



Camp Spirit 2023

Position: Assistant Director

Reports to: Director & Camp Spirit Executive Director

CAMP SPIRIT MISSION

Rooted and Growing in Love

CAMP SPIRIT VISION

In partnership with local United Church congregations, Camp Spirit provides equipped leaders to nurture the spirit of each child, in order to support children and families to live lives of faith, hope, and compassion in the world.

PURPOSE AND SCOPE OF THE WORK

The **ASSISTANT DIRECTOR** will work with the **DIRECTOR** to plan and implement the Summer 2023 Camp Spirit program in an area of the Pacific Mountain Regional Council. They will support one of 4 Camp Spirit Teams for Summer 2023. The teams will include: 2 Travelling Teams and 2 Lower Mainland Teams (each of the Lower Mainland Teams will travel 1 or 2 weeks in the summer). **ASSISTANT DIRECTORS** are hired for full time hours from May 15, 2023 until September 1, 2023. The **ASSISTANT DIRECTOR** will work with the **DIRECTOR** to ensure the smooth running of Camp Spirit at each site. They are also responsible for ensuring alignment of the program with the vision, mission, and values of Camp Spirit. The **ASSISTANT DIRECTOR** will play a significant role in the training and support of staff. At sites where an LIT program is offered, the **ASSISTANT DIRECTOR** will be responsible for leading the LIT program each morning.

Camp Spirit **ASSISTANT DIRECTORS** will work in collaboration with the Camp Spirit Executive Director, Camp Spirit Program Animator, Directors, Summer Administrator, Site Coordinators and Summer Staff Team.

1. Leadership:

- Co-facilitate Junior & Senior Coordinator training prior to the summer.
- Work with the **DIRECTOR** to provide team building, ongoing skills development and support to Staff Team as required throughout the summer.
- Support up-front leadership for all large group gatherings (Daily Openings, Closing Celebration, other)
- Attend and participate in the Site Coordinator Pre-Camp Zoom Gathering on Thursday, May 25th, 2023 from 7 – 9 pm PST.
- Attend and offer leadership at the Camp Spirit Junior Coordinator Training on the long weekend of May 19th – 21st, 2023. Location TBA.

- Lead the Camp Spirit LIT program at sites where it is offered.
- Tell Godly Play stories regularly.
- Develop a thorough knowledge of the Camp Spirit 2023 Curriculum (theme, stories, resources, and recommended activities) and work with the Staff Team to bring the curriculum to life.
- Assess and evaluate resources – stories, songs, activities – to ensure that they are consistent with United Church values, policies, and practices.
- Provide resource and planning support to Junior & Senior Coordinators for the program components of Camp Spirit.

2. Administration:

- Prepare lists of required supplies and resources for each site in ample time for the local site organizers to gather and/or prepare. Ensure that the DIRECTOR has the list well in advance of each site's week.
- Ensure that Junior & Senior Coordinators have the resources they need to carry out their work.
- Ensure that each site has the appropriate number and sizes of t-shirts, name tags and other supplies as needed.
- Provide Camp Spirit Administrator with the necessary information for the Welcome and Mid-Week Newsletters in a prompt, clear and efficient manner.

3. Emergency and Safety Planning:

- Ensure the physical, emotional, and spiritual safety of all people involved in the Camp Spirit program.
- Be informed and trained in emergency and safety policies and procedures.
- Know and follow the emergency and safety plans for each site.
- Inventory, order (through the CS Program Animator), prepare and pack the Staff Team's First Aid supplies for the summer in a timely manner.
- Ensure that the Camp Spirit First Aid Supplies are complete for each Camp Spirit Site throughout the summer.
- Ensure that all members of the Staff Team have fully stocked First Aid fanny packs throughout the summer.

4. Communication, Evaluation and Documentation

- Provide Summer Administrator with content to be shared in Weekly and Welcome Newsletters.
- Provide Summer Administrator with content to be shared on Camp Spirit social media.
- With the DIRECTOR, ensure a thorough evaluation of program, facilities, leadership.

5. Additional Duties as required

EDUCATION, TRAINING, AND EXPERIENCE

- Significant experience in working with children, youth, and young adults
- Previous experience with Camp Spirit is an asset
- Experience in collaborative team leadership
- Experience in a child focused environment
- Computer skills as asset

CERTIFICATION:

Applicants must have up-to-date certifications or be willing to complete certification prior to starting work for summer 2023.

- Standard First Aid
- Mental Health First Aid (*for People Working with Youth*)
- Commit to Kids
- Godly Play Core Training (training dates are limited – a willingness to participate if able is required).

SKILLS AND ABILITIES

- Capacity to communicate Camp Spirit mission and values
- Ability to organize and be attentive to detail
- High level ability to adapt and implement curriculum or children's program
- Able to work in an environment where interruptions are frequent
- Proven communication skills with individuals and groups
- Confident with speaking to and directing large groups of people
- Willingness and ability to provide leadership for and to work in a collaborative team
- Open to learning how to work with biblical and theological concepts and stories
- Capacity to be healthy and centered during multiple and varied work demands
- Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative

THE ASSISTANT DIRECTOR WILL BE REQUIRED TO

- Travel both local and/or possibly longer distances
- A valid Driver's License is an asset
- Access to a vehicle is an asset

COMPENSATION

The remuneration for this salaried position will be based on the applicant's experience. This position is 40 hours per week from May 15th until September 1st. ASSISTANT DIRECTORS will be required to offer leadership at Camp Spirit Junior Coordinator Training on the long weekend of May 19th – 21st, 2023. Time off in lieu will be worked into the schedule.

APPLICATION PROCESS

Applicants are asked to apply online at <https://campspirit.campbrainstaff.com/>