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# SEASONAL JOB DESCRIPTION

## *CATHOLIC YOUTH CAMP – SUMMER, 2012*

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### ASSISTANT PROGRAM COORDINATOR

**Reports To:** Executive Director

**Date:** 2012

**General Function:**

The Assistant Program Coordinator shall be the primary role model in the life of each child and staff at camp. The Assistant Program Coordinator is responsible for the supervision of programming, staff and campers. The Program Coordinator will assist the Executive Director and Program coordinator in daily operations, parent communication, and other duties as assigned.

**Specific Responsibilities:**

- 1) Responsible for assisting Program Coordinator in implementing day and evening programming.
- 2) Assist staff with programming, camper issues, schedule, etc.
- 3) Lead and/or assist with activities during activity periods.
- 4) Supervise and manage the camp store.
- 5) Model and emphasize safety and stewardship at all times.
- 6) Create opportunities for success for each child.
- 7) Provide an open ear and mind when the camper needs to discuss issues and/or problems.
- 8) Provide positive guidance through appropriate behavior management.
- 9) Communicate clearly and regularly with coworkers and supervisor.
- 10) Greet parents on Sunday during registration and on Friday during and after the closing ceremony.
- 11) Ensure that all expected campers have arrived and have gone through the check-in process.
- 12) Supervise daily clean up of cabins and grounds.
- 13) Attend all staff meetings.
- 14) Supervise daily camper free time.
- 15) After Friday camper departure, assist with cleaning of camp facility.

**Essential Functions:**

- 1) Verbally communicate with small groups of children and adults
- 2) Understand and uphold camp safety policies
- 3) Observe activity of staff and campers
- 4) Understand skill and behavior of different age campers and staff
- 5) Listen to each camper

**Qualifications:**

- 1) At least 21 years of age.
- 2) Strong leadership and teaching skills.
- 3) Experience or training in working with children.
- 4) Strong Christian faith and practice.
- 5) Independent, self-starter, and self-motivated.
- 6) Creative and organized.
- 7) Awareness of the need to care for the environment.
- 8) Excellent communication and teamwork skills.
- 9) Patience in working with children.

