



Assistant Program Manager

2024

Position Purpose: To assist the Program Manager in ensuring that programming and all recreational activities are planned, organized and running smoothly at camp on a day to day basis at Kingswood Camp.

Essential Job Operations:

- 1) Deliver a fun program to campers.
 - a. Ensure that programs meet the abilities of the campers.
 - b. Help develop and lead daily routines, schedules and policies and procedures for managing the program.
 - c. Assist the program director in the running of programs.
- 2) Ensure that camp staff and campers follow proper safety guidelines while participating in the program.
- 3) Assist in the management and care of the program areas and equipment.
 - a. Routine checks of area and equipment for safety, cleanliness and good repair.
 - b. Ensure all program areas are kept free from hazards.

Employment Details

Weeks of Work	14	9
Start Date:	May 15, 2024	June 25, 2024
End Date:	August 27, 2024	August 27, 2024
Extra Days:	May 24 - 25 - Weekend staff training May 28 - Zoom staff training (evening) June 7 - 8 - Weekend staff training June 11 - Zoom staff training (evening)	
Gross Salary	With Experience: \$425/week Base Salary: \$365/week	

Kingswood Camp is an evangelical Christian camp situated on Lake George, Kings County, Nova Scotia, owned and operated by the Eastern Valley Baptist Association and run in cooperation with the Annapolis-Digby Baptist Association. We seek to honour God by providing an atmosphere where campers encounter Jesus Christ and grow as His disciples through wholesome relationships with dedicated Christian leaders, in an inviting outdoor setting, while participating in safe programs and activities relevant to their physical, emotional, social and spiritual development.



Requirements/Skills

- Current CPR and Standard First Aid
- Ability to work with children and adults
- Ability to communicate clearly and effectively
- Strong leadership capabilities
- Ability to schedule and implement programs
- Self-directed and disciplines to complete daily tasks done without direction
- Willing to be a servant leader
- Adaptable
- Good at following direction

Other Responsibilities

- Keep schedule on time
- Be willing to lead staff/camper Bible studies in accordance with Kingswood Camp's Statement of Faith
- Step in to do tasks around camp during free time
- Carry out all other duties as assigned by directors

Relationships / Accountability

<i>Reports to:</i>	Program Manager, Directors
<i>Peer Relationships:</i>	All Kingswood Camp staff
<i>Internal Relationships:</i>	Camp staff, campers
<i>External Relationships:</i>	Parents, outside organizations, visitors