



ASSISTANT DIRECTOR Head of Program

SUMMER 2025 JOB DESCRIPTION

Contract Details

Accountable To: Camp Director

Period: Mid June for Staff Training through 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, develops, and nurtures 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 through our care for all of creation, providing quality programming, and the intentionally reaching out to those on route to Jesus as we live as a community of faith.

The 'Assistant Director – Head of Program' focus is on the fun, creative, memorable, and successful oversight of summer camp program and activities. 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 but will give leadership to the Program Team and are responsible for leading the Program Assistants. 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 (Canadian Baptists of Ontario & Quebec) & Camp Kwasind.
- Be a minimum of 19 years of age.
- Have experience with scheduling and programming for children and youth in a creative and fun atmosphere.
- 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 preferred.

Responsibilities:

OVERALL

- Know the aims and objectives of Camp Kwasind.
- Collaborate with both Assistant Directors (Logistics & Waterfront) to plan and schedule camp activities, themes, and daily camp schedules.
- Supervise program staff in the daily operation of their duties.
- Coordinate weekly themes to be integrated with activities, worship, Bible study and staff schedules with the Assistant Directors (Logistics & Waterfront).
- Actively engage all camp staff and campers in the various elements of the program.
- Develop a mix of program elements to ensure the involvement of all campers at a variety of interests, skill levels and ages.

THEME

- Establish weekly plots to integrate theme with camp program.
- Plan, script and execute plot lines for these themes with the assistance of campers, programs staff and other staff. This will entail at least two segments (live action, video, game, cameo etc.) related to the theme each day.
- Integrate music and videos at meals and other times with the program theme and for introducing each person who comes to the mic.
- Plan, produce and integrate video segments to support the theme and have main characters consistently part of these elements.
- Plan daily camp wide games and activities to support the theme and have main characters consistently part of these elements.
- Plan a big entertaining introduction to the theme that clearly establishes the theme and the start of the weekly plot for all campers.
- Plan a big ending to the theme where plot lines conclude, and everyone lives happily ever after and award prizes and points.
- Plan and implement special meals related to the theme.
- Suggest special crafts and activities related to the theme.
- Plan and run nightly campfires.
- Create teams that challenge each other for points.
- Design and build / purchase all materials and equipment required for games, theme, dining hall design, skits etc.

OTHER PROGRAM ASPECTS

- Develop detailed weekly schedules prior to the start of camp.
- Plan and execute a variety of campfire programs.
- Attend and participate in the spring staff training weekend.
- Attend and participate in the staff orientation and training sessions.
- Train the Program Assistants in all facets of their work prior to the beginning of the camping season.
- Attend workshops, seminars, and training pertaining to your position if requested.
- Gather resources and organize activities for vespers, campfires, and rainy-day activities. This will include appropriate music, skits, games, books, readings, etc. that are appropriate for the campers in the various age ranges.
- In cooperation with the Camp Director & Assistant Directors, design well-balanced camp schedules (sunny and rainy day) for each camp session maintaining the prescribed focus or theme that is also age specific at times.
- Discuss any activities requiring special equipment, funding, or organization with the Camp Director.
- Oversee crafts supply requests and the unique crafts for each week as related to the theme

- Assess all activities on an ongoing basis for safety and security of all campers, staff, and participants.
- Deal immediately with any safety concerns.
- Discuss all program ideas involving food service and menu with Dining Hall Coordinator and other Assistant Directors.
- Meet on a regular basis with the Camp Director and Department heads to discuss any schedule or program changes, or to outline special activities and involvement for the camp programs.

MISC

- Oversee and coordinate the planned program.
- Attend all appropriate staff meetings and Bible studies as scheduled.
- Always exhibit appropriate professional and Christian behaviour.
- Promote the rules and regulations of the camp.
- Ensure that the program reflects Camp Kwasind as a Christian camp in all aspects.
- Ensure all staff, campers and visitors are made to feel welcome at Camp Kwasind.
- Remember that the campers in your charge are your number one priority.
- Be an example of Christian living in each experience you share with the campers and or fellow staff.
- Provide the Director of Operations 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 evaluations of each program staff.
- Ask a small peer group to pray for you and your ministry at Camp Kwasind through the summer.
- Promote Kwasind in your home church.
- Serve as a Cabin Buddy where you will assist in spiritual conversations, prayers for campers and cabin staff, and being a model of Christian living to those campers in that cabin.
- 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.
- Other duties as assigned by the Camp Director.

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.