



ASSISTANT DIRECTOR

Head of Logistics/Staff Support

SUMMER 2025 JOB DESCRIPTION

Contract Details

Accountable To: Camp Director

Period: Mid June for Staff Training through to end of August (exact dates set in contract)

Honorarium: \$250 / week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks develop and nurture Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The 'Assistant Director – Head of Logistics/Staff Support' is focused on the successful oversight of all land and logistical elements and staff support while offering additional support to L.I.T. & L.E.A.P. They will provide support to the Camp Director of Camp Kwasind as they serve as part of the Leadership Team. They will report to the Camp Director. This is a seasonal summer camp position.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the [mission, faith, philosophy](#), staff code of conduct and core values of CBOQ & Camp Kwasind.
- Be a minimum of 21 years of age.
- Have experience with scheduling and programming for children and youth in a creative and fun atmosphere.
- Administrative skills are an asset.
- Have extensive camping experience.
- Have superior recreational leadership experience.
- Possessing a valid driver's license is an asset.
- Experience in adventure recreation (low ropes courses) is an asset.
- CPR and First Aid certificate are an asset.

OVERALL RESPONSIBILITIES:

- Attend and participate in Staff Training Week at the beginning of the camping season.
- Attend workshops, seminars and training pertaining to the position as requested.
- Know the aims and objectives of Camp Kwasind.
- Collaborate with the Executive Director to plan and schedule camp activities & themes.
- Collaborate with the Head of Program to go over the daily camp schedules.
- Support the Head of Waterfront & Head of Program in their daily operation of their duties and work.
- Promote the rules and regulations of the camp.
- Ensure that the program and staff support reflect Camp Kwasind as a Christian camp in all aspects.
- Ensure all staff, campers and visitors are made to feel welcome at Camp Kwasind.
- Be directly accountable to the Camp Director.
- Meet on a regular basis with the L-Team to discuss any schedule or program changes.
- Provide the Camp Director with a department report at the beginning, mid-summer and at the end of the season. This report will include the progress of planned activities, successes, challenges, needs, and will also include evaluations of those who reported to you.

STAFF & CAMPER CRITICAL SUPPORT RESPONSIBILITIES:

- In cooperation with the Camp Director - establish and train staff as related to faith development, cabin leading and program implementation.
- Assist cabin leader coordinators with camper issues beyond cabin leaders' control and work out solutions while equipping of cabin staff.
- Consult with the Camp Director on camper issues and decisions that require parental involvement, and on consequences involving camp policy.
- Provide oversight to the Staff Lounge and staff care with support from the L-Team.
- Mentor and coach, the Spiritual Formation coordinator and ensure the effective implementation of staff bible studies (faith practice).
- Provide leadership on camper devotional and faith experiences with support from Office Manager.
- Support the Head of Program & Cabin Leader Coordinators in training their staff prior to the beginning of the camping season.
- In cooperation with the L-Team, design well-balanced camp schedules (sunny and rainy day) for each camp session maintaining the prescribed focus or theme.

LOGISTICS RESPONSIBILITIES

- In cooperation with the Camp Director - establish and train staff as related to risk management, staffing protocols, days off & logistics, and policy management.
- Provide logistical and documenting assistance to Camp Director, specifically related to survey collection and analysis, implementation and tracking of incident reporting, follow up, and evaluations.
- Provide oversight and management of the weekly placement of campers and cabin staff
- Assist Elective Coordinator in regular tracking and restocking of inventory and equipment as related to land activities/electives and flagging any repairs or damage to property to maintenance.
- Assist the Office Manager in hospitality needs related to hospital runs, weekday visitors, registration process, bus monitors and day off tracking.

- Assist Head of Program in ensure that weekly themes are integrated with activities, worship, bible study and other staff.
- Support specialty programs and the Office Manager in the booking of offsite activities and buses.
- Assist the Elective Coordinator in the elective allocation (with support from Head of Waterfront) to ensure the right ratios of campers to staff, that campers get the selection of their choice, and as a back-up person for campers looking to change elective selections.
- Assist Elective Coordinator in scheduling staff elective placement in coordination with Head of Waterfront to ensure the smooth operation of all camp programs.
- Be a resource to all guest speakers to ensure that their needs in conducting their part of the camp program are met without problems. Coordinate their involvement in the program and themes.
- Work with the Camp Director in the non-summer months to provide energy and leadership in at least one of the following areas: Online Oasis, in person Oasis, Staff Christmas Party, Spring and Fall work parties, Camp in April, Winter staff retreat weekend. Sign up during training week.
- Doing “Rounds” 1-2 times a week 10:30pm-12am. Make sure the camp is safe and quiet, as well as ensure the lights/equipment are off, at night.

Your Support

- The Camp Director – They will support and mentor you during your time at Kwasind with 1 on 1’s, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.