

CAMP JONAH SUMMER STAFF

PROGRAM ASSISTANT JOB DESCRIPTION

Overview:

The Program Assistant works closely with Program Director to help maintain the fluidity of the week to week programs and activities. This person will manage daily camp activities including games, recreation, arts & crafts, and Campfire time. The Program Assistant is chosen for their experience and love for youth, Christian maturity, ability to energize and build up the overall Summer Camp culture, and leadership ability. This person needs to be a multi-task oriented person, creative/resourceful planner, and have good judgment to ensure the safety and enjoyment of others.

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 and organizing skills
- Love for and experience working with kids
- Upbeat, fun and positive
- Flexible and able to handle change - roll with the punches
- Able to explain the Gospel and lead someone to Christ
- Able to handle high stress, long hours and little sleep
- Create a positive experience and atmosphere for campers
- Dependable with a strong work ethic
- A person who anticipates needs and acts without being asked
- Previous experience in recreational/group leadership and summer camp is desired

Requirements and Responsibilities:

- Before first camp begins, complete the summer staff application process
- Arrive at camp by 1:00 each Sunday afternoon of the week you serve
- Follow an exhausting weekly schedule and remain flexible when needed (typical work day is 7:00AM to 11:00PM with little break/personal time)
- Manage activities including collecting supplies, setting up, running the activities, tearing down, and cleaning up
- Leading activities including games, recreation, Challenge Course (belaying, facilitating, debriefing), arts & crafts, and Campfire time
- Keep a daily activity log for the purpose of evaluation and future improvement.

- Talk to Cabin Leaders, and/or take any camper who is not following your directions to the Camper's Cabin Leader or the Summer R.A.
- Work with and manage a team of 2-8 Program Staff
- Take an hour break each day
- Attend all daily staff meetings
- Attend *Recap and Rejoice* meeting after camp on the final day of each camp session
- Assist the Dream Team in cleaning the facilities at the end 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 Summer R.A.
- Keep a positive and joyful attitude
- Seek to contribute positively to the quality of the overall camp program.
- Produce an energetic and positive atmosphere for the campers
- Work to develop a team spirit and focus with the rest of the summer staff by loving and serving one another