



Assistant Director – Programs and Year-Round Engagement

Full Time with benefits (based on eligibility)

Responsible to: Camp Director or his designate

Mission Statement:

To achieve and sustain the highest standards of excellence in camper care, innovative programming and Jewish identity building in order to ensure that all campers and staff grow, thrive and have fun at Camp Northland by making lifelong friends, building life-skills, appreciating nature and respecting one another.

General Responsibilities:

This is a senior management position responsible for all tasks, goals, and responsibilities shared with the senior management team and with a special emphasis and focus on programs (including related logistics) and year-round engagement.

In the camp season (and all required related preparation) this Assistant Director functions as the on-site Program and Operational (Logistics) Director for Camp Northland in Haliburton, Ontario.

Our rental groups are considered special programs of the camp and will be managed by this Assistant Director including on-site management in Haliburton as may be required during rental season.

Year-round (off-season), the job will be based out of the Thornhill office.

At a high-level summary, the four main areas of responsibility for this role are:

1. Summer Program Director as part of the Directing team and related work as required
2. Year-round engagement with camp and community including education, programs, fundraising and alumni engagement
3. Rental groups and shoulder season planning, management, and supervision
4. Collective work as part of camp's leadership team to collaboratively manage all day-to-day operations

Responsibilities include:

- Leadership, attention and dedication to all programs (effectively functioning as the Program Director during the operating season), rental group oversight through entire process, and year-round programmatic engagement with our community.
- Support summer preparation and implementation, including but not limited to inventory, purchasing, organization, setup, and any other related tasks, at camp's discretion
- Work with seasonal program team, overseeing daily camp schedule, creation, planning, coordination and execution of camp programs
- Manage, train, guide and support all summer activity specialty supervisors
- Must be at least 25 years old (in order to drive rented/leased vehicles).
- Becoming proficient in camp databases and related software
- Support all aspects of camp operations and logistics
- Support staffing processes, including marketing summer positions, interview administration, interview follow ups, contract administration
- Support programs to support and develop summer staff team, including staff recs, professional development, and education
- Work with admin team to oversee collection, organization, and tracking of all important documents and paperwork from staff and campers
- Oversee and coordinate all logistics relating to rental groups, including but not limited to catering, maintenance, program, customer service

- Work onsite (Haliburton) with rental groups, serving as the camp liaison to rental groups with a focus on customerservice/support through rental season
- Oversight and liaison to the kitchen staff/caterer, management and oversight of staff administration including time off, management of camp visitors and special programs on and off site
- Support and implement year-round marketing initiatives, including, but not limited to, social media, basic graphic design, email campaigns (through various email platforms)
- Embody the Camp Northland mission/vision and truly represent the camp as a leader within the camp, and the camp community
- Exhibit a spirit of cooperation, flexibility and commitment to the camp leadership team relationship and the mission and vision of Camp Northland and The Jewish Camp Council of Toronto
- Job responsibilities are subject to change, at camp's discretion, and subject to roles and responsibilities of other supporting positions

Sample (not camp season) Time breakdown:

August- December – Rental Group management, oversight, site supervision, debrief, invoicing, inventory management, booking for following season (recruiting and marketing as needed); general program debrief and related inventory review, planning and ordering for following season, support registration, launch year round initiatives (camper reunions, holiday parties, cabin reunions, adult education, liaise with alumni and fundraising initiatives and support as required); launch and manage staff applications and interview schedules.

January – March – Support staff hiring, contract management, and interview process; camper recruitment, facilitate all winter events including in-person and on-line engagement through social media and other creative platforms (e.g. March madness, Survivor pool, etc.), summer program planning and building the team as needed; seasonal staff training.

April – June – Create all program needs for the upcoming summer including pre-camp, staff training, program expectations, calendar, inventory and ordering, booking of events, transportation, etc.; Specialty planning, training and support (specialties may report to this position during the summer); planning major seasonal events (new and repeating); oversee collection of all forms (camper families, staff). Day of Giving leadership and management.

Desired Qualifications:

- Effective organizational, administrative, and time management abilities with attention to detail;
- Must be at least 25 years old (in order to drive rented/leased vehicles)
- Must have clean driving record and valid license as there will be some driving required.
- Must have first aid/CPR certification and able to provide a vulnerable sector reference and/or criminal record check as part of the application process.
- Ability to work independently and proactively;
- High level of enthusiasm for having a positive impact on the camp community;
- A meaningful understanding of camping in Canada is preferred;
- Ability to work collaboratively with others;
- Good character, integrity, and adaptability;
- Ability to accept guidance and supervision.
- Ability to self-manage high workload volumes and changing priorities in a team environment;
- Excellent written, verbal communication, and presentation skills;
- Computer proficiency in Microsoft Office.
- Familiarity with CampMinder, Bloomerang (or similar donor CRM), Mailchimp is a strong asset
- Demonstrated high proficiency with Microsoft Office suite, Office 365, basic accounting and banking, database management
- Stamina, energy and enthusiasm to sustain a fast-paced schedule and to juggle the multiple events, schedules and budgets of camp
- 2-5 years of experience in a similar role or related and applicable work experience

Core Competencies:

- Planning and Organizing – Manages multiple tasks and projects with competing priorities. Anticipates obstacles and demonstrates judgment and flexibility to adjust as required.
- Results Orientation – Demonstrates a focus on finishing all tasks in a timely manner while taking complete ownership of tasks with attention to detail.

- Adaptability – Adapts and responds to changing conditions, priorities, technologies and requirements. Can collaborate in a variety of situations and with diverse individuals.
- Service Orientation – Strives for excellence, delivering the highest quality care and resources possible to those we serve.
- Communication – Expresses and transmits information with consistency and clarity; adapts communication to respond to audience or situational requirements.
- Innovative & “Can Do” Attitude – Able to think creatively to develop new solutions that meet current and future needs. Looking to grow and learn within the camp context and as part of Camp Northland, with an outlook that is positive, assertive and flexible, striving to take on challenges with a sense that “I can do it”.
- Problem Solving – Possesses the ability to break a situation/task down into smaller pieces to identify key issues, figuring out cause and effect relationships in order to problem-solve. Initiative and ability to anticipate needs and provide solutions/options, particularly when confronted with ambiguity and a high degree of change.

Compensation: \$60,000-\$72,500 plus benefits

To Apply: Qualified candidates may apply by November 18, 2022 to Simon Wolle, Executive Director by email to simon@campnbb.com. The application should include your resume and a letter explaining why you would be an excellent candidate for this position. All held in confidence. **Early submission is encouraged, as applications will be reviewed on a rolling basis.**

Camp Northland is committed to employment equity and encourages all qualified candidates to apply. If you require an accommodation at any point during the hiring/employment process please let us know as we will work with you to meet your needs. All responses will be handled with strict confidence.