



*"That I may know Christ." (Phil. 3:10)*

## **Program Assistant Job Description**

**Reports to:** Program Director

### **Qualifications:**

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates Christian leadership and responsibility.
3. Must have a minimum of 2 summers of experience working in a camp setting.
4. Has graduated from high school.

### **All Camp Staff are responsible for:**

1. Providing campers with a safe, enriching and rewarding Christian camp experience.
2. Developing the spiritual life of campers through conducting themselves in a Christ like manner.
3. Striving to maintain unity in Christ with all staff members.

### **Pre-Camp:**

1. Attending and assisting in all orientation sessions.
2. Being spiritually prepared for camp.
3. Being physically fit for the heavy demands of camp.
4. Participating in high and low ropes course training.
5. Meeting with the Program Director for a pre-camp check in.

### **In-camp:**

1. Must arrive at camp no later than **8:00am** and leaving no earlier than **4:15pm**.
2. Attending and contributing to weekly leadership meetings.
3. Assisting the planning and implementation of all camp activities.
4. Overseeing the U-Pick-It activities program.
4. Assisting the Spiritual Life Coordinator with any prime time (chapel) needs.
5. Assisting the Head Counselor with field trip logistics and responsibilities.
6. Keeping all program activity and storage areas neat and organized.
7. Speak occasionally in morning Bible sessions.
8. Driving a shuttle van between camp campuses.
9. Handling crisis situations and camper discipline situations which may arise.
10. Making opportunities to get to know Sr. Counselors and Jr. Counselors and assisting them in any questions or problems which may arise.
11. Meeting with the Program Director for mid-summer evaluation.

### **Post-camp:**

1. Returning any issued supplies to the camp office.
2. Reviewing pertinent areas of the end of summer Program Evaluations and drafting a document which highlights what the staff perceived as being done well and what was needs improvement.

3. Meeting with the Director of Summer Programs for an end of summer evaluation.

**Compensation:**

\$250 - \$300/wk. + Support Raised

- All employees are strongly advised to participate in the DC Summer Programs Harvest Program to raise additional monies to fund an increase in staff salaries.