



Pier 30 Program Assistant Job Description and Expectations

In addition to the below expectations for the Pier 30 Program Assistant, all Covenant Harbor summer staff must meet the [General Summer Staff Expectations](#) and agree to the [Summer Staff Covenant](#).

Job Description

The Pier 30 Program Assistant, along with the Program Lead(s), coordinates and implements the Pier 30 program with consultation from the full time Youth Ministry Team. Pier 30 weeks are designed specifically for 4th-6th, 7th-9th and 9th-12th grade campers. The Pier 30 program consists of fun activities, imaginative experiences and opportunities for relationship building. Most importantly the Pier 30 Program team, with oversight from the Youth Ministry Team, will craft a Bible program focused on the foundations of Christian faith and adapt it for each age group.

Expectations

- Assist in actively planning, organizing and executing the Pier 30 program. Help create a Bible program and adapt it to each age group.
- Work with the Pier 30 Program Lead, Worship Coordinator and Youth Ministry Team to develop a plan for engaging and focused chapel sessions. Cultivate authentic worship during session times.
- Help to lead and supervise the counselors, communicate clearly with them, and work alongside the Youth Ministry Team with developing, leading, and implementing programs, activities, projects, etc., as assigned.
- Assist with creating, designing and implementing new games, activities and events within the Pier 30 program.
- Manage your personal schedule and your program's schedule. Help develop the daily and weekly schedule with the Pier 30 Program Lead, Youth Ministry Team and Logistics Coordinator.
- While camp is in session, help lead chapel sessions and programmed activities.
- Be present and positive throughout the day.
- Complete administrative tasks and fulfill parent communication responsibilities during the week.
- Communicate well with parents on opening and closing days.
- 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. You should know many campers' names by the end of each week of camp.
- Manage and redirect camper and staff behavior, and mediate conflict.
- Facilitate a community in which 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 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 interacting with elementary, middle school, and 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.
- Strong stage presence and experience leading large groups.
- 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.