

JOB DESCRIPTION FOR ASSISTANT PROGRAM MANAGER

POSITION: Assistant Program Manager

RESPONSIBLE TO: Program Manager

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 20 years of age
3. Police Record Check is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

Discipling Role:

1. Conduct Weekly Coaching Sessions with each supervisor assigned to you (SS, VC, LDT, others?).
2. Develop an Action Plan for growth with each team member assigned to you.
3. Pray 1 hour each day for the growth and needs of the supervisor team.
4. Meet daily with the Program Manager to discuss coaching sessions, supervisor health, and reporting on general staff atmosphere. Discuss ways we can better care for the needs of the overall staff team.
5. Initiate corrective action when necessary.

Supervisory Role – Pre-Summer Camp

1. Help plan & participate in Supervisor Training.
2. Contact each supervisor before they arrive to answer any questions they may have.
3. Oversee & Coordinate Staff Training Week, together with the Program Manager, and provide guidance to other supervisors regarding their plans and overall goals.
4. Provide instruction in Staff Training Sessions as appropriate.

Administrative Duties (goal to get as much in place before summer camp as possible)

1. Coordinate staff rooming.
2. Prepare and distribute Weekly Schedule Package, including the Daily Schedule, CD Schedule, Morning Watch Schedule, Canteen Schedule, Night Watch Schedule, Theme Suppers, Free Time Guidelines, Rainy Activity Locations, Cabin Lists (from Registrar), Vehical Schedule and Activity Schedule. Construct these schedules with input from the Program Manager, Maintenance Manager, and other supervisors.
3. Facilitate counselor-cabin assignment decisions by hosting a meeting with Registrar, CTS, VC, & LDT Coordinator when applicable.

4. Each Sunday distribute the Weekly Schedule Package during Focus on the Week. Brief the staff on schedule reminders and notifications. Ensure some are ready for Volunteer Counselor Orientation and that the Year-Round Staff and Horse Leader(s) receive a schedule.
5. Develop / establish details of Family Camps and Day Camps.
6. Ensure kitchen has meal counts for upcoming weeks and weekends.
7. Contact Amy Hindbo, Mukwah Tours, Frontier Lodge, Weekend Warriors, & Laser Wars with numbers for out trips, sessions, and events. Communicate on an ongoing basis with all outtrip contractors.
8. Assist the Program Team Supervisors and Sports Leader in coordinating the HS Camp Beach Day - in particular with buses, travel and meals.
9. Help facilitate and attend Supervisor Meetings. Present the following week's schedules.
10. Promote the "on-timeness" of camp scheduled activities.
11. Work cooperatively with other office & supervisor staff.
12. Attend and participate in all Evening Specials and Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere at these activities.