



Parkway Bible Church

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SUMMER DAY CAMP 2012 - CAMP SENDA
Assistant Director Job Description

Directly Accountable To: Day Camp Director
Term Of Employment: May 28 - August 17, 2012
Salary: \$ 5,040.00 - 6,000

Job Description

Working under the supervision of the Camp Director, the Assistant Director will:

- Assist the Director with the planning and implementation of our six week children's summer camp program.
- Ensure that all supplies are available and prepared for daily activity.
- Assist in leading camp staff in daily meetings
- Supervise campers during all activities
- Maintain a positive atmosphere and good public relations
- Give enthusiastic cooperation in briefing and debriefing sessions with the leadership team and in mentoring relationships.
- Work closely with Camp Counsellors and the Director to ensure a safe and memorable experience is had by the campers.
- Will participate in all scheduled team meetings and training events.

The Assistant Day Camp Director will:

- assist the Camp Director with planing and implementing a six week Day Camp program
- ensure that all supplies are prepared for daily activities
- assist in leading Camp Staff in daily meetings
- supervise campers during all activities
- maintain a positive atmosphere throughout the camp
- maintain positive public relations
- be the senior staff person who is always with the children

General Qualifications

- A committed and growing Christian in agreement with our statement of faith
- Poses a good and positive attitude at all times
- Organizational and administrative skills
- Ability/experience to work well with children
- Ability to work with a team of committed people
- Ability to teach and public speak is an asset
- A sense of responsibility to a task
- Special consideration will be given to candidates who have experience working/volunteering with children, those studying in the educational field/ early childhood education etc.