

Job Description
Norwesca Camp and Retreat Center
Summer Program Assistant
(Revised February 2010)

Position Purpose:

Responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills in order to provide a safe, enriching, joyful, and Christ-centered experience

Essential Job Functions:

- ♦ Assist campers and staff in case of emergency (fire, injury, storm, etc)
- ♦ Possess strength and endurance required to maintain constant supervision of campers
- ♦ Be able to lead and participate in activities with campers in our rugged environment consisting of hills, trails, and steps connecting buildings and activity areas
- ♦ Be able to plan ahead and make safe judgments concerning activities at camp

Responsibilities:

1. Camp Spiritual Life
 - ♦ Share your own personal faith stories with campers; pray with your camper group every day
 - ♦ Lead, attend, and participate with your campers in campfires, worship activities, singing, table graces, devotions, etc
 - ♦ Express your faith through actions of forgiveness, servanthood, love, grace, honesty, and stewardship
 - ♦ Pursue your own spiritual growth by daily prayer, entering into worship, giving of yourself in Christian service, and challenging yourself to find God's blessings in nature and people
2. Maintain high standards of health and safety in all activities for campers and staff
 - ♦ Have total responsibility for the safety of the campers assigned to you; make sure that you and your campers understand and practice camp guidelines and emergency procedures
 - ♦ Provide for the daily care of each camper within your supervision including recognition of personal health needs (brushing teeth 2x/day, showering, changing clothes, washing hands before meals, etc)
 - ♦ Ensure that campers receive their medications as directed by health care manager
 - ♦ With help from other staff, be prepared to accommodate special concerns such as diet restrictions, bedwetting, physical disabilities, emotional and behavioral problems
 - ♦ Report all camper injuries and illnesses to the health care manager, program director, and director
 - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
3. Participate in the development and implementation of program activities for campers
 - ♦ Be an active and ongoing participant with your campers, being with them both day and night (except for scheduled time off); sit with your campers at activities, worship, and meals
 - ♦ Involve your campers by giving them choices within the program structure
 - ♦ Wake up with your campers, helping them start their day in an uplifting manner
 - ♦ End each day with your campers...praying, talking, affirming, sharing feelings, experiences and concerns; ensure they know you will be present through the night
 - ♦ Assist in leadership of all camp activities, games, low-ropes course, archery, arts and crafts, and other program activities as directed
4. Community Life
 - ♦ Work with your campers every day to clean their cabins and organize their belongings
 - ♦ Participate with your campers in Opportunity to Serve, Kitchen Party, and other clean-up and service projects
 - ♦ Eat with your campers and encourage good table manners and pleasant conversation
 - ♦ Take responsibility for camp and personal property; turn off lights, pick up litter, return equipment to the proper place, treat equipment with care, report needed repairs, etc
 - ♦ Assist in the management and care of the physical facilities and equipment in all camp areas, preparing and cleaning at the beginning and end of each camp

5. Counseling

- Spend time every day talking to each of your campers individually; listen intently when campers share with you; share your own personal experiences (school, friends, family, church, work, etc) making sure that what you share is appropriate for campers to hear
- Encourage your campers to break their fears and try new activities
- Provide opportunities for campers to discover their own personal gifts
- Meet and talk with the parents of your campers on the first day of camp and briefly visit with each parent on the closing day (if applicable)

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested; maintain clear and positive written and verbal communication with all camp staff
- Participate enthusiastically in all camp activities, planning, and leading as assigned
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
- Attend and participate in regular staff meetings and devotion/worship times
- Provide ongoing program ideas to build the summer program
- Other various duties around camp at the discretion of the Norwesca director

Relationships:

- Directly responsible to the program director and also the Norwesca director
- Responsible for constantly supervising and supporting campers
- Support the needs of all Norwesca staff members as a total camp community

Qualifications:

- Must be a practicing Christian supportive of the theology of the United Methodist Church and philosophy and mission of Camp Norwesca
- At least 18 years of age or high school graduate; completion of at least one year of college preferred
- Must love working with youth!
- Physical and emotional stamina
- Willingness to work with flexibility as part of a team
- High moral character and a respect for people of all ages
- Ability to exercise sound independent judgment
- Effective communication and organizational skills
- Completion of first aid, CPR and Safe Sanctuaries certification within first week of employment

Knowledge, Skills, and Abilities:

- Understand the developmental needs of youth
- Ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in camp program areas

Physical Aspects of the Job:

- Willingness to live in a camp setting and work irregular hours
- Operate with daily exposure to sun, heat, and varying weather conditions
- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers