



Program Assistant Job Description

Position: Program Assistant, 2023

Reports to: Program Director

Purpose of Position:

To assist the Program Director with all aspects of the summer camping program as requested. Be a part of the Summer Leadership Team.

Qualifications:

1. At least 21 years old
2. Be of Christian faith, willing to share that faith with others, and to learn and grow alongside them.
3. Preferably 2 years of experience in a leadership position.
4. Current CPR and First Aid Certifications, or willing to become certified.
5. Ability to work independently and with a diverse team.
6. Ability to work long hours in an outdoor environment.
7. Ability to use discernment and discretion in many situations.
8. Ability to abstain from use of cell phones and social media while on duty.
9. Strong communication and interpersonal skills to be used with campers, staff, volunteers, visitors, and parents.
10. Ability to maintain maturity, discipline, and flexibility while also leading by example through good moral character, work ethic, and strong integrity.
11. Model behavior as a leader and representative of Montgomery on and off site.
12. Completion of a Level II background check upon hire.

Responsibilities:

1. Assist the Program Director planning and coordinating leadership and enabling other staff in carrying out daily program duties and activities as needed. This may include, but is not limited to: campfire activities, chapel/vespers services, outdoor meal preparations, singing, campouts, canoeing, swimming, arts and crafts, hiking, nature study, ropes/challenge course, Bible study, general discussions, etc.
2. Assist the Program Director in planning and coordinating leadership for morning celebrations and cabin judging as indicated by the schedule.
3. Create, plan, and coordinate age-appropriate “all camp activities” for the schedule as approved by the Program Director.

4. In coordination with the Program Director, create, copy, disseminate, and collect camper and staff evaluations at the end of each on-site program.
5. As requested by the Program Director, to assign small groups, assist in creating schedules, and assist in making of weekly nametags.
6. When requested by the Program Director and/or indicated by the absence of the Program or Executive Director, to serve as first in command, making necessary decisions regarding the program and safety of the campers. All decisions or actions must be clearly communicated to the Program Director upon their return.
7. To coordinate and assist other core staff members in operation of the canteen, sorting and delivering of the mail, and transportation of program equipment to different areas of camp.
8. Attend regular staff meetings to aid in staff community building and to ensure good communications. Attend pre-camp staff training and assist in leadership during staff training as requested by the Program Director. Attend meetings with the Program Director and/or Executive Director as needed.
9. As part of the Staff at Montgomery, you will be expected to take part in activities with the campers to the extent that time allows without interfering with your primary duties as outlined in this Position Description.
10. To coordinate, plan and provide for the leadership of special opportunities for staff recreation and/or fellowship during the summer season. The purpose being to relieve stress, enhance the team building process for the summer program and provide an opportunity to focus on staff relationships. All program proposals and requests for funds and/or supplies must be submitted in writing to the Program Director. Initial scheduling of these opportunities will take place during staff training.
11. In all responsibilities, special attention is to be given to maintaining the applicable American Camping Association Standards.
12. Two of the most important parts of your job include:
 - a. *Role model to campers and staff*: at all times, exhibit a positive attitude. Use good language, both body and verbal, with both campers and staff. Your actions will be copied by campers and staff, always keep this in mind.
 - b. *Availability to and responsibility for campers and staff at all times*: A child or staff member should never be afraid to approach you.

13. Willingness to do what is requested and required in order to accomplish Montgomery's ministry and mission goals.

Equipment Used:

Montgomery staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

- Good written and verbal communication
- Strong time management skills
- Determination and persistence
- Critical thinking and problem solving skills
- Ability to work well individually and within a team as a leader
- Self-motivated
- Ability to resolve conflict in a positive manner
- Ability to understand child development
- Ability to lead a small group
- Ability to practice patience and empathy

Physical Requirements:

- Ability to stand for long hours
- Potentially stooping, climbing, reaching, lifting up to 50 pounds, walking long distances, bending, jumping, and using hand-eye coordination.
- Ability to work in all weather conditions
- Ability to practice physical, emotional, and spiritual self-care

Relationships and Interpersonal Aspects:

Montgomery staff will be interacting with many people over the summer including other summer staff, campers, campers' parents, kitchen and maintenance staff, volunteers, camp nurse, directors, and other user groups throughout the summer. It is important to maintain respectful and professional interactions and communication with everyone. Romantic relationships are discouraged between staff members during the summer camp season.

Complete this Google form if you are interested in a position with us!
<https://forms.gle/d6bcN1TWwxgHZvYH9>

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