



www.campcouchiching.com

Camp Couchiching

3990 LONGFORD MILLS ROAD
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(705) 325-3428

Camp Couchiching is looking for an **Assistant Camp Director**! This full-time permanent position will ideally start in March.

Camp Couchiching is an independent charity operating near Orillia, Ontario, Canada since 1946. This position would take the lead on our Outdoor Education Centre operation in May, June, September and October and during that time we will host over 4,000 participants largely through school programs. During the Summer, this role takes on a Programming lead for our Day & Overnight Camps.

We pride ourselves on our reputation of friendliness and expect these qualities from all our staff members/operations. We are proud to be accredited by the Ontario Camps Association.

This position reports to our Camp Director, Oona Ashmore, to provide excellent experiences for everyone who attend our Camp.

Main Responsibilities:

- Fun, friendly and progressive training, organizing, coach and support the staff team to meet the requirements of the groups, students, families, staff and campers we serve.
- Timely and professional communication- written & verbal.
- Respectful communication with our other camp staff teams:
 - o Administration team collaboration is done to gain insight on dates, rates, billing and other data that is collected by this team from the groups.
 - o Food Services and Facility staff are in the loop to ensure that information is provided well ahead of time to ensure their success in delivery of quality and safety.
- School Group presentations for schools, parents and students on weeknights in the GTA.

Lifestyle/Living/Reimbursement:

- Camp Couchiching will make private accommodation available for you as there is an expectation to live on site from late April until late October at no cost to you. Shared washroom space may be required. If you require accommodation for other family members then that can be considered. Most pets cannot be hosted at camp for this role. This accommodation is not winterized and only available from late April until late October.
 - To balance the high pace during the outdoor centre/summer camp we offset the work pace with a more relaxed work pace in our "off" season in November to mid April.

- A 6-month schedule of when you have time off will be finalized by late April. You will get input into the drafts of this schedule in the time before that.
- Camp Couchiching has adopted trying to follow the Ontario Living Wage Network for our full time and hourly employees so the salary for this contract will be influenced by this insight. Employee health and benefits are available to this person after 3 months. 10 days vacation plus a 2-week shut down each week are also part of this package.
- Working location for the time from November until mid-April can be decided with the applicant however there will be an expectation to be in our Orillia offices at least 2 days per week for face-to-face meetings during this time. Expenses related to staying in Orillia are the responsibility of the employee.

Qualifications & Assets Looked-for:

- Upbeat, friendly, positive and enthusiastic personality with strong ability to make people feel welcome,
- Post secondary education in recreation, outdoor education, or related field preferred,
- Minimum 2-3 years of supervisory experience in outdoor education or camping,
- Certification in ropes course management, standard first aid and CPR, National Lifeguard Service an asset,
- Flexibility to work days, evenings, weekends and holidays with alternative time off in lieu,
- Must have a full driver's license and the ability to clear a driver's abstract,
- Well-developed interpersonal, and relationship building skills and an ability to establish rapport and excellent communication with groups, staff and volunteers of various ages and backgrounds,
- Excellent written and expressed communication skills,
- Experience & awareness in dealing with members of different cultural, ability and racial backgrounds, including visible and non-visible dimensions of diversity.

Other Details:

Job offers are contingent upon the successful completion of a Police Records Check. Within the first 3 months, a Vulnerable Police Records Check is required and then we follow the practices outlined by the Ontario Camps Association after that.

Applying:

Send your resume to Oona Ashmore, Camp Director, at oonashmore@campcouchiching.com . We will review resumes and set up interviews as resumes come in until we have the best person for the role. If you have questions which aren't answered within this posting or require clarity within this posting, please contact Oona.