



---

## POSITION DESCRIPTION

# Assistant Director of Summer Camps

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies, we are one of Alberta's premier year-round Christian camp and retreat centers.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Camp Caroline staff are recruited not only for their ability to perform their duties, but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

**While the setting, programs, and facilities of Camp Caroline play an important role in encouraging a life-changing experience for campers and guests, God most often chooses to work through people to extend His love and compassion to others. Therefore, hiring the right staff is critical to the success of any ministry. The Assistant Director of Summer Camps is responsible for assisting the Directors of Summer Camps in the delivery of high value, high impact overnight summer camp programming and experiences based on Camp Caroline's ministry mapping. The Assistant Director of Summer Camps will also aid in the care of the summer staff and volunteers of Camp Caroline, discipling them and equipping them to serve campers and guests with an exceptional standard of care.**

**Department:** Ministries

**Reports To:** Directors of Summer Camps

**Term:** 16.5 weeks

**Start Date:** May 4, 2026

**End Date:** August 25, 2026

**Compensation:** \$600 / week

**Requirements:**

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, core values, and core commitments of Camp Caroline
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated ability to organize and plan well
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills and an outgoing personality
- Demonstrated ability to handle sensitive and/or confidential situations with respect

- Availability to work regular and irregular hours
- Ability to work in adverse weather conditions
- Good health and stamina
- Minimum 21 years of age
- General computer knowledge and ability to use Microsoft Office and other basic software
- Valid driver's license
- Completion of reference and background checks

**General Responsibilities:**

- Uphold the mission, vision, core values, and core commitments of Camp Caroline with the highest standard of excellence
- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care as established by recognized authorities
- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs

**Requirements for Programming:**

- Work with the Directors of Summer Camps to plan summer programming
- Be present throughout camps, supporting staff in the implementation of summer programming, and assessing operational needs to see where improvements can be made
- Work with the Directors of Summer Camps to foster an atmosphere where encounters with Jesus and growth are encouraged.

**Requirements for Staff Care:**

- Serve alongside the senior leadership and ministry staff to lead the summer staff team
- Provide leadership, coaching, and supervision to summer staff and volunteers
- Work with senior leadership and ministry staff regarding staff training and discipline
- Serve as Weekend Supervisor on select summer weekends as assigned
- Report to Directors of Summer Camps on the wellbeing of staff and volunteers on an ongoing basis

**Time Management Expectation:**

- Programming – 40%
- Staff care (paid and volunteer) – 40%
- Ministry involvement – 10%
- Other camp duties – 10%

**Key Working Relationships:**

- Directors of Summer Camps
- Director of Finance
- Director of Lead
- Ministries Assistant/Registrar
- Summer Leadership Team
- Summer Staff
- Volunteer Staff