



RED PINE CAMP
ASSISTANT CAMP DIRECTOR
JOB DESCRIPTION

The Assistant Camp Director works with the Camp Director to ensure for the effective and efficient operation of Red Pine Camp during the camping season. Just as importantly the Assistant Camp Director sets the tone for campers and staff alike - ensuring that the Red Pine values of child and youth development, participation, volunteerism, environmental protection, inter-generational recreation and positive, supportive relationships are visible, promoted and central to the life of Red Pine.

A comprehensive manual, outlining all the daily duties and responsibilities, is available for review.

The Assistant Camp Director reports to the Camp Director and liaises with members of the Operating Committee related to specific departmental operations, primarily before the beginning of the camping season.

With the Camp Director, the Assistant Camp Director shares supervision and scheduling of the Senior staff. The Assistant Camp Director works with the Camp Director to oversee a team of 13 Senior Staff and 55 Junior Staff, and works in collaboration with the camp's three permanent employees: The Business Manager and two Property Managers

In addition, the Assistant Camp Director works closely with the camp's LIT Senior Staff person to plan, implement and execute the Leaders-in-Training program. This is a major camp initiative which provides the training ground for future Red Pine staff.

DUTIES & RESPONSIBILITIES
HUMAN RESOURCES

Goal: To ensure that staff is providing excellent service to campers throughout the summer.

Objective 1: To train, monitor and evaluate Senior and Junior Staff.

- Work with the Camp Director to plan all staff pre-camp orientation and training including organizing Senior and Junior pre-camps
- "Set the tone" for the summer which encompasses a common customer service focus for all staff, a respectful and safe workplace and an adherence to the camp's rules and operating procedures.
- Promote the "How may I help you?" philosophy of optimum service by staff members to all campers.
- Ensure that Senior Staff conduct themselves in accordance with the standards

established by the camp.

- Provide advice to Senior Staff members on proper methods of supervision, staff management, problem-solving and enforcing the Rules of Conduct for Junior Staff.
- Schedule Senior Staff to ensure a balanced workload between staff members. Monitor Senior Staff on an on-going basis and providing timely feedback Review and approve weekly Junior Staff work schedules prepared by the Senior Staff to ensure that duties are being carried out in an effective and an equitable manner.
- With the Camp Director, provide feedback to all staff during the weekly “change over” meeting on Saturday.
- With the Camp Director, conduct a mid-season and final evaluation for each member of the Senior Staff.
- Ensure that the Senior Staff complete a mid-season and final evaluation for each member of the Junior Staff.
- With the Camp Director review and approve all Junior Staff appraisals.

Objective 2: To ensure a healthy and safe environment for the Junior Staff

- Communicate, enforce, and provide discipline related to the Junior Staff Rules and Code of Conduct at all times.
- As the guardian for the Junior Staff, counsel and advise individual staff members.
- Plan and organize Junior Staff functions in conjunction with the Senior Staff and cabin representatives to establish a positive atmosphere and to maintain a high level of staff spirit and morale.
- Liaise with parents and Senior Staff – in a timely manner -related to any incidents of illness or injury among the Junior Staff.
- Inspect the Junior Staff cabins and design initiatives to ensure the cleanliness, tidiness and appropriate hygienic conditions of the buildings and personal belongings.
- Report any situations which involve accidents/injuries to members of staff.
- In concert with the medical volunteers, implement special cleaning and laundry schedules to combat illness.
- Liaise with the Junior Staff cabin representatives, assist with the planning and execution of Junior Staff extra curricular activities and discuss Junior Staff concerns.

CUSTOMER SERVICE

Goal: To demonstrate a high level of leadership and promote the values of Red Pine Camp.

Objective 1: To connect and communicate with campers.

- With the Camp Director, serve as the enthusiastic and engaged face of Red Pine to all campers and staff
- Greet campers upon arrival on Saturday.
- Coordinate with Camp Director to Communicate the “rules of conduct” to all campers and LITs on Saturday evening.
- Encourage, identify and recognize the contribution made by volunteers.
- With the Camp Director review, summarize and communicate with staff the feedback provided on Camper Comment Sheets to ensure that staff members respond quickly

- and effectively to valid concerns or recommendations for improvement
- Refer policy comments/questions to the Operating Committee.
 - With the Camp Director, coordinate the recognition of staff regarding positive feedback obtained from the Camper Comment Sheets.

Objective 2: To provide a safe environment for campers.

Action Plan:

- Review, revise, circulate, and implement emergency safety and health procedures such as the Fire Emergency Plan, and the Waterfront Lost Person Drill and ensure that Campers and Staff are aware of these procedures.
- Complete an “incident report” in the event of a serious accident, injury or situation.
- Work collaboratively with the office staff, property staff and Property Managers to ensure repairs are made to camp facilities in a timely fashion and that good lines of communication are maintained among all of the Red Pine stakeholders - shareholders, campers, staff, Board members, Committee members and staffs of agencies providing goods and services to the camp
- Liaise with the Doctor and/or Nurse concerning the health of campers and staff, restricting staff visitors and ensure the availability of prompt and appropriate transportation to area hospitals as required for health concerns relating to Red Pine staff

COMMUNICATION

Goal: To ensure ongoing and effective communication.

Action Plan:

- Follow the guidelines set out in the Red Pine Camp Communications Guidelines
- Liaise with the weekly Committee member who is on duty.
- Promote good relations with the camp’s neighbours and ensure any issues which may arise are communicated according the Red Pine Camp Communications Guidelines

LEADERSHIP IN TRAINING PROGRAM

Goal: To provide support to the LIT Director in the implementation of the LIT program.

Objective 1: To provide support to LIT program.

Action:

- With the LIT Senior Staff Meet with all 13, 14 and 15-year-old campers, and their parents, to explain the goals of the LIT program and the duties and responsibilities of the participants
- Review the Schedule and ensure adequate supervision of LIT work placements.
- Collect feedback from departmental supervisors to assist with final evaluations.
- Prepare LIT certificates each week.
- Prepare community hour sheets for high school students.
- Cover LIT Senior Staff position on LIT Director's day off
- Prepare weekly e-mail list for LITs to take home.

Objective 2: To provide program support to the LIT program.**Action:**

- Develop a "Community Project" activity for each week at camp for the Level 1 LITs.
- Plan and implement leadership sessions for each level as needed.
- Attend camp evening activities to supervise LITs and monitor participation.
- Assist with the Ropes course sessions as required

OPERATIONAL REVIEW

Goal: To provide comprehensive feedback on camp operations at the end of the camping season.

Objective 1: To prepare and submit an Assistant Camp Director's Report

- Prepare an individual written report that includes:
 - summaries of any major issues that occurred and the steps taken to address them;
 - operational changes that were implemented and an assessment of how successful they were,
 - recommendations on improvements for the following season.
 - a summary report which identifies senior and junior staff suitability for future rehiring.
- Meet with the Operating Committee for a post-season review covering all operational areas and an assessment of staff performance

Objective 2: To ensure each member of the Senior Staff submits a year-end report

- Review the year-end report format with each member of the Senior Staff
- Review each year-end report prior to its submission.
- Designate and monitor the deadline for submitting reports.