

Expectations for the Ojibway Assistant Recreation Head

As the **Assistant Rec Head**, you will...

- Be under the direct supervision of the Recreation Head, who will provide you with consistent, timely feedback/evaluation
- Provide consistent, timely feedback for the Head Instructors/Counsellors in a respectful, supportive manner
- Complete evaluations for the Head Instructors/Counsellors in a respectful/supportive manner
- Ensure our Instructors/Counsellors are fulfilling the expectations for their roles, and provide the necessary guidance/assistance as needed
- Nurture an environment of empowerment for our Instructors/Counsellors, and inspire them to take full ownership over their roles (e.g., encourage the sharing of new ideas, and consistent reflection upon current practices)
- Advocate for our Instructors/Counsellors, as necessary (e.g., present sailing equipment needs to Recreation Head in a timely, respectful manner)
- At all times uphold, and be responsible for the enforcement of, our safety guidelines
- Recognize that you are a role model for our campers and our staff, and always act appropriately and responsibly
- Develop positive relationships with our campers that allow them to feel comfortable asking questions, taking risks, and learning
- Develop positive relationships with our staff that allow them to feel comfortable asking questions, taking risks, and learning
- Help our Instructors and Counsellors create an inclusive environment that celebrates the diversity of our campers
- Communicate equipment needs/issues promptly to the Recreation Head, as needed
- Communicate staff disciplinary issues/derelection of duties promptly to the Recreation Head
- Bring the items necessary to participate fully in all of our activities (e.g. to canoe, you need a lifejacket, paddle, sunscreen, water shoes, bathing suit, towel, etc...)
- Lead the Head Instructors/Counsellors as they plan special programming
- Set the agenda for, and lead, Instructor/Counsellor meetings
- Manage, address, and continue to improve the safety of the Ojibway Recreation Program
- Work alongside the Recreation Head to continue to improve all aspects of the Ojibway Recreation Program
- Work alongside the Recreation Head to continue to manage, develop, and improve the Ojibway CIT program
- Complete extensive planning for the summer **prior** to the first day of pre-camp
- Communicate with the Recreation Head prior to the beginning of pre-camp so as to facilitate the purchasing of equipment/materials before the first day of camp
- Help the Recreation Head plan for and lead pre-camp activities
- Lead and help lead staff meetings

- Help the Recreation Head build an inclusive environment that welcomes, recognizes, values, and celebrates the individual strengths of each staff member
- Help the Recreation Head plan and run inclusive social events for the Recreation Program staff
- Help the Recreation Head with various administrative duties (e.g., Staff Development conversations, equipment purchase, etc...)
- Keep the Assistant Rec Head Binder with you at all times and be responsible for its safekeeping