



JOB DESCRIPTION – Assistant Summer Director

Personal Qualities:

The role of the assistant (to the) summer director, is to provide support to the General / Summer director. This role will focus on all details relating primarily to the staff and speakers. The individual selected for this role must be a born again Christian, who is mature in the faith, agrees with the camp's statement of faith, and is in active fellowship in his or her local church. Ideally, this individual has been involved in camp work in the past. This individual will be an excellent role model to all staff and campers in the way they conduct themselves throughout their time of active service while at camp.

Skills:

The successful applicant will have strong communication and interpersonal skills. He / She should be proficient with using Microsoft Word and Excel (Google Docs / Sheets) and feel comfortable using the computer in general. He / She will coordinate all office activities relating to staff. He / She will provide assistance and support to the summer director and will report to the summer director.

Requirements: Ideally, the successful candidate will be available to start several weeks prior to the commencement of the camp season.

Duties:

- ✓ Assist summer director in the facilitation of the different camps
- ✓ Provide leadership to the staff and campers in the absence of the Summer Director
- ✓ In partnership with the Summer Director, provide input into decisions that impact campers and staff.
- ✓ In partnership with Summer Director and office administrator, assist in organizing and being involved registration day for each of the camps
- ✓ Ensure staff applications and all paperwork are completed prior to staff arrival; email / communicate with staff as needed to obtain the needed information.
- ✓ Ensure all paperwork has been completed for speakers (police checks / signed statement of faith, etc.) and for program directors.
- ✓ Assist the summer director and provide direction during the week of staff training, as per direction from summer director.
- ✓ Assist with staff orientations, ensure the summer director has the needed documents
- ✓ In partnership with the office administrator, be aware of how to complete certain office administrator duties to cover in absence of office administrator.
- ✓ Under the leadership of the summer director, provide direction to staff as directed, including lights out, dress code, outside after dark guidelines, etc
- ✓ Assist summer / general director with any projects that need to be completed
- ✓ Ensure the program director office is kept stocked and organized.
- ✓ In partnership with summer director, prepare / deliver devotions to staff for various camps

- ✓ In partnership with summer director, facilitate and teach sections of staff training
- ✓ Provide general and spiritual leadership to the campers and staff, as part of camp's leadership team
- ✓ Other duties as assigned
- ✓ Attend and participate (possibly lead) in the daily devotion time with the other support staff

PERSONAL CHARACTER TRAITS

Passionate about pursuing Jesus – You have a deep relationship with Christ that is modeled through character and competence. You have strong spiritual disciplines. Your faith is part of your everyday life. You strive to live it out practically, authentically and humbly.

Passionate about helping other pursue Jesus – You have an understanding of people and how to align them in pursuing wholeness with Jesus. You believe in the future of Rivers Edge Camp & Retreat Centre. You take your responsibilities seriously.

GUIDING PRINCIPLES:

Called - Have a deep purpose about your life that flows from a strong awareness that God has directed you to serve Him by using your passion and giftedness.

Character - Have demonstrated a high moral integrity that exhibits itself in your personal life, your spiritual life, and your relational life. In other words, you are truthful, faithful, sincere, hard working—a person worthy of respect.

Committed - Displaying a spiritual authenticity through a mature and consistent commitment to Christ and His kingdom purposes.

Compatible - Be a good ministry fit, a relational fit, and a skill fit with the River's Edge Service Team.

Coachable - Be aware of your own limitations and inadequacies and eager to learn and to improve. In other words, you will never stop learning as a person.

Competent - Demonstrates a high degree of effectiveness in your previous roles and continue that high level of proficiency at River's Edge.

Congruent - A strong supporter of the Camp's position in relationship to the denomination, and willing to work in cooperation with the statement of faith and the policies and procedures of the Evangelical Missionary Church of Canada and its doctrinal views which are in harmony with this ministry and the Leadership Team Leader.