



Day Camp Program Assistant Job Description and Expectations

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

Job Description

The Day Camp Program Assistants are responsible for assisting the Day Camp Program Lead in planning, developing and executing the Day Camp program with consultation from the full-time Youth Ministry Team, and will also assist in supervising a rotating team of counselors on a weekly basis. The Day Camp program is designed specifically for campers entering 1st-3rd, 4th-6th, and 7th-9th grades and aims to also minister to parents and families through daily interactions at check-in and check-out. The Day Camp Program Assistants and the Day Camp Program Lead will each focus on one of the three age groups throughout the summer, but will also support the other age groups. The Day Camp program is unique from week to week to best serve the many campers who will attend multiple weeks throughout the summer and incorporates age-appropriate games and activities, lots of time to build relationships with other campers and staff, and opportunities to make choices and uniquely tailor their experience based on the age group they are in and their own interests. Most importantly, the Day Camp Program Assistants, with direction from the Day Camp Program Lead and oversight from the Youth Ministry Team, will assist in crafting an age-appropriate, engaging, and memorable Bible program focused on the foundations of the Christian faith, which will be unique to each age group and each week of the summer.

Expectations

- Assist in creating and implementing a Bible program each week that will teach biblical truth and reflect the summer theme in ways that campers can understand and remember, and that encourages campers in their unique next step of faith.
- Work with the Worship Coordinator, Day Camp Program Lead, and Youth Ministry Team to develop a plan for engaging and focused sessions. Cultivate authentic worship during session times.
- Assist in leading, supervising, and communicating clearly with a rotating counseling team. Work alongside the Day Camp Program Lead and Youth Ministry Team with developing, leading, and implementing programs, activities, projects, etc., as assigned.
- Plan games and activities that will engage campers and give them opportunities to try new things on their level.
- With the Day Camp Program Lead, adjust your programming from week to week to keep returning campers engaged. Turn everyday activities into things that are unique to camp.
- Manage your personal schedule and your program's schedule. Assist in developing the daily and weekly schedule with the Day Camp Program Lead, Youth Ministry Team, and Logistics Coordinator.
- Complete administrative tasks and daily and weekly responsibilities.
- Communicate well with parents during check-in, check-out, and any other scheduled events. Be aware that we are not only ministering to the campers, but also to their parents and families in the Day Camp programs.
- Assist in training staff in Day Camp-specific programming and age-appropriate counseling strategies.
- Communicate with the Day Camp Program Lead and the full-time Youth Ministry Team about needs of the program, counselors, and/or campers.
- Earn campers' respect and seek out time to spend getting to know them. You should know the names of many campers (and many parents) by the end of the week. Invest in first-time campers and returning campers alike.
- Manage and redirect camper and staff behavior, and mediate conflict.
- Facilitate a community in which Day Camp staff and campers can build healthy relationships with one another.
- Make wise choices to keep campers physically, emotionally and spiritually safe at all times.
- Be available to assist counselors with camper challenges. 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 budget, equipment, and supplies. Manage your resources wisely and responsibly.
- Assist with running the camp store and help campers to make wise choices with their canteen money.
- 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 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 preferred.