



CAMP JONAH SUMMER STAFF

PROGRAM ASSISTANT

Overview:

A Program Assistant is responsible for providing direct support for the Camp Coordinator and to the Camp Directors throughout the summer camp season. The purpose of this position is to help camp run smoothly each week by assisting Camp Directors where needed. The primary focus will be to set staff and Directors up for success by working behind the scenes to ensure schedules are maintained and activities are set up and run smoothly. The Program Assistant is chosen for their servant heart, spiritual maturity, passionate love for God, and organizational ability. They must be able to work well with others in an interdependent and cooperative staff community. May 19 - August 10, 2018 commitment.

Job Specifics:

- 12 week commitment to live on site
- Meals are provided
- Paid position (Camp Subminimum Wage)
- Serve as a member of the Summer Leadership Team
- 1 Male and 1 Female position available
- Supervised by Camp Coordinator

Qualifications:

- Age 18+
- Live a life in Christian victory that can be exhibited as well as explained
- Christian Maturity and evidence of continued growth
- A belief that God has called him/her to serve at Camp this summer
- Strong relational skills
- Love for and experience working with volunteer camp staff
- Patient, upbeat, fun and positive
- Flexible and able to handle change
- Able to explain the Gospel and lead someone to Christ
- Able to handle high stress, long hours and little sleep
- Able to counsel Cabin Leaders through hard questions or life issues
- Able to lead others spiritually and emotionally
- Able to calmly deal with conflict resolution in a mature and productive way
- Create a positive experience and atmosphere for Summer Staff and Camp Directors
- Dependable with a strong work ethic
- A person who anticipates needs and acts without being asked
- Previous experience at Camp Jonah is desired



Requirements/Responsibilities:

- Reports to the Camp Coordinator.
 - Provide direct support to the Camp Directors.
 - Check in daily with the Camp Director(s) for specific jobs.
 - Be constantly attentive to the needs of the Camp Directors and Summer Staff.
 - Seek to develop a positive, loving relationship with and between Camp Directors and Summer Staff.
 - Keep Camp Coordinator informed of any issues or camp needs.
 - Organize upcoming activities as outlined on Activity Sheets provided by Camp Directors.
 - Assign clean up areas after camp activities.
 - Maintain all supplies in an organized and logical fashion.
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- Complete the staff application process prior to arriving for training on May 19.
 - Complete online staff training, as well as attend any ongoing staff training at camp.
 - Maintain a daily personal relationship with Jesus through personal and staff devotions.
 - Follow an exhausting weekly schedule and remain flexible when needed. A typical work day runs from 7:00AM to 10:00PM or 11:00PM.
 - Attend daily staff meetings whenever possible.
 - Attend *Recap and Rejoice* meeting after camp on the final day of each camp session.
 - Rest during your time off (on the weekends etc.).
 - Attend church each Sunday morning.
 - During the Camp Week, do not leave Camp Jonah without informing the Camp Coordinator.
 - Keep a positive and joyful attitude
 - Be flexible.
 - Work closely with the Camp Coordinator Assistant and Cabin Leader Coaches on the daily schedule and work assignments.
 - Seek to contribute positively to the quality of the overall camp program.
 - Put aside personal plans and desires for the good of the entire camp.
 - Work to develop a team spirit and focus with the rest of the Summer Staff by loving and serving one another.