



## **JOB DESCRIPTION – Assistant Director**

***Vision:*** *Immersed in the pursuit of God, to love others, and to build His kingdom everywhere*

***Mission:*** *We exist to create an environment that inspires people to experience Jesus-centred transformation.*

**Overview:** As the Assistant Director, you will live out the mission, vision, and values of Rivers Edge Camping Association (RECA) by creating meaningful, Christ-centered experiences for staff, volunteers, and campers. Responsible for planning and executing safe, mission-aligned programming, you will mentor staff and volunteers to foster Jesus-centered life transformation. You provide spiritual and operational leadership to the RECA community. You are enthusiastic, outgoing, and passionate about engaging with others, fostering a supportive and encouraging environment in all aspects of camp life. This role integrates program development oversight, human resource management, and spiritual leadership to cultivate a healthy, Christ-centered camp environment.

### **Role of the Assistant Director:**

Reporting to the Executive Director, the Assistant Director provides strategic oversight for program development, spiritual leadership development, and assigned camp operations. In this key role, you will advance the mission and vision of RECA by supervising and mentoring a diverse team, including seasonal staff, program leaders, summer interns, and volunteers.

### **Requirements & Qualifications:**

- Criminal Record Check (required).
- Knowledge of and commitment to Plan to Protect best practices.
- A committed and growing personal relationship with Jesus Christ, with alignment to the camp's statement of faith and mission, and active involvement in a local church.
- Post-secondary education in Biblical studies, theology, ministry, human services, leadership, or a related field (or equivalent experience).
- Experience in camp ministry, pastoral leadership, or Christian education (asset).
- Knowledge of HR practices and employment standards (preferred).

### **Job Responsibilities:**

#### **Program Development & Oversight**

- Develop, implement, and evaluate high-engagement programs in collaboration with the Executive Director and summer team.
- Provide training and oversight to program staff and leaders.
- Lead camp-facilitated retreats, events, and seasonal programs; serve as Program Director and/or speaker as needed.
- Host retreats and events, ensuring a welcoming, mission-aligned guest experience.
- Integrate faith intentionally into all aspects of programming.

#### **Human Resource Management**

- Lead recruitment, hiring, onboarding, and training of staff and volunteers.
- Maintain HR practices and documentation in alignment with legal standards and the camp's mission.
- Ensure all staff documentation is current and complete (e.g., references, spiritual references, criminal record checks).
- Provide supervision, mentoring, coaching, and performance management, fostering a Christ-centered culture of excellence, accountability, and growth.

- Develop and implement performance reviews aligned with the camp's mission, vision, and values, including measurable outcomes.
- Address employee relations, conflict resolution, and disciplinary processes with wisdom and grace.
- Delegate responsibilities effectively and oversee the work of direct reports.
- Contribute to a positive, fun, and Christ-centered staff culture.
- Work collaboratively with the full staff team to support and advance RECA's strategic priorities.

### **Spiritual Leadership & Development**

- Provide Christ-centered spiritual leadership that fosters faith formation and Christ-like character across all areas of camp life.
- Equip and mentor leaders through discipleship, teaching, and one-on-one conversations.
- Provide leadership in the selection of speakers and program leaders, ensuring alignment with the camp's mission and values.
- Encourage and model a culture of spiritual formation with healthy rhythms of work, rest, and spiritual disciplines.

### **Assistant Director Responsibilities**

- Serve as Guest Group Host on a regular basis (one evening weekly, one weekend monthly) acting as the primary contact for guest groups and ensuring a high-quality guest group experience. (See job description for Guest Group Host)
- Provide leadership support to Guest Groups and respond to after-hours needs or emergencies and support operations, including basic AV use and training.
- Establish, track, and report on key metrics to evaluate ministry effectiveness and organizational health.
- Contribute to a safe, organized, and mission-focused camp environment.
- Oversee marketing and brand consistency across all platforms, including brochures, website content, on-site signage, newsletters, and social media, ensuring all materials are accurate and up to date.
- Provide leadership oversight across staff, programming, and spiritual life, supporting the Executive Director in day-to-day camp operations and strategic planning.
- Step into leadership responsibilities in the absence of the Executive Director.

### **Key Competencies:**

- Spiritual maturity, strong interpersonal leadership, conflict-resolution skills, and servant leadership
- Flexibility and adaptability in a dynamic camp environment
- Organizational and administrative strength

### **Working Conditions:**

- Seasonal intensity with long hours during peak camp periods.
- On-site presence required, participation in full camp life.
- Physically active environment with both indoor and outdoor responsibilities.

### **Mission Alignment Statement:**

This role is vital in providing opportunities for staff, volunteers, and campers to pursue God, love others, and build His kingdom and create environments that inspire Jesus-centred transformation and equip people to live out His purpose.