

Summer Program Assistant Job Description

Responsible to: Program Director

Basic Qualifications:

1. An understanding of and appreciation for the Anabaptist Mennonite tradition.
2. Alignment with Camp Friedenswald's mission, core values and organizational statements.
3. Sensitive to the needs of camp guests and constituency.
4. Experience working with children and youth.
5. Proven organizational skills and ability to follow through with projects.
6. Strong communication skills, including written and verbal.
7. Familiarity and proficiency working with a variety of cameras and social media platforms.

Responsibilities & Duties:

1. Contribute as an integral member of the Summer Leadership Team
 - a. Help mentor other summer staff team members and assist in responding to summer staff needs as they arise.
 - b. Participate in Summer Staff and Leadership Team meetings.
2. Preparation/Orientation Week
 - a. Help lead training sessions on Activity/Project Groups with Activity Coordinator.
 - b. Help set up staff lounge for use by summer staff. (mailboxes, decorations, games, computer use, etc.)
 - c. Assist Program Director and Leadership Staff in facilitation of orientation activities.
3. Summer Staff
 - a. Assist counseling/rotational staff in hosting all campers.
 - b. Participate in assigning weekly summer staff job assignments, in consultation with PD.
 - c. Each week support the Activity Coordinator in selecting Activity/Project groups and their leaders, in consultation with PD.
 - d. Coordinate communication with summer staff in support of their roles.
 - e. Share leadership of staff meetings as directed by, or in absence of Program Director.
 - f. Coordinate letter writing to campers by the counseling staff and summer birthday cards.
4. Camp Programs
 - a. Greet and welcome campers and parents as they arrive for the start of each camp.
 - b. Work with the Activities Coordinator in presenting the preview of the week's activities during camper orientation.
 - c. Assist with leadership at meal times (if needed) in consultation with the Worship Leader (cleaning instructions beginning of week & ongoing, announcements at start of meals, dismissing tables, silly meals, mail distribution, etc.)
 - d. Work with PD in planning special events for each week (carnival, beach party, etc.).
 - e. Coordinate camper evaluations at the end of week. (Hand out, collect, help PD to compile)
 - f. Coordinate Camp Store and Camp Store schedule each week
 - g. Assist with Camper cabin assignments each week.
5. Other
 - a. Other tasks assigned by the Program Director or Executive Director.

Due to the nature of camp life, it is understood that daily work hours will be irregular. Camp life often requires work beyond the usual 40 hour/5 days a week routine. It will be necessary to work some weekends, including Sundays. It is also important to be flexible and adaptable to changing guest and program needs.

Updated 5/26/23-JLL