



# KAMP KIWANIS

## Assistant Camp Director

We are currently seeking an energetic and qualified **Assistant Camp Director** to organize and lead outdoor programs in residential summer camp programs. Kamp Kiwanis is located on 185 acres of natural area in the lower foothills of the Canadian Rockies, 25km west of Calgary, Alberta, Canada. Kamp Kiwanis is owned and operated by The Kiwanis Club of Calgary (Downtown). Since 1951, children have been attending the camp, 100% subsidized, including transportation. This is made possible through several fundraising initiatives and the generous contributions made by donors every year. Our Mission is to have fun, be safe, and nurture growth.

This is a seasonal position in an outdoor setting where you will live in cabins on-site from **June 9th, 2012 until August 17, 2012**, excluding breaks between sessions. Some prior dates may be required for interviewing and hiring purposes. Opportunity to live on site during breaks is available.

### Job Responsibilities

- Work with Camp Director and staff resource team to create fun and safe programming for staff training and camp sessions in an outdoor environment
- Assist with interviewing and hiring of staff
- Maintain and organize equipment and supplies
- Program scheduling in accordance with the Alberta Camping Association guidelines
- Leadership and supervision of staff program coordinators, counselors and program participants during all activities
- Set up and take down of program areas and cleaning as needed
- Assist staff team with additional program areas and general supervision and problem solving

### Experience and Skills

- Minimum 2 year experience working with children in an outdoor setting, coordinating programs
- Strong communication, conflict resolution, leadership and organization skills
- Experience with a variety of activities, games, outdoor pursuits and sports
- Proven track record working independently and in a team environment
- Mature, positive and responsible attitude
- Enjoy living and cooperating in community setting

### Qualifications

- Current Standard First Aid and CPR (Wilderness First Aid is an asset)
- Lifesaving Society Bronze Cross or higher aquatic safety qualifications are an asset
- Alberta Recreational Canoeing Association (ARCA) or Canadian Recreational Canoeing Association (CRCA) Flatwater Canoeing Instructor and other Life Saving Society awards and outdoor pursuit certifications are an asset
- Secondary School Diploma (Working towards or completion of post-secondary education in child or youth care, education, kinesiology, outdoor pursuits, recreation or related field is an asset)
- Clear Police Security Clearance check
- Must be a minimum of 21 years of age by commencement of employment

### How to Apply

Submit a cover letter and resume to Kamp Kiwanis by **February 10<sup>th</sup>, 2012** to:

- E-mail: [general@kampkiwanis.ca](mailto:general@kampkiwanis.ca)
- Mail / Drop Off: 241001 Range Road 42, Calgary AB, T3Z 2X5

We thank all applicants for their interest, but only those being considered for interviews will be contacted directly.