



Alpha Program Assistant Job Description and Expectations

In addition to the below expectations for the Alpha Program Assistant, all Covenant Harbor summer staff must meet the [General Summer Staff Expectations](#) and agree to the [Summer Staff Covenant](#).

Job Description

The Alpha Program Assistant, along with the Alpha Program Lead, leads the Alpha Program Counselors in coordinating and implementing the Alpha program - A discipleship and service program for students entering 10th grade through 2020 and 2021 high school graduates. The Alpha Program Assistant and Lead will develop a spiritual formation, devotional and teaching plan for each session (5, 10 and 12 day programs). Being a positive role model, hard worker and inclusive community builder is essential. The Alpha program is vital to the efficiency of the supporting areas of camp. The Alpha Program Assistant will work with the Alpha Program Lead, Youth Ministry Team and other Program Leads to finalize the daily schedule and service responsibilities. Most importantly, the Alpha Program Assistant will mentor, support and care for Alpha campers, Alpha Counselors and other counselors that rotate through the Alpha program.

Expectations

- Help to facilitate discussions during devotional time and create a Bible program for each session.
- Work with the Worship Coordinator and Alpha Program Lead to cultivate authentic worship during session times.
- Lead the Alpha Counselors and work alongside the Alpha Program Lead and Youth Ministry Team with developing, leading, and implementing programs, activities, projects, etc., as assigned. Adjust your programming based on the length of the session.
- Be present. Actively supervise all Alpha campers and staff, and maintain awareness of their whereabouts and condition.
- Manage your personal schedule and the program's schedule. Help develop the daily and weekly schedule with the Alpha Program Lead, Youth Ministry Team, Logistics Coordinator and other year-round staff.
- Create and complete administrative tasks, including helping with welcome packets, Alpha follow up material and more as required.
- Communicate well with parents on opening and closing days.
- Help to train staff in Alpha-specific programming and age-appropriate counseling strategies.
- Communicate with the full-time Youth Ministry Team about needs of the program, staff, and/or campers.
- Earn campers' respect and seek out time to spend getting to know them. Alpha staff should know every camper's name within the first 24 hours of the session.
- Manage and redirect camper and staff behavior, and mediate conflict.
- Facilitate a community in which Alpha staff and campers can build healthy relationships with one another.
- Make wise choices to keep campers physically, emotionally and spiritually safe at all times.
- Lead peers and campers well. Be clear with communication, expectations and standards.
- Be available to assist counselors with camper challenges at all hours of the day. Support the weekly counseling team as they care for campers and be available to them as a resource.
- Be a good steward of the program's equipment and supplies. Manage your resources wisely and responsibly.
- Set an example for all staff that is positive and above reproach.

Requirements

- Be at least 20 years old by May 28, 2021.
- Be available to live onsite at Covenant Harbor from May 28 to August 12.
- Experience and skills in leading high school students.
- Experience leading peers.
- Prior camping experience.
- Strong theological and biblical knowledge.
- Ability to pass a background check.
- Strong interpersonal, communication, organizational, and leadership skills.
- Must be able to participate in potentially strenuous physical activities.
- CPR and First Aid certifications are preferred, but not required.
- Ability and willingness to be lifeguard, high adventure and/or activity trained.