



# Onondaga Camp

Since 1918

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**Position:** Assistant Director – Program.

**Location:** Toronto (October - April) and Minden (May to September).

**Start Date:** June 1<sup>st</sup>, 2019 (Flexible)

**Application Deadline:** March 1<sup>st</sup>, 2019

Since 1918, Onondaga Camp has offered an extraordinary environment for kids to play, explore, achieve and grow. Situated on the shore of Middle Bob Lake near Minden, Ontario, Onondaga Camp inspires the best in outdoor fun, learning and adventure for girls and boys from six to 16 years old. Building upon our legacy in this rustic northern setting, we are a progressive camp with fully modern amenities, offering the kinds of activities that kids today really want. In all our programs, we encourage campers to become more confident in themselves and comfortable with others in a safe and energetic environment. We credit our success to our terrific staff – the majority of whom are former campers. We train them to guide campers to realize their potential and to get the most from their camp experience. At Onondaga Camp, we deeply honour and value the past. However, it's equally important to be in touch with the changing interests and attitudes of today's youth. Our ultimate goal remains the same: to help campers discover the opportunities, experiences and friendships to make Onondaga Camp the experience of a lifetime.

Onondaga Camp is seeking a skilled, driven and passionate Assistant Director - Program. This person's primary functions are to oversee Onondaga Camp's programs, further promoting the growth of our campers and staff all while ensuring the safest possible camp environment. The Assistant Director – Program will report to the Camp Director. Onondaga Camp is committed to offering a competitive salary and benefits package.

## **The Assistant Director – Program, is accountable for:**

- The strategic vision of Onondaga Camp's programs, including summer and off-season programs.
- Overseeing and managing the Outdoor Education Centre (spring and fall) programs.
- Marketing, administrating and managing the off-season programs.

- Assisting with the hiring, training and managing of Program staff.
- Compliance with a number of associations, organizations and various government regulations.
- Maintaining and implementing an overall Risk Management plan for all programs.
- Stewarding Onondaga Camp's alumni relations.
- Various other administrative aspects of the operation of a children's summer camp.

### **Experience and Qualifications:**

- Minimum of three years experience in a senior leadership role in a summer camp setting.
- Experience working in an Outdoor Education Centre in a leadership role.
- Very strong organizational skills.
- Superior client service and relationship development skills.
- Experience managing and supervising staff in a summer camp setting.
- Excellent oral and written communication skills.
- Current and valid driver's license.

Onondaga Camp values the diversity of people. We welcome and encourage applications from people with disabilities. Accommodation will be provided, on request, to support candidates taking part in all aspects of the selection process. All responses will be handled with strict confidence.

**Please email your cover letter and resume by March 1<sup>st</sup>, 2019.**

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We thank all applicants; however, only those qualifying for an interview will be contacted.