

2026 GREEN GROVE CAMP (GGC) SUMMER STAFF JOB DESCRIPTION

ASSISTANT DIRECTOR

Youth Camp – July 4–18, 2026 (*please read below for start dates)

Salary: \$1,700 – \$1,900

The Assistant Director will assist the Camp Director in the execution of the camp program and promote the operations of GGC summer program by being present in following and coaching counselors in the established guidelines and direction from Camp Director. You will foster an inclusive experience for both the summer staff as well as the camp participants, while following and promoting the mission of GGC.

Job Summary

- Assist the Camp Director to plan, lead, and teach activities that promote the Ukrainian language/culture, Ukrainian Orthodox faith and coordinate other camp activities: evening programs, sports, field trips, special days, church services, and opening and closing prayers.
- Act as an intermediary between the director and counselors.
- Assume the responsibilities of the Director on his/her days off.
- Directly responsible to the Camp Director.
- Encourage the use of the Ukrainian Language throughout the duration of the camp.
- To direct complaints brought to you by parents, campers, counselors, and other staff members to the Camp Director.
- **Attend and participate in mandatory staff training, planning sessions and staff meetings when called by the President and/or Director (meetings prior to the start of camp session).**
- **Attend, participate, and help organize Youth camp orientation prior to start of camp (typically 2–3 days).**

Experience

- Experience in effective leadership of a staff team.
- Experience in working with children between the ages of 7 – 13.
- Excellent written and oral communication and leadership skills; you will be required to not only engage with staff and participants but with parents and guardians as well.
- Understanding of issues related to providing services to and supervision of persons of all ages.
- Ability to teach Ukrainian language classes is an asset.

Expectations

- Assist the Camp Director and Hiring Committee with orientation, pre-season planning, and ongoing training for all camp staff.
- Maintain effective communication with the Camp Director and summer staff.
- Collaborate with the Camp Director and counselors in teaching and participation of daily activities.
- Communicate effectively with camper parents/guardians and caregivers.
- Assist in the operation and maintenance of all camp equipment and facilities for which GGC holds responsibility.
- Provide leadership with emphasis to the “Campers Come First” philosophy.
- Be an excellent Role Model for campers and staff
- Be on time for all activities and lead by example on behaviours and expectations.
- Assist in maintaining accurate program records, including incident reports and daily attendance.
- Leading and supporting camp participants and counselors while ensuring their safety, development, growth, skill achievement and general well being.
- Communicate with parents when necessary, regarding camp life, behaviour, and health.
- Be a mentor to the counselors with active listening and communication skills.
- Be able to problem solve and deal with concerns that may arise relating to campers and staff.
- Provide written summaries of camp session, including recommendations for improvements and other changes as appropriate.

- Complete a **written evaluation** at the end of the camp session and submit to the GGC Executive within 2 weeks of the last day of camp.

These statements on duties are not to be taken as the final and only work to be done by staff members.