

Assistant Director

Responsible to: Executive Director

Job Description

The Assistant Director's primary focus will be connecting and caring for people. This includes staff recruitment & mentorship, donor care, camper recruitment and guest group promotions. Their secondary focus will be to assist with the strategic and program plans.

Reporting directly to the Executive Director, this individual will be the dynamic force that galvanizes our dedicated team and helps drive growth.

Key Responsibilities

Care & Culture

- Care for staff, donors and rental groups through direct or secondary relationships.
- Foster a positive, energetic, and goal-oriented team culture rooted in Christian values and the mission of Covenant Bay Bible Camp.

Recruitment and Promotions

- Drive recruitment and promotions for Covenant Bay Bible Camp.
- Work closely with Grey Street Media and other staff, rallying the team around marketing initiatives.
- Ensure efforts are aligned with operational realities and Covenant Bay's goals.

Inspirational Leadership

- Act as a passionate and motivating presence
- Consistently inspire others to embrace the vision and excel in their responsibilities.

Planning

- Work with the Executive Director in the ongoing development of the program and strategic plans.
- Identify challenges within operations and plans.
- Galvanize the team to collaborate on solutions.
- Maintain a positive and solution-oriented mindset.

Qualifications

- Mature and growing Christian faith, actively living out the values of Covenant Bay Bible Camp.
- Demonstrated experience in a leadership role, preferably within a non-profit, camp, or similar operational environment (3-5+ years preferred).
- A natural Galvanizer – someone who genuinely enjoys inspiring and motivating people to action.
- Creative problem solver with a keen eye for the development of people and operational efficiency.
- Excellent communication (verbal and written) and interpersonal skills.
- Ability to work independently and as part of a dynamic leadership team.
- Proficiency with standard office software and a willingness to learn camp-specific systems.

Working Conditions

- On-site and remote work is necessary.
- Requires some evenings and weekends, especially during peak camp seasons or events.
- Will work closely with the Executive Director, Events Manager, and Head Cook, as well as seasonal staff and volunteers.

Training

Ongoing professional development will be offered through classes, events, and professional networks.

Evaluation Criteria

Performance will be evaluated annually based on the responsibilities outlined in this job description, the achievement of the organization's goals and objectives, and the Assistant Director's overall performance in their role.