

# Agape Summer Program Assistant Position Description

The Summer Program Assistant is a seasonal employee of Agape Ministry who reports directly to the Program Director. Along with the Program Director he/she oversees the daily camp arts and craft operations and other activities as requested during the time that campers are on site.

## **Qualifications:**

1. Be a practicing Christian.
2. Have current child abuse and criminal clearances, including FBI fingerprinting.
3. Hold current CPR and First Aid certifications or attain them once employed.
4. Be at least 21 years old.
5. Have good communication and organizational skills.
6. Be able to follow task through to completion.
7. Be a self-starter.
8. Be able to sustain a flexible work schedule.
9. Have a valid driver's license.
10. Be able to physically traverse the camp property.
11. Possess the strength and endurance to supervise daily camp functions.
12. Must generally be available between the hours of 11:00 am and 4:00 pm each day while camp is in session.
13. Must have a means of transportation.

## **Responsibilities: (working with the Program Director, Camp Nurse, and Food Service)**

1. Collaborate with leadership staff (and others as needed) with planning and providing "hands on" age-appropriate elements to enhance programs for the summer camping season.
2. Participate as requested in staff training.
3. Assist in supervising the campers and counselors while in their area.
4. Assist Program Director and Camp Nurse with "Health Room" and medication issues if asked and qualified.
5. Model appropriate behavior for the staff and campers, including:
  - a. Maintain compliance with Camp Agape policies and ACA standards.
  - b. Maintain appropriate personal boundaries
  - c. Care for the needs of staff & campers
  - d. Health, safety and cleanliness
  - e. Concern for the environment
6. Consult with the Program Director and Executive Director as needed.
7. Other duties as assigned by the Executive Director or Program Director.

**Salary:** \$20/hour

**Dates:** Staff training begins June 3rd. Summer Camp ends August 2<sup>nd</sup>.