

## **Assistant Program Leader Job Description**

**Time Frame:** May 19 – July 31, 2010

**Compensation:** \$180/wk, plus room and board, workers compensation, and laundry

**Responsible To:** Summer Camp Director, Program Leader

### **Minimum Qualifications:**

- Must be 20 years old, with (2) years of college completed
- Experience in leadership positions, preferably in camp ministry
- Desire to live and work in a camp community
- Earns respect from peers, Sonlight staff, and campers
- Demonstrates strong communication and organizational skills
- Friendly, outgoing, and comfortable in front of people
- Strong Christian faith and spiritual awareness
- Ability to manage, supervise, and work alongside Counseling/Program Support Staff

### **General Responsibility:**

Assist the Program Leader in providing a relevant, entertaining, memorable summer camp program. To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities.

### **Specific Responsibilities:**

1. Deliver relevant, cutting-edge program activities.
2. Help coordinate camp programming and campfire activities with other staff, as directed by the Program Leader.
3. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
4. Assist the Program Leader with ensuring the summer camp program is following all ACA guidelines.
5. Ensure that program areas are kept free of hazards and debris.
6. Assist in hosting program events, including set-up, tear-down, and engagement of campers and staff.
7. Identify needs of specific campers, and facilitate problem solving.
8. Exhibit a good example for campers and others, including cleanliness, punctuality, sportsmanship and table manners.
9. Enforce all camp safety regulations.
10. Assist in the design, implementation, and leadership of camp programming activities as outlined by the Program Leader.
11. Become a resource to counselors in regards to camper discipline, discovery group topics, special circumstances, home-sickness, etc.
12. Maintain clear and positive written and verbal communication with all camp staff.
13. Provide ongoing program ideas to counselors and activity leaders.
14. Oversee the systematic approach to data base management for campers, families, alumni, and donors.
15. In rare cases, step in as a counselor for the week, and assume necessary responsibilities within the counseling position (see Counselor Job Description).
16. Assist in uploading daily photos to the website, and maintain a systematic organization of daily photos for post-summer use.
17. Willingness to respect the decisions of the Program Leader, and assist in other camp tasks and duties as assigned by the summer camp director.

### **Essential Functions:**

- Hold certifications in the following: Wilderness First Aid (WFA), CPR
- Training and experience in teaching programs to adults and children, preferably in a camp setting
- Desire and ability to work with youth outdoors
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Capable of reaching all areas of camp quickly
- Communicates with other leadership staff, including the summer camp director, program leader, executive directors, head cook, and nurse
- Ability to process and observe potential hazards related to all Sonlight camp-sponsored activities and events
- Display adaptability in various situations, schedules, events, and assignments
- Must be able to lift and move heavy craft, game, and program supplies (up to 50 lbs)
- Self-motivated to work hard without supervision

*This position requires a willingness to live in a camp setting and work irregular hours delivering a camp program in the facilities and venues available. Physical ability to respond appropriately to situations requiring first aid is required. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.*