during all activities to ensure curriculum is adhered to.
- Supervise staff to ensure all procedures and guidelines re camp policies are followed.
- Encourage leadership experiences for all staff.
- Motivate and encourage volunteers to participate within the curriculum.
- Ensure staff/volunteers follow the safety re child/staff interaction policy.
- Encourage team work with all staff /volunteers working with the campers directly or indirectly.
- Initiate staff building activities on a weekly basis.
- Be familiar with CCCC Policies and Procedures.
- Be aware of campers/staff/volunteers health concerns and report any concerns to the Program Director.
- Over-see set up, documentation, and implementation of medications and or first aid as needed.
- Assist Program Director in weekly evaluation of staff & volunteers
- Assist in maintaining accurate documentation of all documents
- Assist PD in implementing staff building exercises, staff orientation weekend and staff wind up;
- Assist PD in coordinating and training volunteers and staff during orientation week
- Organize and distribute t-shirts on a weekly basis.
- Coordinate with Program Director and Managers for the camp photo on a weekly basis.
- Supervise staff re building/cabin/property maintenance daily
- Report any safety or repair concerns to Program Director and Managers
- Counseling staff/volunteers/campers on spiritual and personal matters
- Ensure proper discipline is in accordance with the Child &Staff Interaction Policy
- Ensure facility and equipment are properly cared for.
- Other duties as assigned