Camp Lackawanna
Job Description

Job Title: Summer Programs Assistant
Classification: *Exempt (Seasonal)*
Reports to: Director of Outdoor Ministries

Position Purpose:
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 ability levels. Assist in the management of the overall camp operation at the direction of the director.

Essential Job Functions:

- Assist Director in planning and preparing for camp program activities.
- Evaluate program delivery abilities of staff.
- Assist in the development of staff schedules for programs and activities.
- Provide supervision over staff schedules, programs, and activities.
- Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
- Assist in the implementation of staff training.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Summer Programs Assistant may in some cases be placed in charge when the Director is absent.
- Be a role model to campers and staff in your attitude and behavior.

Other Job Duties:

- Serve on the summer leadership team
- Maintain clear and positive communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Communicate and work with groups while providing necessary instruction to campers and staff.
- Observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate team building and conflict management techniques.

- Respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers.

Qualifications:

- Experience in leadership and supervision
- Experience in the development and delivery of programs and activities
- Desire and ability to work with children outdoors
- Willingness to live in a camp setting and work irregular hours delivering programs in the facility
- Operate with daily exposure to the sun, heat, and varying weather conditions
- Must submit health history record and examination form prior to first day of work