

CAMP TANNER JOB DESCRIPTION

Assistant Director

The following are duties of the **ASSISTANT DIRECTOR** at Camp Tanner and are in addition to requirements of all staff as listed in the offer and contract. All staff are also required to read and abide by the Camp Tanner Staff Manual and any additions which are made to it.

Responsibilities Before Camp:

- a) Works with the Camp Coordinator and Director Team to prepare staff training at pre-camp and throughout the summer. Prepares and leads sessions based on Camper Behaviour as well as resolution of common camper issues such as home loneliness, bedwetting, bullying and even child abuse reporting.
- b) Works with senior staff group to plan weekly costumes and all camp activities: vespers, morning watch, campfire and evening game.
- c) Prepares individual ideas and materials for several interest sessions to lead as alternate activities to swimming or in case of rain.
- d) Attends pre-camp set up and prepares camp for summer.

Responsibilities During Camp:

- a) Is responsible to the Camp Tanner Inc. Board and Camp Director; lives onsite for the duration of the program and oversees campers and behavioural issues that arise.
- b) Is available and accessible at all times, works cooperatively with all staff and volunteers and works hard to know all campers individually.
- c) Participates in all aspects of the camp program and takes mostly supportive roles but also leads when necessary.
- d) Campers and Parents
 - i. Organizes camper cabin groups with help of Camper Director and Registrar.
 - ii. Organizes Registration and pick up, addresses parental concerns and manages any mid-week absences.
 - iii. Works with staff and Camp Director to stay aware of all camper issues and takes charge where necessary; ensures parents/guardians are kept well informed.
 - iv. Works with Nurse to determine when health concerns need outside attention and makes immediate arrangements to obtain additional care, notifying parents and/or emergency contacts of all actions.
 - v. Ensures all incidents (of any nature) are properly documented and local authorities are involved as needed (police, Children's Aid Society, etc).
- e) CIT Program - Prepares an engaging and enriching CIT Program and focuses on:
 - i. Developing leadership and confidence.
 - ii. Setting and achieving person goals.
 - iii. Program knowledge and creation of new programming.
 - iv. Camper Behaviour
 - v. Preparing for success in the role of Counsellor in the following year.
- f) Attends pre-camp set up and prepares camp for summer, focusing on staff lounge.
- g) Completes a brief written summary (approximately one page) about general camper behaviour and interests or problems as well as individual issues for Camp Director at the conclusion of each week, completes written summary of CIT Program as well as

- the performance of individual CITs and Counsellors for Camp Director at the conclusion of each week; includes recommendations for possible promotions in future years
- h) Completes evaluations of Counsellor and CIT staff and submits to Director for approval and review

Current National LifeGuard Certificate considered an asset for the 2021 season

COVID-19 Specific Information: Successful applicants would be required to familiarize themselves with signs and symptoms of COVID-19 and may be required to be the point of contact for SouthWestern Public health in order to evaluate COVID-19 concerns should they arise. This requirement will continue to be evaluated by the Camp Tanner Staffing Committee as new and updated information becomes available from the Federal, Provincial and Local Public Health governing bodies.