

Program Assistant Position Description



CAMP OCCOHANNOCK ON THE BAY

*A Ministry of the Eastern Shore District
of the United Methodist Churches*

9403 Camp Lane

Belle Haven, Virginia 23306

Office #: 757-442-7836

Fax #: 757-442-3030

Website: www.ootbay.org

E-Mail: ootbay@verizon.net

Facebook: www.facebook.com/ootbay

Job Title: Program Assistant

Reports To: Camp Director

Position Purpose:

To further the mission of the camp through the planning and delivery of program activities and events. Help the Program Coordinator design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director and program coordinator.

Essential Job Functions:

1. Help deliver a fun program to campers.
 - Ensure plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
 - Help evaluate program delivery abilities of staff.
 - Help evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - Coordinate all camp program and campfire activities with program coordinator.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - Assist in the implementation of staff training.
 - Provide guidelines for programs utilizing camp equipment.
 - Ensure campers and staff follow safety procedures in all program areas.
4. Supervise and evaluate Program Specialists to develop and implement all facets of camp program activities
 - Regularly monitor work of program specialists.
 - Provide feedback and guidance to program specialists.
 - Provide recommendations and concerns to camp director regarding program specialists' performances.
5. Develop and implement schedules and records for all areas of camp program and facilities.
 - Create camper and group program and activity schedules.
 - Develop and supervise staff schedule for programs and activities.
 - Collect and evaluate records; report and evaluate camp program and

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age.

Must have worked at a Summer Camp for at least 1 year.

Current CPR (Preferred)

Current First Aid (Preferred)

Some experience in administrative roles.

Experience in the development and delivery of programs and activities for similar population.

Desire and ability to work with children outdoors.

Some experience in supervising others

Has a desire to work in a Christian environment.

Good character, integrity and adaptability

Enthusiasm, sense of humor, patience and self-control.

Must have an open mind and a

Program Assistant Position Description

PHYSICAL REQUIREMENTS:

Prolonged Standing

Bending

Stooping

Walking Long Distances

Hiking

Climbing

Stretching

Running

Swimming

Canoeing

Eye-hand Coordination

Manual Dexterity to

Manipulate Outdoor

Equipment and Camp

Activities

Requires Normal Range of
Hearing and Eyesight to
Record, Prepare, and
Communicate Appropriate
Camper Activities/Programs
and the Ability to Lift Up to
50 lbs;

Willing to Live in a Camp
Setting and Work Irregular
Hours with Limited or
Simple Equipment and
Facilities;
With Daily Exposure to the
Sun, Heat, and Animals Such
as Bugs, Snakes, Bats, etc.

activity areas.

- Conduct weekly evaluations of the summer staff and help with planning growth goals and exit evaluations.

Other Job Duties:

- Attend administrative staff meetings.

- Maintain clear and positive written and verbal communication with all camp staff.

- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.

- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

- Provide ongoing program ideas to Director.

- Well at times be asked to be the one to go on the offsite trips.

Equipment Used:

Treat equipment as if it is yours.

Physical Aspects of the Job:

- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.

- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Staff Provisions:

Lodging and 3 meals a day and work week starts Sunday @ 3pm until Friday @ 7pm.

Program Assistant Salary:

\$1800 - \$2200 (depending on certifications and experience)

Dates of Employment:

June 14th @ 6 pm- June 23rd @ 4 pm 2017(Staff Training)

June 25th @ 3 pm –August 12th @ 3 pm 2017 (Summer Weeks)

Thank You,
Camp Director
Michael Henry