

Kiwanis Club of Windsor Sunshine Point Camp

POSITION DESCRIPTION – ASSISTANT DIRECTOR – PROGRAMS

Please submit resume and cover letter to kiwaniscamp2018@gmail.com

About Sunshine Point Camp and the Kiwanis Club of Windsor

The Kiwanis Club of Windsor has been incorporated for close to 100 years and has been operating Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County.

Kiwanis Sunshine Point Camp is a five day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over a seven week period beginning July 8, 2018. Five weeks are reserved for boys and girls ages seven to eleven. Weeks 3 and 7 are reserved for 12 – 14 year olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins with staff training and orientation July 2-6. Our staff spend the weeks on site and may sleep in a campers cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff joins our campers for all meals.

Position Summary

Assist the Camp Director is ensuring the smooth operation of Sunshine Point Camp for the duration of employment – usually nine (8) weeks per year. The Assistant Director Programs is responsible in ensuring that campers have a full day of enriching programs including but not limited to arts and crafts, sports, and aquatics

Position Requirements

- Proven supervisory and team work skills necessary
- High energy level
- Previous residential camp leadership experience preferred
- Desire to work with, and teach children
- CPR and Standard First Aid preferred
- Current Police Clearance for vulnerable sectors is required
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred
- Preference is given to those enrolled in a post secondary program and returning to school in the fall.

Position Responsibilities (include but are not limited to)

- Supervision, training, and disciplining of camp staff
- Promotion of Team dynamic by encouraging, mentoring, and engaging all staff in developing camp activities
- Ensuring the planning, scheduling, implementing, and participation in camp programs
- Interaction with campers and dealing with problems as they arise
- Promotion and maintenance of safe environment for campers and staff
- Participate in camp opening activities during orientation week.

- Ensure camp is left clean, safe, and in good order at end of camping season