

PROGRAM ASSISTANT

Job Description



TIME FRAME: MAY 29TH - AUGUST 3RD, 2024

COMPENSATION: \$350 - 400/WEEK (HIGHER RATE FOR RETURNING STAFF)
INCLUDES ROOM AND BOARD, LAUNDRY, AND WORKERS COMPENSATION INSURANCE.

RESPONSIBLE TO: PROGRAM DIRECTOR

GENERAL RESPONSIBILITIES:

1. TO BE WITH KIDS, AND SHOW THEM GOD
2. TO IDENTIFY AND MEET CAMPER'S PHYSICAL, EMOTIONAL, SOCIAL, AND SPIRITUAL NEEDS
3. SUPPORT COUNSELING STAFF AS PEER MENTOR
4. ASSIST PROGRAM DIRECTOR IN EXECUTION OF PROGRAM NEEDS THROUGH COLLABORATIVE MEANS

WORK ENVIRONMENT

STAFF NEED TO BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION WITHIN CAMP'S UNIQUE ENVIRONMENT

- RUSTIC TERRAIN AND SHARED CABIN ACCOMMODATIONS
- DAILY ACTIVITY TAKES PLACE AT AN ALTITUDE OF 8,000 FEET, CAN BE STRENUOUS AT TIMES, AND PHYSICAL ACTIVITIES MAY TAKE STAFF UP TO 12,000 FEET
- COMMUNITY - LIVING WITH **HIGH** SOCIAL INTERACTION
- LIMITED COMMUNICATION OUTSIDE OF CAMP BY INTERNET OR PHONE EXCEPT FOR TIME OFF PERIODS

MINIMUM QUALIFICATIONS

- DESIRE TO LIVE AND WORK WITHIN A CAMP COMMUNITY
- CLEARLY ARTICULATED CHRISTIAN FAITH AND LIFESTYLE
- MUST BE AT LEAST 20 YEARS OLD AND A RETURNING STAFF MEMBER
- ABILITY TO RELATE TO PEERS AND CHILDREN
- ABILITY/ WILLINGNESS TO ACCEPT SUPERVISION AND GUIDANCE
- GOOD CHARACTER, INTEGRITY, AND ADAPTABILITY
- ENTHUSIASM, SENSE OF HUMOR, PATIENCE, AND SELF-CONTROL
- ABILITY TO DO TASKS AS ASSIGNED AND TAKE INITIATIVE FOR FINDING THE NEXT TASK
- ABILITY TO WORK WELL WITH OTHERS
- ABILITY TO MANAGE, SUPERVISE AND WORK ALONGSIDE FELLOW COUNSELING STAFF
- DEMONSTRATED MATURITY AND LEADERSHIP

SPECIFIC RESPONSIBILITIES

- BE WITH KIDS AND SHOW THEM GOD
- WORK ALONGSIDE PROGRAM DIRECTOR TO PROVIDE FUN AND RELEVANT PROGRAMMING FOR YOUTH
- IDENTIFY NEEDS OF SPECIFIC CAMPERS. RECOGNIZE AND RESPOND TO OPPORTUNITIES FOR PROBLEM -SOLVING
- GUIDE CAMPERS IN PARTICIPATING SUCCESSFULLY IN ALL ASPECTS OF CAMP
- SUPERVISE CAMPERS WHEN COUNSELORS ARE IN MORNING MEETINGS
- SET A GOOD EXAMPLE FOR CAMPERS, STAFF, PARENTS, VISITORS, AND THE COMMUNITY
- DEVELOP OPPORTUNITIES FOR INTERACTION BETWEEN CAMPERS AND STAFF
- PROVIDE OPPORTUNITIES FOR THE GROUP SO THAT EACH INDIVIDUAL EXPERIENCES SUCCESS DURING CAMP
- HELP EACH PARTICIPANT MEET THE GOALS ESTABLISHED BY THE CAMP FOR CAMPER DEVELOPMENT
- SUPERVISE ALL ASSIGNED ASPECTS OF THE CAMPER'S DAY
- CARRY OUT ESTABLISHED ROLES IN ENFORCING CAMP SAFETY REGULATIONS
- MONITOR THE WHEREABOUTS OF ASSIGNED CAMPERS AT ALL TIMES
- RESPECT EACH CAMPER FOR THEIR UNIQUENESS; UNDERSTANDING AND APPRECIATING DIVERSITY, EMPHASIZING COMMUNICATION AND TEAMWORK
- WITHIN THE CAMP SETTING, USE OPPORTUNITIES PROVIDED TO SET AN EXAMPLE TO CAMPERS FOR CONSERVATION (OF WATER, SUPPLIES AND OTHER RESOURCES), RECYCLING AND RESPECT FOR OUR NATURAL SURROUNDINGS
- FIND RESOURCES TO SUPPORT CAMPER'S MENTAL, EMOTIONAL AND SOCIAL HEALTH
- BE A RESOURCE TO COUNSELING STAFF AS NEEDED

ESSENTIAL FUNCTIONS

1. ABILITY TO COMMUNICATE EFFECTIVELY WITH CAMPERS AND OTHER STAFF
2. PHYSICAL AND MENTAL ABILITY TO BE WITH CAMPERS 24 HOURS A DAY, 6 DAYS A WEEK (THAT'S 144 HOURS STRAIGHT) WITH LIMITED BREAKS
3. VISUAL AND AUDITORY ABILITY TO IDENTIFY AND RESPOND TO ENVIRONMENTAL AND OTHER HAZARDS RELATED TO EACH ACTIVITY FOR CAMPERS AND STAFF
4. ABILITY TO MAINTAIN PERSONAL PHYSICAL, MENTAL, AND SPIRITUAL HEALTH IN A FAST-PACED COMMUNITY LIVING SETTING AND ADAPT TO A CONSTANTLY CHANGING ENVIRONMENT WHILE INTERACTING WITH MANY DIFFERENT PERSONALITIES.
5. SKILLS TO PLAN AND CONDUCT AGE APPROPRIATE ACTIVITIES TO ACHIEVE EACH CAMPER'S GOALS
6. DESIRE AND ABILITY TO HELP CAMPERS PLAN AND CONDUCT ACTIVITIES
7. PHYSICAL, MENTAL ABILITY, AND STRENGTH TO PARTICIPATE IN ALL ACTIVITIES WITH CAMPERS
8. WILLINGNESS AND ABILITY TO LIVE IN AN INTERNET FREE ENVIRONMENT
9. ABILITY TO BE FLEXIBLE, ADAPTABLE, AND PROBLEM SOLVE ON THE FLY
10. ABILITY TO ARTICULATE NEEDS TO SUPERVISOR(S) FOR PERSONAL WELL-BEING