



## Youth Ministry Assistant Job Description and Expectations

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

### Job Description

The Youth Ministry Assistant's primary responsibility is to help the full-time Youth Ministry Team ensure the success of all summer camp programs. They will assist in the operations, planning, logistics and support of Day Camp, Kishwauketoe, Pier 30 and Alpha. The Youth Ministry Assistant must be extremely reliable and nimble. Daily responsibilities and tasks may need to be paused to jump in and cover a need in any program. Administrative and leadership skills are necessary as is the ability to be creative. The Youth Ministry Assistant must have a passion for camping ministry and an eagerness to learn and support the background work so that the camper experience is smooth.

### Expectations

- Know how to confidently lead campers of all ages (kindergarteners through high school graduates) and summer staff.
- Become familiar with all programs and areas of camp, and assess how you can best support the programs and leadership staff.
- Work with your team to be creative and assist leadership staff with making the activities for each week unique.
- Complete administrative and organizational tasks as directed by the year-round Youth Ministry Team.
- Communicate with Program Leads to ensure that their expectations are being met and to improve campers' experiences as necessary.
- Be ready to help Program Leads with the planning, setup and execution of big games, activities and events in each program.
- Coordinate with year round Logistics Coordinator, Children's Ministry Coordinator, Program Director and other year-round staff to be sure daily operations are running smoothly.
- Set an example for summer staff members that is positive and above reproach.
- Manage your schedule, meet deadlines for projects, and plan your daily tasks wisely. Make being with campers and at activities a priority.
- Remain flexible and be prepared to shift responsibilities, fill in gaps, make wise decisions quickly, and meet unforeseen challenges while also fulfilling your initial tasks. The Youth Ministry Team does their best to anticipate what is upcoming, but must often pause and pivot to respond as circumstances change and needs arise.

### 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. Potential to arrive at Covenant Harbor earlier based on availability of the applicant and status of camp to be determined in consultation with year-round staff.
- Experience and skills in interacting with elementary, middle school, and/or high school students.
- Experience leading peers required.
- Experience working behind the scenes with organization and administration.
- Strong theological and biblical knowledge.
- Previous camping experience required.
- Ability to pass a background check.
- Strong interpersonal, communication, organizational, and leadership skills.
- Must be able to participate in potentially strenuous physical activities.