

Program Support Job Description

Time Frame: May 26 – July 31, 2010

Compensation: \$160-180/week, plus room and board, workers compensation and laundry

Responsible To: Program Director and Summer Camp Director

Minimum Qualifications

- * Desire to live and work within a camp community
- * Desire to work in a service-oriented role
- * Ability to do tasks as assigned
- * Ability to accept supervision
- * Ability to work well with others
- * Good character, integrity and adaptability
- * Enthusiasm, sense of humor, patience and self-control

General Responsibilities

1. Wash dishes and silverware by hand and/or machine
2. Sweep and mop kitchen, and dish room
3. Take out trash from kitchen, dish room and dining room to trash trailer daily
4. Clean and wash trash cans at least every other day, daily if needed
5. Wash pots and pans
6. Help unload supply truck and put supplies away
7. Make sure dishwasher area is kept clean
8. Stock public restrooms with toilet paper, paper towels and soap, and carry trash to the trash trailer every day
9. Set out clean dishes for campers to set the dining room tables for the next meal
10. Keep the coffee bar clean and organized at all times
11. Be a team player
12. Help maintain/facilitate the teams course
13. Organize recyclables: wash and flatten tin and metal, flatten aluminum cans, flatten and tie cardboard and newspapers
14. Help in maintenance tasks as needed
15. Support the Program Leader in any tasks needed

Essential Functions

1. Must be able to lift/unload/move food and supplies.
2. Lift/carry dishes and pots to and from dish room.
3. Operate dish washer.
4. Determine cleanliness of dish room, bathrooms, etc.
5. Tolerate standing for long periods of time.
6. Good communication skills for leading the teams course.
7. Provide support to Sonlight's program: participating in camp fire, special activities, game prep, and anything relating to Program.