

**Title:** Program Assistant

**Status:** Paid, 11 Week session, on-site

**Purpose:** To provide a Christian atmosphere of caring and nurture to campers and staff under the guidance of the Program Director, Session Director, and Executive Director.

**Accountability:** The Program Assistant is directly responsible to the Program Director.

**Qualifications:**

- Minimum age of 21 years or completed junior year of college.
- At least 2 years of experience in a camp setting or youth leadership (preferred).
- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed Faith.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and backgrounds.
- Liking of people, ability to understand the needs of the campers, and good judgment to place the needs of campers and the camp ahead of personal desires.
- Have a sense of responsibility and a love and understanding of children.
- A reputation of dependability, honesty, congeniality, and neatness.
- Have skills in Bible study and small group leadership.
- Must possess or have the ability to gain a certificate in CPR for the professional rescuer from the American Red Cross or an organization having equivalent standards – **or** –
- Have current certificate in Lifeguarding from the American Red Cross or an organization having equivalent standards (preferred).
- The ability to participate in staff training and to demonstrate (by the end of training) the required competencies for leading activities within our program.

**Responsibilities:**

- Provide adequate supervision of campers and staff as defined at training events.
- Assist the Program Director with weekly administrative tasks such as camper e-mail, group photos, registration, medical/medicine management, and slideshow production/reproduction.
- Assist and lead in the supervision and instruction of program activities such as high ropes, climbing tower, and initiative course.
- Assist in and lead certain aspects of staff training.
- Assist the Program Director in the supervision and evaluation of summer staff members.
- Assist the dishwashers with the operation of the canteen and keep track of inventory needs.
- Provide basic health care for campers and staff such as monitoring their health and distributing medications following approved medical protocols when there is not a volunteer nurse.
- Plan and lead special recreation events as needed including adventure camps and recreation times.
- Plan and lead the Sr. High Adventure camp.
- Assist with the camp program where needed (family groups, recreation, campfire, etc.)
- Assist in the supervision of the waterfront.
- Perform light maintenance duties (i.e. lawn care, painting, splitting wood...)
- Attend all staff training events before and during camp sessions
- Attend all staff meetings as required.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all campers are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by the Program Director or Executive Director.

**Training:**

- Attend all/entire staff training events prior to the start of the camp season.
- Study and be familiar with the policies and procedures set by Pyoca for all areas.

**Benefits:**

- A base salary of \$225 per week less applicable taxes. Meals, lodging, and accident insurance included.