



### **Position Title**

Assistant Camp Director

### **Reporting To**

Camp Director

### **Organization Profile**

Camp Kirk is a registered charity that provides residential programming for children who have learning disabilities, attention deficit disorders, and high functioning autism. We offer a nurturing and non-competitive environment that emphasizes strengths and builds confidence. We provide a community experience that promotes strong mental health so that our campers can lead productive, meaningful and happy lives.

### **Position Details**

- *September-May:* Toronto office, regular office hours including evening and weekends when necessary; *June-August:* Kirkfield Ontario, on-site accommodation, full working hours while camp is in-session.
- Travel required

### **Responsibilities**

The Assistant Camp Director will provide general office support and assist in all areas relating to the management of the camp program. Responsibilities include:

#### ***Camp Program Operations (50%)***

- New camper home visits
- Coordination of Camp Kirk's financial aid program
- Assist the Camp Director in the overall management of the summer camp program. This includes: parent communication, staff training, camper and staff wellbeing, program development.
- Directly supervise Counsellors and Support Staff during the summer season
- Assist in the development and facilitation of new year-long programming
- Cultivate alumni community
- Ensure compliance with Ontario Camps Association standards and legislative requirements related to programs
- Assist in implementing annual marketing and communication strategies (i.e. social media updates, blogs...)
- Additional duties as assigned.

### ***Administration (50%)***

- Intake and management of camper applications
- Provide general office support (i.e. mailings, database management, filing reports and records etc.)
- Collect and manage all documentation relating to campers and staff
- Process camper fee payments and oversee accounts receivable relating to camper families.
- Additional duties as assigned.

### **Requirements**

#### ***Personal Characteristics***

- Passion for youth development and mental health advocacy
- Excellent written and verbal communication
- Well-organized, detail-oriented and able to manage multiple priorities
- Personable, nurturing and energetic
- Resourceful and strong critical-thinking skills

#### ***Qualifications and Experience***

- G-level Ontario driver's license, or equivalent
- Standard First Aid, National Lifeguard Service certification (by Summer 2018)
- 5+ years experience coordinating youth programming
- 2+ years experience supervising staff
- Direct experience working with children who have special needs

### **Application Procedures**

To apply, please send a cover letter and resume to:  
Erica Park-Coutts, Camp Director  
[erica@campkirk.com](mailto:erica@campkirk.com)

Application Deadline: February 23rd, 2018