

**Job Title:** Program Camp Assistant

**Department:** Program

**Reports to:** Assistant Program Director and Program Director

**Position Summary:**

The role of a Program Camp Assistant is to work alongside the Camp Program Team in planning, preparing, and executing an effective camp week for campers, guests, and staff.

**Specific Responsibilities**

- Help Camp Directors in the administration, management, and supervision of summer camp programs
- Assist summer staff and volunteers:
  - Volunteer details: name tags, housing, check in, contact information
  - Weekly documents for departments that oversee volunteers
  - Prepare documents for Program Team: copies, cabin photos, camper postcards, etc.
  - Assemble and complete the volunteer check in process with the Teen Staff Supervisors
- Assist Program Department with camper and staff events as needed
- Work alongside Business Department during camper registration
- Help monitor camper safety
- Help set-up programmed staff events
- Participate in staff community and program camp needs
- Spiritual Leadership - to lead campers and co-workers spiritually toward Christ. To live an exemplary life and to have a focus of love for the Lord and others

**Essential Qualifications**

- Mature and ongoing relationship with Jesus Christ--ability to lead by example and word
- Honesty, not perfection in Christian walk
- Ability to have fun and keep a good attitude amidst adverse conditions
- Ability to work long hours with little sleep
- Flexibility and willingness to do what it takes to get the job done
- Eye for excellence and take pride in camper experience
- Commitment to camp ministry and its values
- Possess Christian attitude and conduct
- Well-grounded in the Word of God
- Must be at least 21 years old
- Must have previous camp experience (or equal qualifications)

\*This job description is by no means all inclusive. It is an overview to provide a general idea of what the position involves. There will be other camp duties involved and on occasion you may be asked to fill in for other positions when the need arises.

**Employee Review:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time-to-time in order to meet the ministry's needs. I have been given a copy of this description.

Staff's Signature: \_\_\_\_\_

Date: \_\_\_\_\_