



Assistant Director Job Description

POSITION TITLE

Assistant Camp Director

REPORTING TO

Camp Director

ORGANIZATION PROFILE

Camp Kirk empowers neurodivergent kids and youth to reach their potential through recreational and mentorship programs. Within a small and nurturing community, our programs emphasize strengths so that participants can develop confidence, connection and community.

CONTRACT DETAILS

- Full-time, permanent position
- Annual Compensation:
 - Range \$55,000 – \$65,000 salary
 - \$1500 medical allowance
- Work Location
 - mid-September to May:
 - Remote from January to May, except for occasional in-person office days; onsite at Camp Kirk from June through end of August.
 - June-September
 - Live and work on-site at the Kirkfield camp location. Accommodation and meals are provided during the onsite summer season. Due to the nature of camp operations, longer hours will be required.
- Vacation
 - 3 weeks paid vacation per year
 - Annual holiday office closure between Dec 25th - Jan 1st
 - 1 week before and after summer season (Director Week)

POSITION OVERVIEW

The Assistant Camp Director provides essential support in the planning, administration, and coordination of Camp Kirk's programs and operations. This role works closely with the Camp Director to ensure a high-quality camp experience for campers, families, and staff. This position combines administrative responsibilities during the planning months with onsite leadership responsibilities during the summer season. This role supports the Camp Director in implementing the strategic and operational goals of the organization and provides leadership continuity when the Camp Director is off-site.

KEY RESPONSIBILITIES

Camper Applications and Family Communication:

- Assist the Camp Director in coordinating the camper application and registration process.
- Conduct camper interviews and support cabin placements in collaboration with the Camp Director.
- Manage the camper inquiry inbox and maintain the inquiry and application tracking spreadsheet.
- Support communication with new and returning families throughout the application process.
- Assist with documentation review and ensure all camper records are accurate and complete prior to the summer season.

Program Administration:

- Oversee the administration of Camp Kirk's online Clubs program, including scheduling, registration, and communication with participants and staff.
- Support administrative coordination related to program planning, camper documentation, and seasonal logistics.

Communications and Social Media:

- Develop, schedule and post engaging content for Camp Kirk's social media platforms, highlighting camp programs, community updates, and success stories.
- Contribute to blogs, the Annual Impact Report, and create a library of program-led social posts to support camper and staff recruitment.
- Upload and organize summer photos on Smug Mug and prepare session photo templates for family sharing.

Planning for Summer 2026:

- Assist the Camp Director in reviewing and refining program plans for the 2026 season, including staffing models, session structures, and alumni engagement.
- Support documentation review, including analysis of 2025 camper and incident reports to inform policy and procedure updates.
- Participate in administrative preparation leading up to pre-camp training and summer operations.

Training and Professional Development:

- Work in collaboration with the Camp Director to create training plans for pre camp training for staff
- Become a TCI instructor
- Assist Camp Director in planning precamp and training for staff

LIT Program Responsibilities:

- Process LIT/CIT applications and assist with interviews

- Provide mentorship to Leaders-in-Training participants, supporting social-emotional growth and leadership skills.
- Finalize details for the Leaders-in-Training (LIT) Program in collaboration with the Camp Director, ensuring all materials, communications, and logistics are in place.

Summer Responsibilities:

Camper and Family Relations

- Support the director as a key point of contact for camper families during the summer season, ensuring timely and professional communication.
- Collaborate with the Camp Director to monitor camper well-being, manage documentation, and address family concerns when needed.
- Assist with the collection and organization of camper feedback and post-session reports.

Staff Supervision and Support

- Support the director by providing day-to-day supervision and mentorship to the Admin Team.
- Support the Director in the implementation of individualized staff support plans, ensuring accessibility and wellness needs are met.
- Participate in daily admin meetings and contribute to decision-making regarding camper and staff well-being.
- Assist in conflict resolution and facilitate restorative conversations as needed.

Program Leadership

- Collaborate with the Camp Director and Program Director to ensure the smooth delivery of daily programs and special events.
- Provide oversight and logistical support for the Leaders-in-Training (LIT) Program, including mentoring participants and coordinating schedules.
- Monitor program quality and safety, ensuring adherence to Camp Kirk's policies and Ontario Camps Association standards.
- Identify and troubleshoot scheduling or staffing needs in real time.

Administration and Operations

- Help the Camp Director to maintain accurate and up-to-date camper and staff documentation, including incident reports and health records.
- Assist with mid-season evaluations and end-of-season summary reports.

Community Building and Culture

- Foster a positive and inclusive camp environment that celebrates neurodiversity and supports belonging for all participants.

- Model professionalism, empathy, and approachability in all interactions with campers, staff, and families.

Leadership and Evaluation

- Participate in daily leadership debriefs to review camper and staff needs.
- Contribute to the evaluation of staff performance and provide feedback to support professional growth.
- Assist with collecting data and stories for impact reporting and program evaluation.

REQUIREMENTS

Personal Characteristics

- Passion for youth development and disability 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

- 2+ years experience coordinating youth programming
- 1+ years experience supervising staff
- Direct experience working with neurodivergent children and youth
- G-level Ontario driver's license, or equivalent
- Standard First Aid