



JOB DESCRIPTION OF ASSISTANT PROGRAM DIRECTOR (2023)

- The Assistant Program Director works alongside his/her program team, and reports to the Program Director. In the absence of a Program Director, they will report to the Executive Director. This is a summer seasonal position that begins on in early May, 2023. They must be available to work during Staff Training on June 26-30, 2023.

QUALIFICATIONS:

- The Assistant Program Director must be spiritually mature. They act as both a spiritual model as well as a leader among the camp staff. Ideally, they should be at least 20 years old, have some Bible College Training, and experience working at The Quest (or other Bible camp).
- Working at the Quest requires a missional heart. The Assistant Program Director should love camp, love children, and have a heart for sharing the Love of Jesus.
- They must be highly organized and motivated. They should be able to work without supervision, while being committed to The Quest Team.
- They must be knowledgeable in all forms of recreational activities that The Quest offers, and be able to resource appropriate training and conduct of each skill.
- Working alongside the Program Team, the Assistant Program Director will work on designing and implementing the camp program, including registration, supervisions, organising speakers, etc. In addition to this, they may be asked to work in other areas of the camp as needed (ie, doing dishes, writing reports, etc).
- Supervision of Cabin Leaders may be required.
- Saskatchewan Class 5 licence (or equivalent) an asset.

EXPECTATIONS AND RESPONSIBILITIES

- Adhere to the The Manual of The Quest, and sign and adhere to the Staff expectations of The Quest. Misuse of cell phones will not be tolerated.
- Adhere to all current COVID governmental restrictions and protocol, while enforcing it among the staff and campers.
- Adhere to all safety protocol and enforce it among the staff and campers.

- Treat all communications of a confidential nature as such
- Daily planning times with Program Team, as well as weekly debrief with all program staff. This is a learning position with the goal to gain experience in Program Leadership.
- They may be required to mentor.
- Adherence and enforcement of all safety protocols
- Help design and implement the summer camp schedule
- Do regular weekly (and daily) checks on equipment
- Be familiar with the protocols and requirements put out by Saskatchewan Camping Association.
- Must not post negative comments on social media about The Quest or any of its staff, supporting churches, campers, and constituents. Instead, he/she should contribute to The Quest and its community in a positive manner.

NOTE: This position is subject to approval of funding from Canada Summer Jobs.