

Job Title: Assistant Director  
Date: Oct 27<sup>th</sup>, 2024  
Responsible to: Executive Director

**General:**

Responsible for supporting the Executive Director in providing overall leadership to the operation of Eagle Bay Camp. The Assistant Director has a primary responsibility to oversee the summer camp program and personnel, including its promotion, staff hiring, training, programming, and future development. Additionally, the Assistant Director works closely with the Executive Director in serving our Alliance churches through strategic partnerships and retreat offerings.

**Personal Commitment and Spiritual Leadership**

1. Be a mature and growing Christian, who senses a call and has a strong commitment to Christian camping.
2. Have a vision for camp ministry and what could be accomplished through the enabling of the Holy Spirit.
3. Concur with Eagle Bay Camp's Mission Statement and the Statement of Faith of the Christian and Missionary Alliance.
4. Participate in the life of the local church, ideally a Christian and Missionary Alliance fellowship, if available.
5. Have a personable disposition and servant hearted approach to leadership.
6. Be discerning and wise.
7. Possess the work ethic and administrative capacity to see projects both initiated and completed.
8. Commit to the spiritual leadership of the camp, addressing spiritual issues related to the camp and/or the staff/volunteers.

**Duties:**

1. General Administration and Responsibilities:
  - Assist the Executive Director in overseeing the daily operation of Eagle Bay Camp.
  - Maintain consistent and frequent dialogue with the Office Administrator, Maintenance Director, and Head Cook regarding the daily function of summer camps.
  - Oversee and be responsible for school group camps.
  - Oversee and be responsible for summer camps.
  - Oversee and be responsible for leadership programs.
  - Assist the Executive Director in the development and hosting of retreat bookings.
  - When requested, attend all Board and committee meetings.
2. Summer Camp Staffing and Volunteers (in conjunction with the Executive Director):
  - Recruit and hire summer staff and volunteers.
  - Oversee the training of summer staff and volunteers.
  - Oversee and work to resolve any conflict or issues of discipline pertaining to summer staff.
  - Supervise and support all summer staff/volunteers in their areas of camp ministry.
  - Oversee the spiritual, mental, and physical wellbeing of campers, summer staff, and volunteers.

- Equip, encourage, and empower the summer staff lead team to effectively lead their area of operation
  - Run the agenda of staff meetings, including who will be leading morning devotions, whether it be the speaker, Director, guest, or staff.
  - Assess the needs of the staff, so that morning meetings best serve to encourage and equip the staff.
3. Summer Camp Programming:
- Assess and seek to improve the missional goals of evangelism and discipleship as it applies to all aspects of camp (ex. Program, worship, teaching, devotions, campfire testimonies).
  - Update resources cabin leaders can use for both cabin team building and spiritual growth/inquiry.
  - Lead the staff on Registration Day.
  - Present an updated and engaging platform for the camp rules to be shared.
  - Oversee and be responsible for chapel times and campfire.
  - Oversee and be responsible for camper discipline, following the policies developed in conjunction with the Executive Director.
  - Ensure that all skills and programming are safe and engaging for campers.
  - Evaluate the development of new program options.
  - Ensure that the leadership programs are robust, current in content, and effectively partnered with our local churches.
4. Rental and Retreat Groups:
- With the Executive Director, develop, design and host retreat opportunities tailored towards serving our local constituent churches (ex. Youth Retreat).
  - Oversee the hosting and needs of rental groups, as delegated by the Executive Director.
  - Help ensure the facilities and grounds are ready and functional.
5. Public Relations:
- Promote the camp to Alliance constituency churches, in particular their youth, young adult and children's departments. Visits to our local Christian School's should also be made.
  - Maintain consistent communication with local youth and children's pastors.
  - Assist the Executive Director in gathering stories and testimonies which can be shared as a part of our promotions.

#### **Academic/Educational Qualifications**

- Ideally have a Bible College degree/Bachelors degree
- Ideally have experience in the Christian ministry and summer camp work
- Have leadership experience and possess strong leadership skills.
- To have the physical abilities to do this position.

#### **Appointment:**

The Assistant Director will be appointed by the Executive Director of Eagle Bay Camp.

The Assistant Director will be directly accountable to the Executive Director

The Assistant Director will be a non-voting ex-officio member of the Eagle Bay Camp Board.

**Wages and Benefits:**

1. Salary to be negotiated. Annual salary range of \$45 000 – 50 000.
2. The camp would pay approved mileage and related expenses.
3. Attend the annual BC Camping Conference.
4. District benefit plan available for benefits. (Shared premiums)

**Evaluation: Annually**