

# **Arlington Beach Camp and Conference Centre Inc.**

**Job Title:** Assistant Program Director

**Responsible to:** Executive Director, Program Director

## **Position Overview:**

This is a working position which assists in the planning and implementation of the Kids Camp's Programs. You will be working closely with the cabin leaders, leaders in training, directing and encouraging them throughout the summer. Reports to the Program Director daily for instruction and guidance.

## **Duties and responsibilities:**

- Work in a team environment to prepare and organize summer schedules, events and camper skills
- Assist with supervising Cabin Leaders and Jr. Cabin Leaders in areas related to camping and programming
- Organizing camper registration and programs
- Assist in training staff in their assigned duties
- Maintain a high level of integrity and spiritual maturity
- Other duties as requested

## **Qualifications and Skills:**

- 18 years of age or older
- Previous experience as a Cabin Leader
- Excellent communication, organizational and problem solving skills
- Works well with others and is a team player
- A passion for the camping ministry and the work Jesus Christ does through it