

BB CAMP – ASSOCIATE DIRECTOR JOB DESCRIPTION

Location:

(Off Season)

Asper Jewish Community Campus
C128-123 Doncaster Street
Winnipeg, Manitoba R3N 2B2

(Summer)

Town Island, Lake of the Woods,
Kenora, ON P9N 3X5



BB Camp Info:

With Jewish values as our compass, we are moving BB Camp in a new exciting direction that will strengthen our Jewish community, enrich generations, nurture friendships, respect traditions and bring out the best in very life we touch.

BB Camp is an accredited member of the Manitoba Camping Association and is affiliated with the JCC Association. Each summer, BB Camp serves 350 youth in 2nd – 10th grade through one, two, four and six week resident camp sessions and an additional 380 children, ages four – 13 years, participating in day camp programs. Set on 30 acres on Town Island, Lake of the Woods, near Ontario, ON, BB Camp offers the best facilities and a wide range of specialty activities that aim to build leadership skills, independence, boost self-esteem and focuses on community engagement. During the months of May and June and late August, BB Camp facilitates rental programs under the umbrella of Outdoor Education (OE). Close to 1000 campers participate in OE programs at BB Camp.

Position Summary:

The Associate Director (AC) serves as a lead member of the leadership team in creating the vision and the development and implementation of programs that shape and define the BB Camp experience for children ages eight – 16.

The AD is responsible in the identification and development of staff, the development and implementation of camper recruitment, rental groups and serves as a key liaison between the BB Camp staff and the community as a whole.

The AD is responsible for the day to day operations of Camp and plays a lead role in fostering and developing relationships with campers and staff as well as giving support to the Executive Director (ED).

Principal Responsibilities:

Key areas of responsibility include:

- Support and second the ED in ensuring the highest degree of health and safety standards in relation to campers care, program delivery, food services, facility maintenance and health/medical service.
- Assist the ED in the design and implementation of camp programs that support and contribute to the enhancement of Jewish life and learning in a pluralistic environment.
- Promote BB Camp through a variety of marketing channels, tools and initiatives, including managing presence and activity on social networks.
- Meet, liaise and communicate with first time families of campers and manage follow-ups to meet varying needs.
- Manage and coordinate various on and off site camp programs throughout the year (camp reunions, retreats, pre-camp training, parent meetings)
- Supervise and oversee inclusion program.
- Program development and management
- Participate actively to support the ED in managing related budget and maintaining revenue expectations.
- Support the ED in the development and implementation of staff training.
- Support the office in the facilitation of all community wide and fundraising events.

Minimum Qualifications:

- Bachelor's degree in Recreation, Business, Education, Social Work or related field
- Previous progressive leadership experience in resident camp sessions or related field.
- Previous experience supervising seasonal staff;
- Previous experience developing and managing budgets.
- Previous experience working as a member of a management team.
- Ability to demonstrate and lead with BB Camp's Mission Statement.
- Demonstrated knowledge and commitment towards Jewish culture and values and Israel education based programming.
- Conflict management, listening and decision making skills.
- Intermediate proficiency in MS Word, Excel and databases with the ability to learn other technology as needed; proficiency with Camp Brain is desired.
- Experiencing utilizing social media on behalf of an organization.
- Strong oral and written communication skills; must have highly developed public speaking/presentation skills.
- Excellent interpersonal skills and ability to develop and maintain key relationships.
- Ability to work as a member of a team and independently.
- Willingness to work flexible hours including weekends and evenings and to reside at BB Camp during the summer.