

Job Description

A.S.K. Camp Assistant Director Junior, Intermediate, or Senior Room

Location: Richmond Hill, Ontario
Reports to: A.S.K. Camp Director
Total Employees Supervised: 6 –7
Camp Dates: June 23rd – August 22nd, 2003 (Mon. – Fri.)
Hours: 8:30 – 4:00
Pay: \$11.00/ hr + depending upon experience

Must be available to work for several hours each week from date hired until beginning of camp

JOB SUMMARY:

The Assistant Director is responsible for planning and implementing the daily program for their assigned group of campers throughout the summer. He or she oversees the daily program, is accountable for the money allotted to them each week by the Director, supervises the staff working in their room on a daily basis, and ensures the safety and security of the campers at all times. He or she also participates in camp programs and is responsible for a maximum of one camper each week and responds to the needs of all of the campers and staff in his or her room on a daily basis.

Essential Job Functions:

- is accountable for the funds allotted to him or her by the Director on a weekly or bi-weekly basis
 - funds are used for:
 - daily programming events i.e. admission to activities (swimming etc.),
 - transportation to and from special events throughout the week
 - miscellaneous costs throughout week (e.g. extra restaurant costs, arts and crafts materials)
 - not responsible for paying for camp-wide weekly outings, start-up materials costs
- co-ordinates the program for their specific room; plans:
 - camp-wide trip days (with guidance from the Director and along with other Assistant Directors)

- (*Senior Room only*) work-experience placements for the senior campers
- daily program (including fine motor activities, outdoor/indoor gross motor activities, weekly restaurant lunches, 2 swimming afternoons, and camper goal-time)
- oversees the daily performance of the Counselors in his or her room
- participates in camp programs on a daily basis, acting as a counselor to a maximum of one camper daily per week
- writes a daily report for the camper in his or her care
- assists Director in the performance evaluations of the Counselors throughout the summer, and assists in providing input towards written performance evaluations at the end of the summer
- manages problems and situations involving staff and campers as they arise throughout the summer
- may be required to give input towards staff training and to participate in some of the presentations throughout Training Week

Qualifications

A. EDUCATION: Minimum level of knowledge typically required to perform the responsibilities of the position

High School Diploma

Personal attributes and experiences have proven to be more important than educational qualifications in selecting an Assistant Camp Director.

B. EXPERIENCE –

MUST HAVE:

- 2-3 years of day camp/ overnight camp counselor experience
- previous background working with people with Developmental Disabilities, specifically Autism

Personal Attributes

This individual must be:

- dedicated
- patient
- a leader
- a problem-solver
- able to work with people in stressful situations
- able to solve conflicts with others
- able to communicate effectively
- available to work throughout the entire summer