

POSITION DESCRIPTION

Position Title: Program Assistant

Date: February 2004

Reports To: Program Coordinator

General Function: The Program Assistant helps the Program Coordinators to plan, prepare, and lead activities. The Program Assistant also assumes the duties of counselors or other staff members who are not able to perform their duties due to sickness or some other absence.

Requirements: The Program Assistant must be at least 18 years of age and a high school graduate. While experience or training in working with children is quite helpful, what is most important is that the Program Assistant be a person of integrity who is able to serve as a positive role model to youth. To properly support the mission and values of the camp, she/he must be a person of strong personal faith, with a positive relationship with the Catholic Church.

Because each staff member lives and works closely with the members of the staff community, it is important that the Program Assistant is able to collaborate with others, communicate clearly and honestly, and be willing to contribute as community needs change. The incumbent must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment.

Principal Activities:

- Assist in leading a daily morning program activity; lead an afternoon “choice” activity, if needed
- Assist program staff in planning, preparing, and leading evening activities and other all-camp activities
- As needed, temporarily assume the duties of a counselor or other staff member who is absent due to sickness, etc.
- Serve as a “co-pilot” for a cabin group; sit with them at meals, attend evening activities with them, and assist the cabin counselor with bedtime preparations and evening devotions
- On a rotating basis, supervise daily camper free time
- Assist with Sunday camper registration
- After Friday camper departure, participate in the cleaning of cabins, bathrooms, and common areas
- Attend daily staff meetings
- Play with campers!!

Essential Functions:

- ◆ Ability to communicate procedures and regulations to staff and campers

- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision

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