



*Camp Medley is owned and operated by the Anglican Diocese of Fredericton and our mission is to "Proclaim the Gospel of Jesus Christ for the making of young disciples." Every staff member will be expected to sign a Camp staff Covenant before the summer begins.*

## **Assistant Program Director**

### **Purpose of Position**

The purpose of this position is to assist the Program Director in overseeing all aspects of the traditional on-site camp programming as it runs from day to day, as well as assist in promoting and encouraging the co-ordinators of COTR, LIT, and CIT programs as they operate during the camp season. The Assistant Program Director helps to plan and coordinate special themes and program events, ensures the day is running smoothly and is a constant presence to campers and staff.

### **Pre-Requisites**

- Mature individual; recommended to be at least 18 years of age with previous experience in camping ministry.
- Must be able to work cooperatively with others
- Must enjoy working with children, youth, young adults and parents from a wide diversity of backgrounds.
- Able to motivate and lead people in a positive manner and able to delegate responsibilities well
- Must have the ability to create and implement programs and work with curriculum materials.
- Must have the ability to meet and work with a wide range of people
- Must have strong organizational skills
- Must have completed staff medical form and criminal record check
- Must have standard first aid certificate

**Responsible to:** Camp Director; Program Director

### **Specific Duties and Responsibilities**

- Meet with full time staff to ensure that all camp programs that are being planned have a purpose and reflect Camp Medley philosophy and mission. Review and assist in programs being planned.
- Assist in overseeing the daily program of Camp Medley from morning to evening.
- Assist in overseeing the work of the counselors and staff in absence of the Director
- Keep track of Tuck shop inventory, assist with distribution, and work with budgeting.
- Assist in developing any additional items for the program such as special themes, meals, rainy day activities, etc.
- In cooperation with counselors, coordinate the scheduling of campfires, cabin nights, raid nights, etc.
- Schedule weekly sessions and cabin rotations
- As requested by Director offer appropriate evaluations for all staff and volunteers.
- Work in conjunction with the Program Director and Creative Ministries Co-Ordinator to plan and organize all Specialty Camp programs.
- Plan ahead and organize all activities and materials for Adventure Week camps. Work in conjunction with Senior Cabin Counselor and Creative Ministries Co-Ordinator to prepare and debrief out-trips.
- Regularly meet with Camp Director to discuss program with the intent of improving present or future camp life as it related to the philosophy and mission of Camp Medley. Any major program changes may be implemented only following a discussion with the Program Director and Camp Director and with his/her approval.
- Complete and end of season report on the camp program that includes observations and suggestions. An evaluation of the entire camp program should be provided as well as any recommendations for next year. This report will be submitted to the Director and will remain confidential

### **General Duties and Responsibilities**

- Assist with staff devotions and camper cabin devotions as required.
- Be present at all weekly staff meetings
- Full participation in camp activities, games, programs, singing, worship, etc.
- Live on campsite while camp is in progress
- Participate in camp clean up and closing staff meeting on the last day of each camp.

**Responsibilities with Campers:**

- Help to greet Campers and Families on opening camp days.
- When able, ensure that campers are following the Camp Medley rules
- Be available and accessible to offer guidance and help to staff
- Be an appropriate example/role-model at all times to campers and staff

**Time Off**

- From closing time of one camp to the opening meeting of the next
- One hourly session each day, with potential for additional evening time as well

**Evaluation:**

- An evaluation will be provided by the end of the first half of the camping season and at the end of the employment term. An opportunity will be given to discuss each with the Camp Director.
- If the need arises, less formal written or verbal evaluations may take place.